



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

AGENDA

DATE: Tuesday, September 12, 2023

TIME: 5:00 p.m.

LOCATION: 5055 Walnut Drive, Eureka, CA

This meeting will also be held by Zoom video/teleconference, per Government Code Section 54953(b)

The HCSD Boardroom is open to the public during open session segment(s) of the meeting. This meeting will also be held by Zoom video/teleconference, per Government Code Section 54953(b). If members of the public cannot attend in person and would like to speak on an agenda item including Public Participation, please join through the Zoom website (<https://zoom.us>) entering Meeting ID 867 4479 5850 and Passcode 197244. Access may also be achieved via telephone only by dialing 1-669-900-9128.

A. ROLL CALL

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

B. PLEDGE OF ALLEGIANCE

C. CONSENT CALENDAR

1. Approval of September 12, 2023 Agenda Pgs 1-2
2. Approval of Minutes of the Regular Meeting of August 22, 2023 Pgs 3-6

D. REPORTS

1. General Manager
 - a) District Update Pg 7
2. Superintendent
3. Finance Department
 - a) August 2023 Check Register Pgs 9-16
4. Legal Counsel
5. Director Reports

6. Other

E. PUBLIC PARTICIPATION **

**Members of the public will be given the opportunity to comment on items not on the agenda. Please use the information set forth above to participate via Zoom. The Board requests that speakers please state their name and where they are from, be clear, concise and limit their communications to 3 to 5 minutes. At the conclusion of all oral communications, the Board or staff may choose to briefly respond with information in response to comments; however, the Brown Act prohibits discussion of matters not on the published agenda. Matters requiring discussion, or action, will be placed on a future agenda.

F. NEW BUSINESS

1. Consideration of Adopting Resolution 2023-12 Authorizing an Update to the Fiscal Year 2023/2024 Master Rate and Charges Schedule Related to Water and Sewer Capacity Charges *Pgs 17-25*
2. Consideration of Submitting Public Comment to the California Water Boards Regarding Guidelines for the Extended Water and Wastewater Arrearage Payment Program *Pgs 27-31*
3. Consideration of Appointing an AdHoc Committee to Assist with TowerCo Contract Negotiations *Pg 33*

G. OLD BUSINESS

H. ADJOURNMENT

Next Res: 2023-13

Next Ord: 2023-02

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Brenda Franklin at (707) 443-4558, ext. 210. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102 – 35.104 ADA Title II).

Pursuant to §54957.5(a) of the California Government Code, any public record writings relating to an agenda item for an open session of a regular meeting of the Board of Directors, not otherwise exempt from public disclosure, are available for public inspection upon request at the District offices located at 5055 Walnut Drive, Monday through Friday (holidays excepted) during regular business hours.

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, August 22, 2023, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call were Directors Benzonelli, Hansen, Matteoli, and Ryan. Director Gardiner was absent. Staff in attendance: General Manager Williams (GM), Superintendent Latham, and Finance Manager Montag (FM).

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of the August 22, 2023 Agenda
2. Approval of Minutes of the Regular Meeting of August 8, 2023

Public Comment: None

DIRECTOR HANSEN MOVED, DIRECTOR RYAN SECONDED, TO ACCEPT AND APPROVE THE AUGUST 22, 2023 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. REPORTS

1. General Manager

a) District Update

- Lightning and Fires and Hurricanes – GM summarized the numerous fires throughout Humboldt and adjacent counties resulting from recent lightning strikes. Many are compromising highway travel that is impacting the area’s ability to receive supplies. Once again CalFire is staging at Redwood Acres and the District is providing water and sewer services to support the firefighting efforts. If the cost becomes excessive, the State will reimburse the District.

Although Hurricane Hilary did not bring rain to the coastal area as anticipated, the inland areas have received some much-needed moisture that will help with the summer fires.

2. Superintendent

a) July 2023 Operations/Maintenance

Superintendent summarized the general cleaning, filming, and station maintenance in addition to responding to a water booster station power outage, completion of the JPIA inspection and annual cathodic protection system inspection for all water storage tanks.

