



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

AGENDA

DATE: Tuesday, May 12, 2026

TIME: 5:00 p.m.

LOCATION: 5055 Walnut Drive, Eureka, CA

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 May 12, 2026, Meeting Agenda *Pgs. 1-2*
2. Approval of Minutes of the Regular Meeting of April 28, 2026 *Pgs. 3-7*

D. REPORTS

1. General Manager
 - a) District Update *Pgs. 9-11*
2. Finance Department
 - a) April 2026 Check Register *Pgs. 13-22*
3. Planning
 - a) Update *Pgs. 23*
4. Legal Counsel
5. Director Reports

E. 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.

F. NEW BUSINESS

1. Consideration of Adopting Resolution 2026-04 to Amend the Humboldt Community Services District Conflict of Interest Code *Pgs. 25-40*
2. Consideration of Appointing an Alternate Representative to the Redwood Regional Economic Development Commission *Pgs. 41*

G. CLOSED SESSION

1. PURSUANT TO Government Code Section 54954.5(e) PUBLIC EMPLOYEE PERFORMANCE EVALUATION – General Manager

H. ADJOURNMENT

Next Res: 2026-05

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, April 28, 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, and Gardiner. Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), Administrative Services Manager Christensen (ASM), 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 April 28, 2026, Meeting Agenda
2. Approval of Minutes of the Regular Meeting April 14, 2026

GM requested a postponement of the closed session until the May 12, 2026, meeting.

Director Ryan arrived at 5:04 p.m.

IT WAS MOVED BY DIRECTOR BENZEONELLI, SECONDED BY DIRECTOR MATTEOLI, TO APPROVE THE APRIL 28, 2026, CONSENT CALENDAR AND REMOVE *ITEM G.1 CLOSED SESSION* FROM THE APRIL 28, MEETING AGENDA. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. CORRESPONDENCE

1. Proposed LAFCo Budget for Fiscal Year 2026-27

Director Benzonelli remarked on Humboldt LAFCo's efficiency. There was a discussion regarding the costs associated with applications submitted to LAFCo.

E. REPORTS

1. General Manager
 - a) District Update

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GM reported that Measure O, the one-cent countywide sales tax intended for road and transportation projects, has increased the number of road rehabilitation projects within the District. The County has advised the District that the cost of restoring the elevations of manholes, valve-cans, and other access points will be the District's responsibility. The District will need to budget for the associated costs.

The SCADA team is making progress on the upgrade and rehabilitation project. The District's approach has drawn attention from the automation community and was recently featured in a regional hardware supplier's newsletter

The County is planning a community meeting on May 20 to discuss extending water services to communities impacted by sedimentation in the Elk River Valley.

The Board expressed concern about the unanticipated expenses associated with road rehabilitation projects within the District. GM is exploring options to reduce District costs associated with the resurfacing project, including having District staff complete the projects rather than the County's construction contractor and seeking advice from District Counsel.

2. Finance Manager

a) March 2026 Budget Statement

FM reviewed the March 2026 Budget statement and noted that the legal costs and software costs line items were forecasted to exceed their budgeted amount for the year, but would not impact the District's budget significantly.

It was noted that expenditures for Capital Improvement Programs reflected \$458,437 in reimbursed grant funds. Director Gardiner requested that the Board receive more details on the District's Capital Improvement Program expenditures for FY 2026 at a subsequent board meeting.

3. Planning

a) Update

USP reviewed the Automated Meter Reading (AMR) implementation scheduled for the summer. The District is planning to hire four temporary employees and install 1,000 meters. HCSD is participating in the development of Humboldt Bay Municipal Water District's (HBMWD) Urban Water Management Plan (UWMP). The District has completed the first quarterly testing of the well and distribution system.

4. Legal Counsel

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No report.

5. Director Reports

Director Benzonelli reported that she is stepping down from her role as the alternate representative on the Redwood Region Economic Development Commission (RREDC)

Director Ryan reported that she attended a RREDEC meeting on April 25 and received a presentation on the Redwood Region Outdoor Economy Challenges and Opportunities

E. PUBLIC PARTICIPATION

No public comment.

F. NEW BUSINESS

1. Consideration of Report on Out-of-District Service Connections and Voter Franchisement

GM summarized the District's intermingled and out-of-district service connections and related voter franchisement considerations. He described the extent of service overlap with the City of Eureka, including water service to 99 properties within the City limits, intermingled wastewater service arrangements affecting hundreds of connections, and the monthly reconciliation process between agencies. The report also outlined service to properties outside District boundaries in unincorporated areas, including Tompkins Hill Road, Harris Street, and Cypress Street, and a District-metered connection to a property within the city limits on Artino Street. It was noted that an estimated 225 individuals were receiving District services outside of District boundaries and were unable to vote in District elections. GM discussed annexation and governance options, associated costs, and potential approaches for addressing out-of-district connections, including coordination with the City of Eureka, and requested Board direction.

Director Gardiner stated that he had brought this item to the Board due to concern that not all District customers can participate in the District's elections because they are located outside the District's boundaries. It was noted that the application fee to annex properties into the District is \$5,000, and additional expenses for a boundary survey, Franchise Tax Board fees, and staff time. Discussion continued about other opportunities for ratepayers outside of the District to have a voice, including Attending and speaking at Board Meetings, the Proposition 218 fee-setting process, and an engagement process for out-of-District ratepayers on an annual or biannual basis.

Public Comment:

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Bill Barnum, a resident of Artino Street, provided the District with a history of his property and the building and permitting process with the District after the purchase of his lot in 2013 and developed it within the City of Eureka. Mr. Barnum noted that he was pleased with his service from the District and is interested in voter franchisement.

Leslie Marshall, Director of Facilities and Planning at College of the Redwoods asked if the Board was planning to take action on the item or if the process was related to the District's Proposition 218. The Board clarified that no action was being taken during the meeting.

After public comment, the GM noted that he would further research annexation possibilities for interested parcel owners.

3. Review of CalPERS Actuarial Valuation Report and Consideration of Pension Liability Reduction Strategies

ASM reviewed the District's Actuarial Valuation Report with the Board and highlighted the District's current budgeted expenses, including the District's annual CalPERS contributions, a percentage of payroll, and an unfunded accrued liability (UAL) payment, which is largely a contribution for benefits paid or accrued for classic employees. Next year's payment is \$431,711 of which only \$140,510 is applied to the principal. The balance of the District's UAL is \$4,702,499. The present value of the District's total accrued liability is \$18,281,682.

The District has options to pay down the UAL balance, including Additional Discretionary Payments (ADP) and/or a "fresh start" re-amortization, which would reduce the District's amortization schedule from 20 years to 15 or 10 years. District staff has identified \$321,000 of one-time funding in budgeted personnel costs due to vacancies. The \$321,000 payment would reduce the District's interest cost over the amortization period by \$449,000. Staff recommended that the Board make a one-time payment of \$321,000 and direct staff to identify an appropriate annual discretionary budget amount.

It was noted that a future budgeted annual discretionary payment would provide a similar benefit to a fresh start re-amortization

There was no Public Comment.

It was noted that the large amount of one-time funding available in the current year was due to a number of vacancies and additional positions budgeted for the transition of retiring employees. It is not expected that the District would have a large one-time funding amount in subsequent years as employment at the District stabilizes. Direct Ryan noted that the action would benefit future ratepayers by reducing annual pension costs and increasing funding in the future for operational costs.

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IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR GARDINER,
TO AUTHORIZE A ONE-TIME ADDITIONAL DISCRETIONARY PAYMENT OF
\$321,000 FROM BUDGETED PERSONNEL COSTS IN THE DISTRICT'S FISCAL
YEAR 2026 BUDGET AND DIRECT STAFF TO PROPOSE A BUDGETED
ADDITIONAL DISCRETIONARY PAYMENT IN FISCAL YEAR 2027. MOTION
CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

H. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF April 24, 2026, AT 6:39
P.M.

Submitted, Board Secretary

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Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors
FROM: Terrence Williams, General Manager
DATE: May 8, 2026
SUBJECT: General Manager Report for May 12, 2026 Board Meeting

Baseball



Figure 1: Logos for the Humboldt Crabs and West Coast Kings baseball teams. These two team will be facing off on July 17 in Arcata, CA. Save the date for the upcoming HCSD staff appreciation family picnic.

Humboldt Community Services District is planning a staff appreciation event for the evening of July 17, 2026 at the Humboldt Crabs Baseball Stadium in Arcata, CA. We have reserved the Left Field picnic area and will be having an evening of family, fun and food while we cheer on the local team, the Humboldt Crabs, as they take on the West Coast Kings from Pleasant Hill, CA, in this Pacific Empire League game. Save the date, we will provide information soon including how and when to RSVP and what to bring to the event.

Truck

On Tuesday, May 5, 2026, District staff were performing routine maintenance at the Donna Drive tank on Humboldt Hill when they observed a loss of air pressure from the compressor on the Unit 4 maintenance/utility truck. The truck had been running to supply air pressure to the District's hydropneumatic system on Humboldt Hill. Upon investigating, the operator discovered that the engine compartment was on fire.

Staff immediately attempted to suppress the flames using the two onboard fire extinguishers; however, the fire proved too intense to control, and Humboldt Bay Fire was called to the scene. Thanks to the calm and professional response of District operators, no injuries were

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

sustained, and the fire was successfully contained to the vehicle, preventing spread to nearby homes or wildland.

The District extends its sincere appreciation to Humboldt Bay Fire for their prompt and skilled response.

Elk River

As reported previously, the County is planning a community meeting to discuss the Elk River area. The agenda includes a presentation about the County's work to mitigate road flooding as well as their grant funded effort to study the feasibility of extending potable water services to the Elk River area to improve water supply reliability. The meeting will take place at the Humboldt Grange on Wednesday, May 20, 2025, from 5:30 to 7:00 pm. A flyer is included in this Board Packet with more details.

CIP Update

The total planned CIP spending across all categories for FY 2026 was \$5.9M. This includes \$2.9M for water infrastructure, \$2.4M for sewer infrastructure, \$500K for building/yard improvements and grant writing and \$95K for vehicle replacement.

A total of about \$900K worth of planned project work will not be completed this fiscal year. This includes about \$600K associated with a single water and sewer project in the Humboldt Hill area for which design work experienced unanticipated delays and, as a result was not put out to bid during FY 2026.. The remaining CIP project work that will not be completed during FY 2026 is attributed to incomplete design work of the projects.

Additionally, there is about \$200K worth of planned spending for projects for which substantial progress is being made but that will require additional effort to complete during the coming fiscal year (FY 2027). The delays to these projects are primarily attributable to the unexpected loss of the District's Maintenance Foreman last fall.

There is also additional unanticipated CIP work associated with County road work within the District. This includes the Myrtle Mitchell tie-in that has been scheduled for FY 2028 and now needs to be completed this year, the raising of valve cans along Myrtle between Ryan Slough and Freshwater Road, the temporary bypass at Felt Road and the sewer repairs on Cedar and Redwood Street. These unanticipated projects are projected to cost about \$250K.

In summary, 15% of projected project spending will be delayed due to insufficient progress on design work. An additional 3% of projected project spending is behind schedule as a result of the unexpected passing of a critical staff member last year. Finally, there is unanticipated project work that will cost an estimated additional 4.25% of the annual CIP budget.

Invitation to Community Meeting

Wednesday, May 20, 2026 5:30-7:00 pm

Road Flooding Reduction and Water Supply Reliability in the Elk River Area



verdantas

Location: Humboldt Grange #501
5845 Humboldt Hill Road

Agenda:

5:30-6:00 pm Update on road improvement study

- Humboldt County Public Works Department

- Summary of a recently completed engineering study on the feasibility of raising portions of Berta Road, Zanes Road, and Elk River Road to reduce the frequency and severity of flooding.
- Next steps.

6:00-6:30 pm Introduction to study on extending municipal water supply

- Humboldt County Public Works Department

- Verdantas (engineering consultant)

- Overview of an engineering study that is beginning to evaluate the feasibility of extending municipal water service into the Elk River area to improve water supply reliability.
- Residents will receive a water conditions survey in the next few weeks.
- The study will help residents decide if they support extending water service.
- The study is expected to be completed in mid-2027.