3. Finance Department

a) July 2023 Budget Statement

FM highlighted the first month of the fiscal year indicating water and sewer revenue is slightly below the evenly spread projected revenue due to new rate implementation taking effect August 1.

E. PUBLIC PARTICIPATION

GM advised he received a message from Director Gardiner apologizing for his absence adding he supports all three new business items for consideration.

F. NEW BUSINESS

1. Consideration of Cari McCormick FEHA Charge Pursuant to Government Code Section 12962(b)

GM advised HCSD received a package indicating HCSD as named in a potential class action civil rights lawsuit claiming discrimination for age. JPIA's General Counsel instructed the GM to respond with an insufficiency letter wherein the complainant's legal representative disputed such findings. Thus, District Legal Counsel and JPIA General Counsel recommend official rejection of the claim by the Board. Brief discussion questioned the merit of the case and GM verified should the District be required to defend itself, reimbursement of all associated expenses and legal fees will be sought.

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR MATTEOLI, TO REJECT THE CLAIM SUBMITTED ON BEHALF OF CARI McCORMICK. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Consideration of Contributing to Public Comment for Proposed Waste Discharge Requirements Order No. R1-2023-0019 for Nordic Aquafarms California, LLC

GM advised the deadline to submit comments regarding the NPDES Permit is August 23, 2023, and the project includes use of the Humboldt Bay Harbor Conservation and Recreation District's ocean outfall. The outfall has potential to serve the City of Eureka Wastewater Treatment Plant, and City Staff advise the capacity is not great enough to serve both. Discussion focused upon support for Nordic's project, possible job and housing development the project could bring to the area, as well as not opposing the City's position.

IT WAS THEN MOVED BY DIRECTOR HANSEN TO COMMENT IN SUPPORT OF THE NORDIC AQUAFARMS' PROJECT AS LONG AS IT IS IN STEP WITH THE CITY. A REQUEST FOR CLARIFICATION SHOULD THE CITY OPPOSE THE PROJECT RESULTED IN DIRECTOR HANSEN MODIFYING THE MOTION TO SUBMIT A LETTER OF SUPPORT IF THE CITY IS NOT OPPOSING THE PROJECT. THE MODIFIED MOTION WAS THEN SECONDED BY DIRECTOR MATTEOLI. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

3. Consideration of Supporting Humboldt Bay Harbor Conservation and Recreation District Application for Federal Grant Funds for the Redwood Multipurpose Marine Terminal Redevelopment Project that Includes Development of a Heavy Lift Terminal to Support the Potential Offshore Wind Project

GM advised the Humboldt Bay Harbor Conservation and Recreation District (HBHCRD) is seeking local agency support for their federal grant funding efforts to implement projects potentially beneficial to the Humboldt Bay economy and communities. Comments expressed desire for local job creation, improved economy, the necessity to improve/develop the harbor infrastructure in order for the community to receive economic benefits, positive and negative impacts of development, and harbor use.

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR MATTEOLI, TO DIRECT THE GM TO SUBMIT A LETTER OF SUPPORT FOR THE HBHCRD REDWOOD MULTIPURPOSE MARINE TERMINAL REDEVELOPMENT PROJECT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

H. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF AUGUST 22, 2023 AT 5:35 P.M.

Submitted, Board Secretary

Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors
FROM: Terrence Williams, General Manager
DATE: September 8, 2023
SUBJECT: General Manager Report for September 12, 2023 Board Meeting

Personnel

The District began soliciting to fill the vacant engineering position in July 2023. We performed one round of interviews and made an offer to a very qualified candidate. After much back and forth, the candidate ultimately declined the offer. Unfortunately, Caltrans is also currently hiring engineers and they are offering a higher salary than the District can, and they allow for a very flexible working schedule (meaning that Caltrans engineers are mostly allowed to work from home). The District cannot accommodate that level of schedule flexibility in this role because of the personnel leadership aspect of the role and the requirement of building and fostering a collaborative working environment.

The other applicants did not meet the District's minimum requirements for the position and so we are continuing to solicit for an engineer. If any of you know if any engineers that want fulfilling water and wastewater work, please let them know that we are hiring.

On August 28, the District hired a qualified Utility 2 to fill a vacancy on the maintenance crew. His name is Chris Armstrong and he has significant experience in water and wastewater operations, maintenance and construction. He comes with a great attitude and a strong back. We hope that he finds working at the District fulfilling and that he stays for many years to come. If you see Chris in the office or the field, please make him feel welcome.

There is still a vacancy in the Maintenance Department. There are several qualified candidates that have applied and we will be conducting interviews over the next couple of weeks. We hope to fill that vacancy as a result of that effort.

There is also a vacancy in the Customer Service department that is currently filled with a temp. We hope that individual proves capable and that they want to work for the District long term. If these criteria are met we will be making an offer of full time employment.

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Accounts Payable

Checks by Date - Detail by Check Date

User: FM
 Printed: 9/7/2023 3:20 PM

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
56473	A072 0009105	Accurate Drug Testing Services DOT Random/BB	08/10/2023	30.00
Total for Check Number 56473:				30.00
56474	A210 655510 655510 655510 655510 655510 655510	Petrusha Enterprises Inc. Commercial Fire Monitoring 08/01/2023-10/31/ AES Comm Fire Alarm Comms 08/01/2023-10 Open/Close Reporting 08/01/2023 - 10/31/2023 RdgwdPump Comm Monitoring 08/01/2023 - 10/ RidgwdPump Cell Alarm Coms 08/01/2023 - 10/ RdgwdPump KeypadMobile Access 08/01/2023	08/10/2023	91.50 111.00 45.00 82.50 120.00 15.00
Total for Check Number 56474:				465.00
56475	C180 6004933322 6004933322 6004933322 6005058820 6005058820 6005058820	Canon Solutions America Inc. Constr Color Copies XLN04212- 209 UseTaxRecoveryFee/ConstrCopier Constr Black Copies XLN04212- 414 UseTaxRecoveryFee/OfficeCopier Office/Color Copies WXD03492- 2614 Office/Black Copies WXD03492- 1910	08/10/2023	17.47 0.83 4.16 8.16 189.24 21.50
Total for Check Number 56475:				241.36
56476	C370 09012023 09012023	City National Bank bMartin Slough Agr#12-020-01 aMartin Slough AGR#12-020-01	08/10/2023	29,234.84 59,565.16
Total for Check Number 56476:				88,800.00
56477	C410 July 2023 July 2023	City of Eureka: SW General 79% Humboldt Hill 21%	08/10/2023	115,760.28 30,771.72
Total for Check Number 56477:				146,532.00
56478	C475 0784829S 0784860S	Coast Counties Peterbilt Unit #14: Pulled Inactive Faults, Replaced Head Unit #1 Alignment of Axles	08/10/2023	537.82 192.55
Total for Check Number 56478:				730.37
56479	E485 07312023 143215/3 143530/3 144252/3 144439/3 144462/3 144710/3	Cooney Parris and Rieke Corp Discount Earned July Noe & Herrick 6" Pressure Sewer Repair - Conci Mineral Spirits Lqd 1Gal Pain Oil Drain Round Adapter Hose Poly Y W/OF Clamp Hose 7/32-5/8" / Vinyl Tubing 3/8 x 9/16' Goo Gone ProPwr Gel 24oz	08/10/2023	-8.34 43.05 23.69 10.75 9.26 29.71 10.76