6:30-7:00 pm Informal conversations

For more information, call Humboldt County Public Works at 707-445-7741

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Accounts Payable

Checks by Date - Detail by Check Date

User: FM
 Printed: 5/7/2026 9:22 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
58795	B284	Badger Meter Inc Beacon Mbl Hosting - MARCH	04/03/2026	522.99
Total for Check Number 58795:				522.99
58796	C036	Corporate Payment Systems	04/03/2026	
	05845-02731	TK/CWEA - TK/MW Collection Systems Grade		510.00
	112047924435	NA/COSTCO GAS - CWEA Training SACRAM		90.74
	2099787469963	MM/Dell-Laptop for Construction Foreman		1,545.62
	2099787469963	MM/Dell-docking station for Construction Forer		407.81
	220000589732	MW/Employee Appreciation Party - Raffle Prize		104.01
	2876202	TK/REFUND Sugar - Amazon		-10.00
	3424224	MM/MINI PC FOR UPSTAIRS BOARDROOM		788.44
	3424224	MM/Replacement monitor for Construction Fore		118.63
	37542	MW/Emp App Party - Raffle Prizes - BIG 5 Spo		73.63
	50601	MM/Microsoft - Exchange Email Addition		2.70
	59494	NA/GOLDEN GATE GAS - CWEA Training W		63.00
	606400006653	MW/Emp App Party - Raffle Prizes - COSTCO \		600.47
	66296	NA/TOWNE PLACE SUITES -PARKING - CV		19.99
	7256216	JM/Anker Car charger and cables		40.21
	750319	TK/CWEA - DR Collection Systems Grade 2 Te		265.00
	78086	MM/Microsoft - Projects for KR		30.00
	81905	MM/Microsoft - Exchange Email		121.80
	8379430	MM/LOCKS FOR FRONT OFFICE DESK DR/		18.99
	93518	MM/DRI Crash Plan		29.97
	94311	JM/3lb Hammer, Anvil/Vice		65.03
	94311	JM/Hi-Volume watering kit X2, 100' Ext cord X		535.74
	A91421/2	MW/Emp App Party - Raffle Prizes - Pacific Out		110.58
	E63007	MW/Emp App Party - Raffle Prizes - Pierson Bl		95.02
	E63016	MW/Emp App Party - Raffle Prizes - Pierson Bu		45.13
	190704/3	MW/Emp App Party - Raffle Prizes - SHAFERS		172.95
	WP082104	MM/PUMP STICK TO REPLACE STOLEN O		697.04
Total for Check Number 58796:				6,542.50
58797	C410	City of Eureka: SW	04/03/2026	
	MARCH 2026	General 79%		121,534.39
	MARCH 2026	Humboldt Hill 21%		32,306.61
Total for Check Number 58797:				153,841.00
58798	C430	City of Eureka: WA	04/03/2026	
	02282026	Water Purchased - FEBRUARY 2026		67,853.00
Total for Check Number 58798:				67,853.00
58799	C475	Coast Counties Peterbilt	04/03/2026	
	00789032S	UNIT# 14 - DASH REPAIR		725.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 58799:	725.82
58800	D200	Day Management Corp.	04/03/2026	
	INV908594	Antenna for King Salmon SLS		553.26
	INV908594	Antenna for Fields Landing SLS		553.25
	INV908594	Antenna for f Street SLS		553.25
	INV908594	Antenna for Hartman Ln SLS		553.25
	INV908594	Antenna for Hidden Meadows SLS		553.25
	INV908594	Antenna for Buhne Street SLS		553.25
	INV908594	Antenna for Roth Court SLS		553.26
	INV908594	Antenna for Alder Street SLS		553.25
	INV908594	Antenna for Pearch Street SLS		553.26
	INV908594	Antenna for D Street SLS		553.25
			Total for Check Number 58800:	5,532.53
58801	E330	Englund Marine and Industrial Supply	04/03/2026	
	550302/7	SCREW PIN SHACKLES, SNAP HOOKS		50.38
	550307/7	STAINLESS STEEL CHAIN 3/16"		51.07
			Total for Check Number 58801:	101.45
58802	E558	NAPA Auto Parts of Eureka	04/03/2026	
	486512	UNIT# 11 - SPARK PLUG		125.29
	486880	UNIT# 11 - SERPENTINE BELT		43.84
	487550	UNIT# 3 & 11 - BELT TENSIONER ASSEMBL		229.00
	487858	UNIT# 8 - BOXED CAPSULES		59.67
	489060	PRV PROGRAM - HOSE FITTINGS, HOSE, G		276.62
	490669	SHOP TOOLS - 8 PC SCREW SET		24.24
			Total for Check Number 58802:	758.66
58803	F049	Fastenal Company	04/03/2026	
	CAEUR140094	AA BATTERIES, INSECT RPLLNT, XL GLV, '		166.76
	CAEUR140164	GRY/CTTN/POLY SHELL GLV, EAR PLUGS,		90.95
	CAEUR140164	EXTRA COARSE BLUE FLAP DISC		6.52
			Total for Check Number 58803:	264.23
58804	F050	Fastenal Industrial	04/03/2026	
	CAEUR140163	CONTRCTR BAGS, RSPRTR VLVS		198.41
	CAEUR140189	BLK CABLE TIES		129.72
			Total for Check Number 58804:	328.13
58805	H010	Keenan Supply	04/03/2026	
	S014921077.001	STRAP SADDLE, LCKNG BALL VLV, RESE1		1,007.98
	S014950605.001	CHRISTY STEEL CHECKER PLATE - 2685 W		441.70
	S014950635.001	YARD RPLCMNT STOCK - STEEL CHECKEI		3,153.38
			Total for Check Number 58805:	4,603.06
58806	H410	Humboldt Bay Municipal Water D	04/03/2026	
	18857000	Water Purchased - MARCH		101,072.22
			Total for Check Number 58806:	101,072.22
58807	H810	Humboldt Waste Management Auth	04/03/2026	
	1000020872	GREENWASTE - SELF HAUL		123.48
	1000021161	SOLID WASTE - SELF HAUL		12.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 58807:	135.98
58808	I401 IN56353	Industrial Electric Arcata Inc Mechanical seal, Bearing, Labor - MITCHELL E	04/03/2026	1,030.38
			Total for Check Number 58808:	1,030.38
58809	I700 5115907	IBS Interstate Battery System UNIT# 7 - BATTERY	04/03/2026	151.11
			Total for Check Number 58809:	151.11
58810	J700 081649	John's Auto Electric New Trailer plugs for units #15 and #6 also new	04/03/2026	412.02
			Total for Check Number 58810:	412.02
58811	M102 140377	Wayne Maples Plumbing & Heating Inc. 2351 AUSTIN ST - CUST DAMAGE FROM M	04/03/2026	965.85
			Total for Check Number 58811:	965.85
58812	M230 M291876	Mendes Supply Co PSCQCARBACTICIDE, DRUM DEPOSIT	04/03/2026	1,439.66
			Total for Check Number 58812:	1,439.66
58813	M450 525616655 525657543 525698710 525741257	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	04/03/2026	225.35 428.75 221.96 425.57
			Total for Check Number 58813:	1,301.63
58814	P010 04092026 04092026 04092026 04092026 04092026 04092026 04092026	Pacific Gas and Electric-GN gSpark energy Gas/LP Gas Chgs cFW/MR Water System fOffice/Yard aWA Pump & District/Cummings dGeneral Sewer System eKS/HH Sewer System bHH Water System -	04/03/2026	478.14 791.73 6,963.04 6,756.09 8,326.03 2,785.91 10,869.99
			Total for Check Number 58814:	36,970.93
58815	P130 04132026	Pacific Gas and Electric-St Street Lights: MARCH 2026	04/03/2026	1,628.53
			Total for Check Number 58815:	1,628.53
58816	P190 246044	Pacific Paper Co REINFORCEMENT HOLE PUNCH LABELS,	04/03/2026	45.25
			Total for Check Number 58816:	45.25
58817	P550 1029097798 1029097798 1029097798	Pitney Bowes Inc Qtrly Rent Base C Series Equipment Service Agreement Qtrly Rent Base C Series	04/03/2026	82.68 13.51 41.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 58817:	137.24
58818	P557 7C81196 7D71663 7E95880	Rexel USA Inc. CONDUIT, GALV NIPPLE APP NTC-50 1/2 IN CONN NO THR CONDUIT, DRILL BIT, APP HUB125DN 1 1/4	04/03/2026	90.49 22.11 95.55
			Total for Check Number 58818:	208.15
58819	P785 7540A	Powell Landscape Materials 3519 middlefeild concrete replacement	04/03/2026	214.99
			Total for Check Number 58819:	214.99
58820	R250 35580729	Recology Humboldt County Garbage Service - 03.01.26 - 03.31.26	04/03/2026	651.10
			Total for Check Number 58820:	651.10
58821	S750 04012026	Standard Insurance Company Short&Long Term Empl Disabilit 04.01.26 - 04.:	04/03/2026	1,286.67
			Total for Check Number 58821:	1,286.67
58822	S850 04152026	Optimum Internet/ 03.24.26 - 04.23.26	04/03/2026	453.27
			Total for Check Number 58822:	453.27
58823	U730 INV00982641 INV00985664	USA Bluebook POCKET THERMOMETERS - WATER SAMP "UTILITY WORK AHEAD" SET	04/03/2026	108.16 488.23
			Total for Check Number 58823:	596.39
58824	V500 6139169265	Verizon Wireless Cellular Service - 02.22.26 - 03.21.26	04/03/2026	435.35
			Total for Check Number 58824:	435.35
58825	V700 INV 26-002961	Valley Pacific Petroleum Services Inc TICKET# 257658 - YARD FUEL	04/03/2026	6,069.17
			Total for Check Number 58825:	6,069.17
58826	UB*02337	CORPORATE HOUSING Refund Check 005938-036, 1924 MYRTLE AV Refund Check 005938-036, 1924 MYRTLE AV Refund Check 005938-036, 1924 MYRTLE AV Refund Check 005938-036, 1924 MYRTLE AV Refund Check 005938-036, 1924 MYRTLE AV	04/03/2026	64.39 124.23 107.43 14.63 59.65
			Total for Check Number 58826:	370.33
58827	UB*02338	ROBERT HINES Refund Check 008536-000, 3861 D ST	04/03/2026	42.00
			Total for Check Number 58827:	42.00
58828	UB*02336	BINDEL INC. IMS PROPERTY MANAGI Refund Check 007375-006, 2206 HEMLOCK S Refund Check 007375-006, 2206 HEMLOCK S	04/03/2026	4.71 61.74

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Refund Check 007375-006, 2206 HEMLOCK S		37.23
		Refund Check 007375-006, 2206 HEMLOCK S		29.60
Total for Check Number 58828:				133.28
58829	UB*02339	BINDEL INC. IMS PROPERTY MANAGI	04/03/2026	
		Refund Check 007375-054, 4590 EXCELSIOR		43.19
		Refund Check 007375-054, 4590 EXCELSIOR		34.19
		Refund Check 007375-054, 4590 EXCELSIOR		68.03
		Refund Check 007375-054, 4590 EXCELSIOR		27.18
		Refund Check 007375-054, 4590 EXCELSIOR		7.63
Total for Check Number 58829:				180.22
58830	UB*02341	ROBERT MC PHERSON	04/03/2026	
		Refund Check 007011-000, 4468 MITCHELL R		19.16
Total for Check Number 58830:				19.16
58831	UB*02340	SHERY WHITEHEAD	04/03/2026	
		Refund Check 011297-001, 3219 18TH ST		108.81
Total for Check Number 58831:				108.81
Total for 4/3/2026:				397,133.06
58832	C180	Canon Solutions America Inc.	04/09/2026	
	6015449360	Office/Color Copies WXD03492- 02.28.26 - 03..		81.37
	6015449360	UseTaxRecoveryFee/OfficeCopier		4.75
	6015449360	Office/Black Copies WXD03492- 02.28.26 - 03..		27.15
Total for Check Number 58832:				113.27
58833	E485	Cooney Parris and Rieke Corp	04/09/2026	
	196984/3	PVC ELBOW, BOX JUNCTION, 1-1/2" PL INS		73.82
	197030/3	INSUL CLAMPS RUBR 3/8" CD		2.82
	197040/3	3/4 CABLE CONNS, LOCKNUTS, PL INS BU:		18.01
	197055/3	ADAPTER, 2" COUPLE, 90 ELBOW, ADAPTI		59.92
	197190/3	SQ BLANK COVER, GFI ST WP RECEIPT, 5H		106.30
	197257/3	3PC CHISEL SET		19.56
	197344/3	ELBOWS, ADAPTER, UNION SCH40 2" FIPX		466.33
	197461/3	KILLER WEED & GRASS		97.86
	197620/3	HEAD LMP, GRDN SL AL PRPS, SWING TUI		175.60
	197682/3	GRASS SEED SUN SHADE, GRDN SL AL PR		26.63
	197687/3	KILLER WEED & GRASS, GARDEN SPRAYI		152.22
	197754/3	TEMP FENCING - FENCE STAPLE, POULTR'		18.47
	197769/3	HARDWARE SCREWS		4.83
	197858/3	RAT & MOUSE GLUE TRAP		17.38
	197912/3	3519 MIDDLEFIELD LNDSCPNG, GRDN SL.		9.79
	197967/3	1-1/2" PL INS BUSHING, 1-1/2" LOCKNUT		11.24
	197994/3	90 ELBOW, COUPLE, ADAPTER, PVC PIPE		26.83
	198013/3	ACETONE, ARMOR ALL PRTCTNT WIPES, I		26.50
	198321/3	PNT MRKR PINK, MRKNG WAND PRO		53.27
Total for Check Number 58833:				1,367.38
58834	M780 047802	Municipal Maintenance Equipmen #18 & #20 replacement parts	04/09/2026	2,188.73

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 58834:	2,188.73
58835	P430 319558 323434	Pierson Building Center PAINT PENS, DIAG CUTTER, PRUNE RECIP 12.5W LED A19 BULB 4PK	04/09/2026	70.50 19.83
			Total for Check Number 58835:	90.33
58836	U602 8011161	US Bank 2014 Bond/Trustee Fees Dates12.01.25 - 11.30.2	04/09/2026	2,200.00
			Total for Check Number 58836:	2,200.00
58837	W900 2025-089	WESTSIDE COMM IMPROVEMENT AS WORKING LUNCH - USP HIRING COMMIT	04/09/2026	140.00
			Total for Check Number 58837:	140.00
58838	A160 709009 709009 709009 709009 709009 709009 709009 709009 709009 709009 709009 709009 709009	ACWA-JPIA gVision Plan - Board Members - MAY EAP Plan - Board Members - MAY kVision Plan - Retired Members - MAY hLife/AD&D Plan -Board Members - MAY EAP Plan - Employees - MAY cVision Plan - Employees - MAY dLife/AD&D Plan - Employees - MAY bDental Plan - Employees - MAY eMedical Plan - Board Members - MAY iMedical Plan -Retired Members - MAY jDental Plan - Retired Members - MAY aMedical Plan - Employees - MAY fDental Plan - Board Members - MAY	04/09/2026	62.52 12.40 453.27 29.55 47.12 312.60 230.18 1,269.10 12,613.89 44,254.95 1,713.41 49,624.50 352.38
			Total for Check Number 58838:	110,975.87
58839	C450 INV09047	City of Eureka: Water Test Microbiological Testing - MARCH	04/09/2026	527.00
			Total for Check Number 58839:	527.00
58840	G310 380-0088704	GHD Inc. HOOVER ST SLS FLOOD PROTECTION PRC	04/09/2026	11,143.08
			Total for Check Number 58840:	11,143.08
58841	H690 556036	Humboldt Fasteners and Tools # 1 replacement tools	04/09/2026	214.99
			Total for Check Number 58841:	214.99
58842	I401 IN55999 IN56113 IN56217 IN56300	Industrial Electric Arcata Inc Invoice# IN55999: Nema 4 Enclosure and back p Invoice# IN56113: Conduit parts, Breakers, and Invoice# IN56217: Conduit parts, Breakers, and Invoice# IN56300: Conduit parts for making a n	04/09/2026	365.13 737.09 332.66 73.89
			Total for Check Number 58842:	1,508.77
58843	P785 7673A	Powell Landscape Materials front office landscaping	04/09/2026	52.37