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	144790/3	CM Filter Red Push		29.08
	144856/3	Hose Mendr 3/4" 5/8" / Nozzle Gun Metal Larg		23.25
Total for Check Number 56479:				171.21
56480	E558	NAPA Auto Parts of Eureka	08/10/2023	
	353525	E6000 Clear x2		17.37
	354795	2.5 Blue Def		55.11
	356028	Purple Power 5 Gal		29.49
Total for Check Number 56480:				101.97
56481	E890	Express Employment Professionals	08/10/2023	
	29386200	Temporary Personnel - Construction PPE 07/23/		1,107.26
	29386200	Temporary Personnel - Finance PPE 07/23/23		1,190.93
	29386200	Temporary Personnel - Maintenance PPE 07/23/		1,264.00
	29418169	Temporary Personnel - Finance PPE 07/30/23		1,206.00
	29418169	Temporary Personnel - Construction PPE 07/30/		1,092.88
	29418169	Temporary Personnel - Maintenance PPE 07/30/		1,264.00
Total for Check Number 56481:				7,125.07
56482	F049	Fastenal Company	08/10/2023	
	CAEUR128049	XL OR Disposable Gloves		68.18
	CAEUR128049	Saftey Glasses/ Foam Ear Plugs/ IC WB White 1		99.80
	CAEUR128283	6oz Insect Repellant/XL OR Disposable Glv/ 10.		58.44
	CAEUR128283	Safety Glasses/25'x1 Power Tape Chrm		106.53
	CAEUR128380	XL OR Disposable Glove		102.27
	CAEUR128380	LG Split Back Driving Glove/ 48mmx32m Duct		148.64
Total for Check Number 56482:				583.86
56483	F050	Fastenal Industrial	08/10/2023	
	CAEUR128043	White MultiFold PaperTowel		48.13
	CAEUR128112	29" Alum Scoop Shovel		71.64
	CAEUR128190	White MultiFold PaperTowel		48.13
Total for Check Number 56483:				167.90
56484	H010	Keenan Supply	08/10/2023	
	07312023	Discount Earned July		-97.40
	07312023	Discount Earned July		-628.77
	S013179858.001	Parts for the 18th Street SMR Project per Quote :		33,874.97
	S013182481.001	2 PVC Brass CPLG/ 3/4x100 IPS Pipe/ 1x100 IF		867.28
	S013203002.001	3/4 Pep Mac-Pakxmip Bass/1 IPS SS Insert/ 3/4		1,075.46
	S013215268.001	18-G2 3/4 Rubber Meter Gasket x200		87.19
	S013217778.001	NOE Sewer Break - 6" 260 PSI/ 45 Elbow/ 6 Gri		1,318.69
	S013236677.001	3/4 Brass Ball/1 Brass Ball/3/4 Meter Swivel Br		1,567.28
	S013241745.001	Clow Break Flange Repair Kit for 51/4 Medallio		404.48
Total for Check Number 56484:				38,469.18
56485	H045 ENG-8207	Harper and Associates Engineering Inc. Construction assistance and quality control inspe	08/10/2023	
Total for Check Number 56485:				6,750.00
56486	H210 640482	Hensell Materials Hardi backer board for District Office Rehabilita	08/10/2023	
Total for Check Number 56486:				50.58

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
56487	H410 16025000	Humboldt Bay Municipal Water D Water Purchased - July 31, 2023	08/10/2023	92,934.49
Total for Check Number 56487:				92,934.49
56488	H690 491229 491400	Humboldt Fasteners and Tools Trigger valve for nail gun repair Hitachi slide saw handle	08/10/2023	16.43 7.02
Total for Check Number 56488:				23.45
56489	M145 50230	McKinleyville Glass Supply and Install: 72" x 84" black anodized alu	08/10/2023	11,250.00
Total for Check Number 56489:				11,250.00
56490	M230 M250078 M250080 M250080A M250186 M250375	Mendes Supply Co PSCQcarbacticide 30gal/DrumDep PSCQcarbacticide 30gal/DrumDep PSCQcarbacticide 30gal/DrumDep Credit for 2 DrumDep Credit for 1 DrumDep	08/10/2023	929.31 465.29 1,841.16 -120.00 -60.00
Total for Check Number 56490:				3,055.76
56491	M450 519621346 519661162 519702295 519745809	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	08/10/2023	407.32 240.36 407.32 239.00
Total for Check Number 56491:				1,294.00
56492	O460 0723-24	OConner & Company Progress Billing Through July 31, 2023	08/10/2023	250.00
Total for Check Number 56492:				250.00
56493	P130 08142023	Pacific Gas and Electric-St Street Lighting - July 2023	08/10/2023	2,544.57
Total for Check Number 56493:				2,544.57
56494	P190 202521 202850 202996 203428 203583	Pacific Paper Co Wire Mesh Desktop Organizer Expo Markers/Eraser/Magnets/2" Binders/ Red I 3 Part Receipt Book x2 Monitor Document Clips/ Trackball HP 80X Original Laser Toner Cartiridge Black	08/10/2023	84.90 187.93 52.46 142.79 248.90
Total for Check Number 56494:				716.98
56495	P430 07312023 125015 126797 130313 130358	Pierson Building Center Discount Earned - July 1/4x24 Hardware Cloth Armaly Caulk Grout Sponge/ Fny Stainless Brus Premix Concrete Brass Ball Valve/Teflon Tape	08/10/2023	-3.88 31.57 13.09 38.18 39.93
Total for Check Number 56495:				118.89
56496	P557	Rexel USA Inc.	08/10/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	4E05337	Breakers and terminal strips for new SCADA de		50.51
	4E16971	Breakers and terminal strips for new SCADA de		37.15
	4E28553	Breakers and terminal strips for new SCADA de		184.62
	4E28708	Generator #2 Cord		450.14
Total for Check Number 56496:				722.42
56497	P785 18228	Powell Landscape Materials Concrete for valve can on Woodland way	08/10/2023	183.54
Total for Check Number 56497:				183.54
56498	S310 220018010	Low Voltage Security Inc Rekey front office door to master key/board roo	08/10/2023	110.00
Total for Check Number 56498:				110.00
56499	U410	United Way of Humboldt PR Batch 00001.08.2023 UNITED WAY PR Batch 00001.08.2023 UNITED WAY PR Batch 00001.08.2023 UNITED WAY	08/10/2023 PR Batch 00001.08.2023 UNI PR Batch 00001.08.2023 UNI PR Batch 00001.08.2023 UNI	2.46 1.27 0.27
Total for Check Number 56499:				4.00
56500	V700 INV 23-689616 INV 23-690572 INV 23-690796 INV 23-692663	Valley Pacific Petroleum Services Inc Ethanol Free 92 Octane Fuel Samson Grease Control Handle/Samson Misc Ec Propane	08/10/2023	79.08 4,134.46 147.49 27.21
Total for Check Number 56500:				4,388.24
56501	W200 800903122919 800920000429	Matt Warner Reimbursement for painting supplies for the Froi Reimbursement for painting supplies for the Froi	08/10/2023	169.27 25.53
Total for Check Number 56501:				194.80
56502	W208 1052	Watt's Cleaning Services Office cleaning charges for July 2023	08/10/2023	1,165.00
Total for Check Number 56502:				1,165.00
56503	W570 354561 354684	Western Chain Saw CF3 Pro Line Chain	08/10/2023	56.79 43.70
Total for Check Number 56503:				100.49
56504	X800 3556C84818	Xylem Inc. (1) Flygt Model # NP-3085.070 230 Volt/3 Phase	08/10/2023	9,952.65
Total for Check Number 56504:				9,952.65
Total for 8/10/2023:				419,227.78
56445	UB*02122	BROOKE EXLEY Refund Check	08/15/2023	38.64
Total for Check Number 56445:				38.64

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
56446	UB*02123	MICHAEL LASWELL	08/15/2023	
		Refund Check		39.86
		Refund Check		7.01
		Refund Check		70.11
		Refund Check		20.16
		Refund Check		62.86
Total for Check Number 56446:				200.00
56447	UB*02124	JASON THOMPSON	08/15/2023	
		Refund Check		9.64
		Refund Check		58.65
		Refund Check		10.16
		Refund Check		55.47
		Refund Check		6.81
Total for Check Number 56447:				140.73
56448	UB*02125	KURT KRAMER	08/15/2023	
		Refund Check		30.52
Total for Check Number 56448:				30.52
56449	UB*02126	STACY/RUSSELL M. OATES	08/15/2023	
		Refund Check		24.52
		Refund Check		23.81
		Refund Check		28.69
		Refund Check		5.73
Total for Check Number 56449:				82.75
56450	UB*02127	LARRY/ROBERTA BEECK	08/15/2023	
		Refund Check		39.28
		Refund Check		13.62
		Refund Check		72.41
		Refund Check		22.87
		Refund Check		25.82
Total for Check Number 56450:				174.00
56451	UB*02128	NATALIE/ISABELLE TREACY/POLTE	08/15/2023	
		Refund Check		8.25
		Refund Check		32.27
		Refund Check		8.69
		Refund Check		59.48
		Refund Check		18.77
Total for Check Number 56451:				127.46
56452	UB*02129	TEDDI/GARRET RAINS	08/15/2023	
		Refund Check		178.97
		Refund Check		41.30
		Refund Check		3.68
		Refund Check		56.10
		Refund Check		13.63
Total for Check Number 56452:				293.68
56453	UB*02130	NANCY/THOMAS VOEGELI-CURRAN/	08/15/2023	
		Refund Check		14.14
		Refund Check		29.86