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 58843:	52.37
58844	W208 1084	Watt's Cleaning Services MONTHLY OFFICE CLEANING - MARCH	04/09/2026	1,165.00
			Total for Check Number 58844:	1,165.00
			Total for 4/9/2026:	131,686.79
58845	C430 03312026	City of Eureka: WA Water Purchased - MARCH 2026	04/30/2026	67,853.00
			Total for Check Number 58845:	67,853.00
58846	A610 201118033	Amerigas - Arcata propane refuel @ fields landing	04/30/2026	457.04
			Total for Check Number 58846:	457.04
58847	A800 48449	Joseph A Bonomini check engine diagnose and repair - gas cap	04/30/2026	34.38
			Total for Check Number 58847:	34.38
58848	C036 020717 1108-6 1530515 2006604 202333217269 244758 244759 28637 2874 29685 298284 3028249 3243451 354432 359919 4950654 51144 556036 56008 606510001192 7923986701 8129841 8705011 9105259 948765 957 GV147309	Corporate Payment Systems MW/Employee Appreciation Party Decorations - MW/Employee Appreciation Party Gifts - Target MW/Employee Appreciation Party Gifts - Sports MM/Monitor stands for CSR TK/CWEA Collection System Fundamentals Co TK/Best Western Corte Madera TK/NA 03/09-03/12 Best Western Corte Madera TK/NA 03/09-03/12 MM/DRI Crash Plan TK/Lost Coast Communications - CSR I Adverti JM/Hydraulic Nut Spliter MW/Employee Appreciation Party Gifts - Picky MM/Additional monitors and HDMI cables for C TK/ASM Printer Toner - Amazon TK/SHRM Annual Membership RC TK/SHRM Certified Professional Exam - RC MM/Monitor adapter MM/Microsoft - Projects for KR KN/Makita Dual Port Charger MM/Microsoft - Exchange Email MW/Employee Appreciation Party Gifts - Costco TK/Craigslist Utility Worker Advertisement MM/Receipt rolls for front counter MM/Monitor stands for CSR TK/SHELL GAS WINDSOR, CA TK/NA SCAI TK/No Access Permitted Road Sign - SMAR SIG JM/Flowers For E.A. Party From Greenlot nurse JM/Hydraulic hand pump	04/30/2026	23.90 50.00 50.00 26.09 480.00 514.98 514.98 39.96 200.00 384.42 116.14 238.74 46.06 299.00 336.00 8.69 30.00 214.99 126.00 52.99 40.00 42.08 52.18 116.68 40.44 64.99 147.99
			Total for Check Number 58848:	4,257.30
58849	C180 6015687806 6015687806 6015687806	Canon Solutions America Inc. Office/Color Copies WXD03492- 01.19.26 - 04. Office/Black Copies WXD03492- 01.19.26 - 04. UseTaxRecoveryFee/OfficeCopier 01.19.26 - 04	04/30/2026	32.76 8.33 1.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 58849:	42.89
58850	C410 APRIL 2026 APRIL 2026	City of Eureka: SW Humboldt Hill 21% General 79%	04/30/2026	32,306.61 121,534.39
			Total for Check Number 58850:	153,841.00
58851	C495 70058	Colantuono, Highsmith, Whatley, PC SPECIAL LEGAL SERVICES	04/30/2026	2,065.00
			Total for Check Number 58851:	2,065.00
58852	C690 901131 901178	CWEA - No Coast Section REG MTR CNTRLS ELEC PNL CRSE (TK) REG MTR CNTRLS ELEC PNL CRSE (KN/JM)	04/30/2026	125.00 525.00
			Total for Check Number 58852:	650.00
58853	E530 193754	Eureka Humboldt Fire Extinguisher Co Inc Fire extinguisher maintenance and training	04/30/2026	1,784.46
			Total for Check Number 58853:	1,784.46
58854	G150 SUB4047.0426 SUB4047.0426	Gaynor Telesystems Inc. Fees and Surcharges Cloud Subscription Charges 04.15.26 - 05.14.26	04/30/2026	83.74 333.84
			Total for Check Number 58854:	417.58
58855	I401 IN55997/IN55998 IN55997/IN55998 IN55997/IN55998 IN55997/IN55998 IN55997/IN55998 IN55997/IN55998 IN55997/IN55998 IN55997/IN55998 IN55997/IN55998 IN55997/IN55998 IN55997/IN55998 IN55997/IN55998 IN55997/IN55998 IN55997/IN55998 IN55997/IN55998 IN55997/IN55998	Industrial Electric Arcata Inc Battereis and charger for Base Battereis and charger for Cumming BPS Battereis and charger for Mitchell BPS Battereis and charger for Hemlock SLS Battereis and charger for South Bay Well Battereis and charger for Lentell Tank Battereis and charger for Allard SLS Battereis and charger for Truesdale BPS Battereis and charger for Donna Tank Battereis and charger for F st. Battereis and charger for Hubbard BPS Battereis and charger for Blue Spruce Battereis and charger for Pigeon BPS Battereis and charger for Spruce Pt. Well	04/30/2026	823.75 411.88 411.88 411.88 823.75 411.88 411.88 411.88 411.88 411.88 411.88 411.88 411.88 411.88 411.88 411.88 411.88
			Total for Check Number 58855:	6,590.06
58856	I525 307180	Infosend UB/Process and Mail/Bills - MARCH 2026	04/30/2026	5,179.28
			Total for Check Number 58856:	5,179.28
58857	I700 5116291	IBS Interstate Battery System #19 replacement battery	04/30/2026	168.05
			Total for Check Number 58857:	168.05
58858	I780 731484	Itron Inc. ANNUAL FCS SFTW MAINT - 05.01.26 - 04.3	04/30/2026	3,184.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 58858:	3,184.91
58859	J800 226187	Johnson's Mobile Rentals LLC ridgewood tank temp fence	04/30/2026	578.69
			Total for Check Number 58859:	578.69
58860	J900 2QUARTER-4 2QUARTER-4 2QUARTER-4 2QUARTER-4	ACWA/Joint Powers Insurance Authority Workers Comp Prog-Clerical/Brd - 01.01.26 - 03 Workers Comp Prog-Sewer - 01.01.26 - 03.31.26 Workers Comp Prog-Water - 01.01.26 - 03.31.26 Workers Comp Prog-Sales/Meter 01.01.26 - 03.3	04/30/2026	1,466.10 1,546.79 2,571.71 480.90
			Total for Check Number 58860:	6,065.50
58861	M350 5238165 1 5238491 1	Mid-City Motor World #19 engine work unit 11 check engine light repair	04/30/2026	40.55 34.38
			Total for Check Number 58861:	74.93
58862	M450 525781505 525823617 525863938 525904637	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	04/30/2026	226.92 429.64 230.42 429.64
			Total for Check Number 58862:	1,316.62
58863	M560 10603	The Mitchell Law Firm LLP LEGAL SERVICES - MARCH 2026	04/30/2026	1,319.50
			Total for Check Number 58863:	1,319.50
58864	O475 426722FFD	Occu-Med, Ltd FFD EVALUATION	04/30/2026	2,000.00
			Total for Check Number 58864:	2,000.00
58865	P010 05072026 05072026 05072026 05072026 05072026 05072026 05072026	Pacific Gas and Electric-GN bHH Water System dGeneral Sewer System eKS/HH Sewer System fOffice/Yard cFW/MR Water System gSpark energy Gas/LP Gas Chgs aWA Pump & District/Cummings	04/30/2026	13,062.52 4,528.14 1,594.29 6,244.67 615.62 201.72 6,101.79
			Total for Check Number 58865:	32,348.75
58866	P130 05112026	Pacific Gas and Electric-St Street Lights: APRIL 2026	04/30/2026	1,621.89
			Total for Check Number 58866:	1,621.89
58867	P190 247366	Pacific Paper Co 9/12" MAILING ENVELOPES, PENS, PENCIL	04/30/2026	290.05
			Total for Check Number 58867:	290.05
58868	P550	Pitney Bowes Inc	04/30/2026	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1029326748	Ink for postage meter		245.49
			Total for Check Number 58868:	245.49
58869	S750 05012026	Standard Insurance Company Short&Long Term Empl Disabiliy 05.01.26 - 05.	04/30/2026	1,211.43
			Total for Check Number 58869:	1,211.43
58870	S850 05162026	Optimum Internet 04.24.26 - 05.23.26	04/30/2026	452.70
			Total for Check Number 58870:	452.70
58871	U601 3207063 3207063	US Bank DebtService 2014 WasteRevBond DebtService 2014 WasteRevBond	04/30/2026	121,087.51 245,000.00
			Total for Check Number 58871:	366,087.51
58872	W570 402913 403103	Western Chain Saw MOWER BELTS HANDGUARD, HEXAGON NUT M8	04/30/2026	132.28 14.62
			Total for Check Number 58872:	146.90
			Total for 4/30/2026:	660,284.91
			Report Total (78 checks):	1,189,104.76

Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors

FROM: Ana Rodriguez, Utility Services Planner

DATE: May 8th, 2026

SUBJECT: Utility Services Planner Report for May 12th, 2026 Board Meeting

AMR (Temporary Summer Meter Installation Personnel)

On May 1st, the District conducted interviews for temporary summer meter-installation personnel to support our AMR meter-installation program. We identified four motivated temporary employees who will be joining us this summer, and I look forward to introducing them to you at the upcoming board meeting. During the interview process, we also identified two candidates who will be assisting the construction and maintenance team this summer. These two will start with training in meter installation, followed by more extensive on-the-job training in their respective departments.

Cla Val Training

On May 5th, District staff, along with personnel from other local agencies, participated in a Cla-Val training hosted by the California Water Environment Association (CWEA). Cla-Val is a designer and manufacturer of automatic control valves. The training focused on water system operations, valve maintenance, troubleshooting, and control system best practices. The course covered the different types of valves used by water districts, including angle and globe-style valves, and provided guidance on identifying operational issues, pressure-regulation problems, and flow-control challenges. Staff also learned preventive maintenance techniques, troubleshooting methods, and best practices to extend equipment life and improve system reliability.

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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: May 12, 2026

AGENDA ITEM: F.1

TITLE: Consideration of Adopting Resolution 2026-04 to Amend the Humboldt Community Services District Conflict of Interest Code

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Motion and roll call vote to Adopt Resolution 2026-04 Amending the District's Conflict of Interest Code to reflect the incorporation of Section 12 *Amendments* and Section 13 *Standards of Conduct for Federal Award Administration*.

Summary:

The Political Reform Act requires local government agencies to review their Conflict of Interest Code every two years and determine if revisions to the code are necessary. The District also recently participated in a CalOES compliance assessment for the District's Hoover Street Flood Proofing Mitigation Project.

The District last modified the Conflict of Interest code in July, 2024 when:

- 1) The District Superintendent position was removed from the list of designated positions.
- 2) The minimum threshold for reporting and disqualification was increased due to revisions to the Political Reform Act.

No recent changes to the Political Reform Act have necessitated any required changes to the District's Conflict of Interest Code. However, after participating in the compliance assessment, the District received direction from CalOES requiring the development of a policy on Standards of Conduct for Federal Award Administration. The new policy has been incorporated into the District's conflict of interest code and has been added as Section 13. The District has also updated the Code's introduction (Section 1) and included Section 12, which clarifies the process for future modifications to the document.

The proposed changes also reinstate the Superintendent position in the Designated Position Disclosure Categories. The District does not currently allocate a District Superintendent in its personnel plan and budget. Reinstating the Superintendent position in the Designated Position Disclosure Categories allows the District flexibility in

F.1 Consideration of Adoption Resolution 2026.04 to Amend the Humboldt Community Services District Conflict of Interest Code

future staffing needs and eliminates the need to revisit the Conflict of Interest Code if the District were to choose to solicit a Superintendent Position.

The District also updated the Appendices by separating the Disclosure Categories from Appendix C and moving them to Appendix B. Designated Positions were moved from Appendix B to Appendix A.

A new Appendix D was added, which provides an example of the Acknowledgment of Receipt that each employee, officer, agent, or consultant must sign annually.

Changes are reflected in red by “strikeout” of old text and “underscore” of new text. Pursuant to Government Code §82011, the Humboldt County Board of Supervisors is the code-reviewing body for the District’s Conflict of Interest Code. Once approved by the Board, the District will submit changes to the Office of Elections who will present the changes to the Board of Supervisors for approval. Government Code §87303 provides that the reviewing body has 90 days from submission to approve the proposed amendment, and those amendments are not effective until such approval is made by the Supervisors.

Fiscal Impact:

None

RESOLUTION NO. 2026-04

A RESOLUTION OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS AMENDING THE CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code sections 81000 et seq. requires each state or local government agency to adopt, promulgate, and keep current a local Conflict of Interest Code; and

WHEREAS, the Humboldt Community Services District's local Conflict of Interest Code was adopted on April 10, 1980, and last amended on July 7, 2024; and

WHEREAS, the Conflict of Interest Code needs to be amended to reflect changes in designated personnel; to clarify the process for future amendments to the documents; to satisfy the written standards of conduct requirements of Title 2 of the Code of Federal Regulations (2 CFR) Section 200.318(c)(1), which governs the administration of Federal awards. and the addition of Section 12; and to modify and expand the appendices to provide support to the code.

NOW, THEREFORE, BE IT RESOLVED, that the Humboldt Community Services District Conflict of Interest Code be modified as follows:

1. Section 1 is amended to expand the Conflict of Interest Code Introduction
2. Section 12 is created to outline the process to amend the Conflict of Interest Code
3. Section 13 is created to satisfy the written standards of conduct for the administration of Federal awards
4. Appendix A-D are modified and expanded to provide support to the code.
5. This Resolution supersedes all previous Conflict of Interest Codes.
6. Pursuant to Government Code Section 87303, this Resolution be forwarded to the Humboldt County Board of Supervisors for its approval and be deemed adopted and promulgated by Humboldt Community Services District on such approval.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Board of Directors for the Humboldt Community Services District held this 12th day of May 2026 upon the following roll call vote:

AYES:
NOES:
ABSENT:

Michael Hansen, Board President

ATTEST:

Robert Christensen, Board Secretary

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CONFLICT OF INTEREST CODE FOR THE HUMBOLDT COMMUNITY SERVICES DISTRICT

Section 1 Introduction.

In compliance with the Political Reform Act of 1974, California Government Code Section 81000, et seq., and specifically with Section 87300 et seq., the Humboldt Community Services District hereby adopts this Conflict of Interest Code, which shall be applicable to all designated employees of the agency. The requirements of this code are in addition to other requirements of the Act such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to any other state or local laws pertaining to conflicts of interest.

This Code satisfies the written standards of conduct requirements of Title 2 of the Code of Federal Regulations (2 CFR) Section 200.318(c)(1), which governs the administration of Federal awards. Sections 1 through 12 and Appendices A through C address the requirements of the Political Reform Act. Section 13 addresses the additional requirements applicable to employees and Board Members engaged in the selection, award, and administration of contracts supported by Federal awards. Both parts apply concurrently to designated employees involved in federally funded activities.

Comments: Section 1 was amended to provide an introduction to a significant new portion of the document, which governs the administration of Federal awards.

Section 2 Incorporation of California Fair Political Practices Regulation 18730

This Conflict of Interest Code incorporates by reference those portions of California Fair Political Practices Commission Regulation No. 18730 that apply to local entities, officials and employees and any future amendments to those regulations. To the extent that other provisions of this Conflict of Interest Code are inconsistent with California statutes or CA FPPC Regulation 18730, the provisions of the State statute or regulation will control.

Section 3 Definition of Terms.

The definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission (2 Cal. Adm. Code Sections 18100 et seq.), and any amendments to the Actor regulations, are incorporated by reference into this Conflict of Interest Code.

Section 4 Designated Employees.

The persons holding positions listed in Appendix A are designated employees. It has been determined that these officers and employees make or participate in the making of decisions which may have a foreseeable material effect on financial interests.

Section 5 Disclosure Statements.

A designated employee shall be assigned one or more of the disclosure categories set forth in Appendix B. It has been determined that the financial interests set forth in a
HCSD 2026 Conflict of Interest Code

Page 1 of 12

designated employee's disclosure category are the types of financial interests which he or she foreseeably can affect materially through the conduct of his or her office. Each designated employee shall file statements of economic interests disclosing his or her financial interests as required by the applicable disclosure category.

Section 6 Place of Filing.

All designated employees required to submit a statement of economic interests shall file the original with the Board President, who shall be the filing officer for all designated employees other than the Board of Directors.

Upon receipt of the statement of economic interests of the Board of Directors, the agency shall make and retain a copy and forward the originals of these statements to the Humboldt County Board of Supervisors, who shall be the filing officer within five days of the filing deadline or five days of receipt in the case of statements filed late.

Section 7 Time of Filing.

(a) Initial Statements. All designated persons holding office and employees employed by the agency on the effective date of this Code shall file statements within thirty days after the effective date of this Code.

(b) Candidate Statements. All candidates for election to office shall file statements within 5 days after the final date for filing nomination petitions. This subsection shall not apply to candidates who have filed a disclosure statement with the agency within the previous 12 months.

(c) Annual Statements. All designated employees shall file statements no later than March 31.

(d) Leaving Office Statements. All persons who leave designated positions shall file statements within thirty days after leaving office.

Section 8 Contents of Statements.

(a) Contents of Initial Statements. Initial statements shall disclose any reportable investments and interests in real property and management positions held on the effective date of the Code.

(b) Candidate Statements. Candidate statements shall disclose any reportable investments and interests in real property held on the date of filing the nomination petitions.

(c) Assuming Office Statements. Assuming office statements shall disclose any reportable investments and interests in real property and management positions held on the date of assuming office.

(d) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, and income and management positions held or received during the previous calendar year provided, however, that the period covered by an

employee's first annual statement shall begin on the effective date of the Code or the date of assuming office whichever is later.

(e) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, and income and management positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 9 Manner of Reporting.

Disclosure statements shall be made on forms supplied by Humboldt Community Services District, and shall contain the following information:

(a) Contents of Investment and Real Property Reports. When an investment or interest in real property is required to be reported, the statement shall contain the following:

(1) A statement of the nature of the investment or interest:

(2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;

(3) The address or other precise location of the real property;

(4) A statement whether the fair market value of the investment or interest in real property exceeds one thousand dollars (\$1,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(b) Contents of Personal Income Reports. When personal income is required to be reported, the statement shall contain:

(1) The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.

(2) A statement whether the aggregate value of income from each source was at least five hundred dollars (\$500) but did not exceed one thousand dollars (\$1,000), or greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000).

(3) A description of the consideration, if any, for which the income was received;

(4) In the case of a gift, the name and address of the donor, a description of the gift, the amount or value of the gift, and the date on which the gift was received.

(c) Contents of Business Entity Income Reports. When the income of a business entity, including the income of a sole proprietorship, is required to be reported, the statement shall contain:

(1) The name, address, and a general description of the business activity of the business entity;

(2) In the case of a business entity that provides legal or brokerage services, the name of every person who paid fees to the business entity if the filer's pro rata share of fees from such person was equal to or greater than one thousand dollars (\$1,000);

(3) In the case of a business entity not covered by paragraph (2), the name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(d) Contents of Management Position Reports. When management positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(e) Acquisition of Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

Section 10 Disqualification.

Designated employees must disqualify themselves from making, participating in the making or using their official positions to influence the making of any governmental decision which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on:

(a) Any business entity in which the designated employee has a direct or indirect investment worth more than two thousand dollars (\$2,000);

(b) Any real property in which the designated employee has a direct or indirect fair market value interest worth more than two thousand dollars (\$2,000);

(c) Any source of income, other than loans by a commercial lending institution in the regular course of business, aggregating two hundred fifty dollars (\$250) or more in value received by or promised to the designated employee within twelve months prior to the time when the decision is made; or

(d) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made.

(The fact that a designated employee's vote is needed to break a tie does not make his or her participation legally required for purposes of this section.)

Section 11 Manner of Disqualification.

A designated employee required to disqualify himself or herself shall notify his or her supervisor in writing. This notice shall be forwarded to the Board President, who shall record the employee's disqualification. Upon receipt of such statement, the supervisor shall reassign the matter to another employee.

In the case of a designated employee who is a board member or commissioner, notice of disqualification shall be given at the meeting during which consideration of the decision takes place and shall be made part of the official record of the board or commission.

Section 12 Amendments.

This Code may be amended by the Board of Directors of the Humboldt Community Services District in accordance with the Political Reform Act and applicable regulations of the Fair Political Practices Commission. Any amendment that modifies disclosure categories or designated positions must be submitted to the Humboldt County Board of Supervisors for approval in accordance with Government Code Section 87306.

Comments: Section 12 was added to clarify the process for future modifications to the document.

Section 13 Organizational Conflicts of Interest

No covered person shall solicit or accept gratuities, favors, or anything of monetary value from any contractor, vendor, or party who has obtained or is seeking to obtain a contract with the District under a Federal award. This prohibition applies during the procurement process and throughout the performance and administration of any resulting contract. De minimis items of nominal value (not to exceed \$25) may be accepted where refusal would be impractical, but shall be documented and reported to the General Manager.

13.1 Purpose and Scope

This Section establishes written standards of conduct applicable to all District employees, officers, agents, and consultants (collectively, "covered persons") who are engaged in the selection, award, or administration of any contract, purchase order, or other procurement supported in whole or in part by a Federal award or subaward. These standards apply regardless of the Federal awarding agency, the funding program, or the disaster declaration under which funds are received.

13.2 Prohibition on Conflicts of Interest

No covered person shall participate in the selection, award, or administration of a contract supported by a Federal award if that person has a real or apparent conflict of interest. A real or apparent conflict of interest arises when the covered person, or any

member of his or her immediate family (spouse, domestic partner, or dependent children), or the covered person's partner or business associate, or any organization that employs or is about to employ any of the above, has a financial or other interest in, or a tangible personal benefit from, a firm or individual being considered for award of the contract or currently performing under the contract.

For purposes of this Section, "immediate family" means the covered person's spouse or domestic partner, parents, children, siblings, and any other person living in the covered person's household.

13.3 Organizational Conflicts of Interest

In addition to personal conflicts of interest, the District shall identify and address organizational conflicts of interest in the procurement process. Consistent with 2 CFR 200.319(a), any contractor or consultant that has participated in developing specifications, requirements, statements of work, grant applications, or scopes of work for a federally funded project is excluded from competing for any contract resulting from that procurement. Covered persons involved in procurement shall identify any such firms at the outset of each procurement and document the exclusion determination in writing before the solicitation is issued.

13.4 Prohibition on Gratuities

No covered person shall solicit or accept gratuities, favors, or anything of monetary value from any contractor, vendor, or party who has obtained or is seeking to obtain a contract with the District under a Federal award. This prohibition applies during the procurement process and throughout the performance and administration of any resulting contract. De minimis items of nominal value (not to exceed \$25) may be accepted where refusal would be impractical, but shall be documented and reported to the General Manager.

13.5 Disclosure Requirements

Any covered person who becomes aware of a real or apparent conflict of interest with respect to a Federal award procurement or contract shall immediately disclose the conflict in writing to the General Manager. The disclosure shall describe the nature of the conflict, the parties involved, and the covered person's role in the procurement or contract. The General Manager shall promptly evaluate the disclosure and determine the appropriate course of action, which may include recusal of the covered person from the relevant procurement or contract activities, or other remedial measures.

Disclosures shall be retained in the District's records for the retention period applicable to the Federal award under 2 CFR 200.334.

13.6 Recusal Procedure

A covered person who has or who discloses a real or apparent conflict of interest with respect to a Federal award procurement or contract shall:

- (a) Immediately cease participation in all activities related to the affected procurement or contract;
- (b) Provide written notice of the conflict and recusal to the General Manager;
- (c) Not discuss or share information about the procurement or contract with other covered persons except as directed by the General Manager; and
- (d) Not attempt to influence the outcome of the procurement or contract through any indirect means.

The General Manager shall reassign the covered person’s responsibilities with respect to the affected procurement or contract to another qualified employee. In cases where the General Manager is the covered person, the Board President shall be notified and shall direct appropriate remedial action.

13.7 Acknowledgment of Receipt

Upon adoption of this Code and annually thereafter, all covered persons shall sign a written acknowledgment confirming that they have received, read, and understood these Standards of Conduct outlined in Section 13, including the prohibition on conflicts of interest and gratuities, and the disclosure and recusal requirements. Signed acknowledgments shall be retained by the General Manager. See Appendix D.

13.8 Disciplinary Actions for Employees

Violations of these Standards of Conduct may subject the covered person to disciplinary action, up to and including termination of employment or, in the case of contractors or consultants, termination of the applicable contract. The District shall determine the appropriate disciplinary action based on the nature and severity of the violation. The following consequences may apply:

<u>Violation</u>	<u>Potential Consequences</u>
<u>Failure to disclose a known conflict of interest</u>	<u>Written reprimand; suspension; termination; referral to FPPC or law enforcement as appropriate</u>
<u>Participation in a procurement or contract decision while subject to a real conflict of interest</u>	<u>Removal from procurement or contract; written reprimand; suspension; termination; referral for investigation; potential debarment from Federal programs</u>
<u>Soliciting or accepting a gratuity in violation of Section 13.4</u>	<u>Written reprimand; suspension; termination; referral to law enforcement as appropriate</u>
<u>Providing false or incomplete disclosure under Section 13.5</u>	<u>Suspension; termination; referral for investigation</u>

<u>Failure to recuse in accordance with Section 13.6</u>	<u>Removal from procurement or contract; written reprimand; suspension; termination</u>
<u>Contractor/consultant violation of conflict of interest provisions in a federally funded contract</u>	<u>Termination for cause; disqualification from future District procurements; referral to Federal awarding agency</u>

Nothing in this Section shall be construed to limit the District's authority to impose greater or lesser discipline based on the totality of the circumstances, or to limit any other legal remedy available to the District, including but not limited to referral to state or federal authorities, civil action, or debarment proceedings. Discipline shall be imposed in accordance with applicable District personnel policies, collective bargaining agreements, and state and federal law.

13.9 Contract Requirements

All contracts executed by the District under a Federal award shall include provisions requiring the contractor to comply with the conflict-of-interest and standards-of-conduct requirements of 2 CFR Part 200, Appendix II, and applicable Federal statutes and regulations. The District's standard contract provisions for federally funded contracts shall include a certification by the contractor that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any Federal department or agency.

13.10 Relationship to Other Code Provisions

The requirements of this section are in addition to and not in lieu of the requirements of other sections of this Code. Where a conflict exists between this section and other sections the more stringent requirement shall apply. Employees subject to both parts shall comply with all applicable provisions of each part.

Comments: *Section 13 was added to comply with the written standards of conduct requirements of Title 2 of the Code of Federal Regulations (2 CFR) Section 200.318(c)(1), which governs the administration of Federal awards.*

APPENDIX A

CONFLICT OF INTEREST CODE FOR THE HUMBOLDT COMMUNITY SERVICES DISTRICT

The Political Reform Act, Government Code Section 81000, et. seq. requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations, Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to the amendments to the Political Reform Act. Therefore, the terms of 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which Board members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the Humboldt Community Services District.

Designated employees shall file statements of economic interests with the agency who will make the statements available for public inspection and reproduction (Government Code Section 81008). Upon receipt of statements of the designated employees, the agency shall make and retain a copy and forward the original of these statements to the Humboldt County Elections Division, County Clerk's Office. Statements of all other designated employees will be retained by the agency.

Designated Positions Disclosure Categories

<u>Designated Positions</u>	<u>Disclosure Categories</u>
<u>Members of the Board of Directors</u>	<u>All</u>
<u>General Manager</u>	<u>All</u>
<u>Finance Manager / Treasurer</u>	<u>All</u>
<u>Engineer (District, Associate, Assistant)</u>	<u>All</u>
<u>Superintendent</u>	<u>All</u>
<u>Legal Counsel</u>	<u>All</u>
<u>Consultants*</u>	<u>All</u>

**With respect to consultants, the Board of Directors may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties, and based on that description, a statement of the extent of disclosure requirements, if any. Such determination shall be forwarded to the Humboldt County Board of Supervisors. Nothing herein excuses any such consultant from any other provision of the Conflict of Interest Code.*

Comments: Add Superintendent position. The District does not currently allocate a District Superintendent position in its budget, but may in the future. Moved Designated Position Disclosure Categories from Appendix B to Appendix A.

APPENDIX B

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of the Board of Directors	All
General Manager	All
Finance Manager/ Treasurer	All
Engineer (District, Associate, Assistant)	All
Legal Counsel	All
Consultants*	All

~~*With respect to consultants, the Board of Directors may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirements describe in these categories. Such determination shall include a description of the consultant’s duties, and based on that description, a statement of the extent of disclosure requirements, if any. Such determination shall be forwarded to the Humboldt County Board of Supervisors. Nothing herein excuses any such consultant from any other provision of the Conflict-of-Interest Code.~~

Disclosure Categories

<u>Category</u>	<u>Title</u>	<u>Disclosure Required</u>
<u>1</u>	<u>All investments and sources of income</u>	<u>All investments and sources of income (including loans and gifts).</u>
<u>2</u>	<u>Real property interests</u>	<u>All interests in real property.</u>
<u>3</u>	<u>Business positions</u>	<u>All business positions.</u>
<u>All</u>	<u>Full disclosure</u>	<u>Categories 1, 2, and 3 — all investments, sources of income, real property interests, and business positions.</u>

Comments: *Moved Disclosure Categories from Appendix C to Appendix B. Added Disclosure Category of “All” which incorporates categories 1,2, and 3.*

APPENDIX C

General Provisions

When a designated employee is required to disclose investments, sources of income and business positions, he need only disclose investments and positions in business entities and sources of income (other than gifts) which do business in the jurisdiction, plan to do business in the jurisdiction or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction. Gifts must be disclosed without regard to the location of the donor. When a designated employee is required to disclose interests in real property, he need only disclose real property which is located in whole or in part within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the Humboldt Community Services District.

Designated employees shall disclose their financial interests pursuant to the appropriate disclosure categories indicated in Appendix A.

Disclosure Categories

~~Category 1: All investments and sources of income (including loans and gifts).~~

~~Category 2: All interest in real property.~~

~~Category 3: All business positions.~~

APPENDIX D
Acknowledgment of Receipt

Each employee, officer, agent, or consultant subject to this Conflict of Interest Code shall sign this acknowledgment upon receipt of the Code and annually thereafter. Signed acknowledgments shall be retained by the General Manager.

Each employee, officer, agent, or consultant subject to this Conflict of Interest Code shall sign this acknowledgment upon receipt of the Code and annually thereafter. Signed acknowledgments shall be retained by the General Manager.

<u>ACKNOWLEDGMENT OF RECEIPT — CONFLICT OF INTEREST CODE</u>	
<u>I acknowledge that I have received, read, and understand the Conflict of Interest Code of the Humboldt Community Services District, including the Political Reform Act requirements (Sections 1-12) and the Federal Award Administration Standards of Conduct (Section 13). I understand that I am required to comply with all applicable provisions of this Code, including the requirements to disclose conflicts of interest, recuse myself from affected decisions, and refrain from soliciting or accepting gratuities in connection with federally funded procurements and contracts.</u>	
<u>I further understand that violations of these standards of conduct may result in disciplinary action, up to and including termination of employment or contract, as described in Section 13.8.</u>	
<u>Signature: _____</u>	<u>Date: _____</u>
<u>Printed Name: _____</u>	<u>Title: _____</u>
<u>Department / Role: _____</u>	<u>Year: _____</u>

Completed acknowledgment forms shall be retained by the General Manager in accordance with the District's record retention policy and the requirements of 2 CFR 200.334.

Comments: *Added Acknowledgment of receipt.*

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: May 12, 2026

AGENDA ITEM: F.2

TITLE: Consideration of Appointing an Alternate Representative to the Redwood Regional Economic Development Commission

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Staff recommends that, due to a vacancy, the Board President appoint an alternate representative to the Redwood Regional Economic Development Commission (RREDC) to complete the remainder of the term ending on December 8, 2026.

Summary:

The Redwood Regional Economic Development Commission was established in 1977 through a Joint Exercise of Powers Agreement to support regional economic development by administering grants, loans, and other financial assistance programs.

Director Benzonelli has informed the District that she is no longer able to serve as the District's alternate representative to RREDC, resulting in a vacancy in the alternate position. Director Ryan currently serves as the District's primary representative.

Fiscal Impact:

There is no direct fiscal impact associated with the appointment of an alternate representative.

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