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Refund Check		8.57
		Refund Check		18.43
		Refund Check		14.91
Total for Check Number 56453:				85.91
56454	UB*02131	SIERRA TAIJARA	08/15/2023	
		Refund Check		1.79
		Refund Check		1.89
		Refund Check		13.74
		Refund Check		4.34
		Refund Check		9.31
Total for Check Number 56454:				31.07
56455	A160	ACWA-JPIA	08/15/2023	
	0700378	eMedical Plan - Board Members Coverage Peric		9,788.72
	0700378	kVision Plan - Retired Members Coverage Peric		328.23
	0700378	fDental Plan - Board Members Coverage Period		342.64
	0700378	ICOBRA - Medical Coverage Period 09/01-30/2		3,343.37
	0700378	aMedical Plan - Employees Coverage Period 09/		36,840.16
	0700378	gVision Plan - Board Members Coverage Period		62.52
	0700378	hLife/AD&D Plan -Board Members Coverage P		26.07
	0700378	iMedical Plan -Retired Members Coverage Peric		13,854.90
	0700378	cVision Plan - Employees Coverage Period 09/0		234.45
	0700378	jDental Plan - Retired Members Coverage Perio		1,054.40
	0700378	mCOBRA - Dental Coverage Period 09/01-30/2		106.12
	0700378	nCOBRA - Vision Coverage Period 09/01-30/2		15.63
	0700378	dLife/AD&D Plan - Employees Coverage Period		343.41
	0700378	bDental Plan - Employees Coverage Period 09/		1,116.48
Total for Check Number 56455:				67,457.10
56456	B360	BT Metals	08/15/2023	
	41220	Material to build rack for tack oil sprayer		48.77
	41228	Material to build rack for tack oil sprayer		4.02
Total for Check Number 56456:				52.79
56457	B702	Bobcat of Chico	08/15/2023	
	03-74689	Parts for bucket repair on Bobcat skidsteer load		382.42
Total for Check Number 56457:				382.42
56458	C036	Corporate Payment Systems	08/15/2023	
	241640731957410	TW/FedEx: Shpg to JPIA		128.66
	241640731957415	TW/FedEx: Shpg to Myers		12.55
	242753031960847	TW/CalRural: Recruitment Ad/Engineer		50.00
	244309931964008	TL/Microsoft		88.00
	244310632020833	MM/Amazon: Laptop for AMR system		1,012.32
	246921632081011	MM/Amazon: Monitor Privacy screens		53.86
	246921632081017	MM/Amazon: Monitors and Desk Supplies for M		330.18
	246921632171087	TW/Amazon: Coffee, Creamer, Sugar		118.39
	247333431950290	TW/Porter Street: CN Retirement Lunch		450.54
	249064131961783	TL/DRI Crash Plan		29.97
Total for Check Number 56458:				2,274.47
56459	C430	City of Eureka: WA	08/15/2023	
	07312023	Water Purchased - July 2023		56,635.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56459:	56,635.00
56460	E890 29449461 29449461 29449461	Express Employment Professionals Temporary Personnel - Finance PPE 08/06/2023 Temporary Personnel - Construction PPE 08/06/ Temporary Personnel - Maintenance PPE 08/06/	08/15/2023	2,119.14 1,092.88 1,264.00
			Total for Check Number 56460:	4,476.02
56461	G1005 1	Jerome Guffey Claim Settlement: 2052 Fern St, Eureka	08/15/2023	166.25
			Total for Check Number 56461:	166.25
56462	H260 69456	Hilfiker Pipe Company 6" split end cap for new sewer lateral on Edgewc	08/15/2023	17.79
			Total for Check Number 56462:	17.79
56463	H810 1000002073	Humboldt Waste Management Auth Solid Waste Self Haul	08/15/2023	101.07
			Total for Check Number 56463:	101.07
56464	J800 165679	Johnson's Mobile Rentals LLC Temporary fencing rental for the Ridgewood Tan	08/15/2023	252.78
			Total for Check Number 56464:	252.78
56465	M350 5197991	Mid-City Motor World Rotors, front brakes for Unit #11	08/15/2023	214.44
			Total for Check Number 56465:	214.44
56466	M560 1071	The Mitchell Law Firm LLP Legal Services - July 2023	08/15/2023	192.00
			Total for Check Number 56466:	192.00
56467	R250 30814263	Recology Humboldt County Garbage Service - July 2023	08/15/2023	586.44
			Total for Check Number 56467:	586.44
56468	S495 52557	Shred Aware PickUp/Shredding/64GalBin/27"S	08/15/2023	117.42
			Total for Check Number 56468:	117.42
56469	T285 5034 5039	Thomas R. Bess Hot asphalt for trench paving in various areas tgl Hot asphalt for trench paving in various areas tgl	08/15/2023	725.11 619.61
			Total for Check Number 56469:	1,344.72
56470	T410 1021598-01	Malcolm Kelly Inc. (1) 2 1/2" X close galvanized pipe nipple	08/15/2023	16.81
			Total for Check Number 56470:	16.81
56471	T935 1042	Two Brothers Cathodic Services Inc Annual Tank Cathodic Testing	08/15/2023	4,832.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56471:	4,832.25
56472	U730 INV00085983 INV00097488	USA Bluebook New water flow meter for the Hubbard WBS/Se: New water flow meter for the Hubbard WBS/Se:	08/15/2023	4,369.75 234.41
			Total for Check Number 56472:	4,604.16
			Total for 8/15/2023:	144,928.69
56505	UB*02132	JOHN MOYER Refund Check	08/17/2023	322.76
			Total for Check Number 56505:	322.76
			Total for 8/17/2023:	322.76
			Report Total (61 checks):	564,479.23

Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: September 12, 2023

AGENDA ITEM: F.1 (New Business)

TITLE: Consideration of approving Resolution 2023-12 Adopting a Master Charge Schedule for Fiscal Year 2023-2024.

PRESENTED BY: Michael Montag, Finance Manager/District Treasurer

Recommendation: Staff recommends the Board of Directors:

1. Review and discuss proposed updates to Master Charge schedule for FY 2023/2024
2. Motion and roll call vote to approve Resolution 2023-12 Adopting an Update to the Master Rate and Charge Schedule for Fiscal Year 2023-2024.

Summary:

Attached for the Board's review and consideration is an update to the District's master Charge schedule. This is necessary because the State of California requires a 60-day curing period after new Capacity Charges are adopted, before they can go into effect. The Capacity Charges were adopted on July 11th and Resolution 2023-12 simply updates the Master Rate and Charge Schedule to reflect those adopted charges.

The proposed changes to the Master Rate and Charge Schedule include:

- Updates to Water Capacity Charges. In addition to changes to the charges, language has been added regarding eligibility for smaller diameter equivalent charges when a larger diameter connection is needed only for fire protection requirements. Capacity charges proposed are in accordance with the District's Rate and Capacity Charge Study adopted at the Board Meeting of July 11th 2023.
- Updates to Sewer Capacity charges. Capacity charges proposed are in accordance with the District's Rate and Capacity Study adopted at the Board Meeting of July 11th 2023.
- Removal of section specifying Special Assessments for connection in the Freshwater/Mitchel Road area, as the District has completed the assessment period and is pending payoff of the associated bond.

RESOLUTION NO. 2023-12

**A RESOLUTION OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
ADOPTING A MASTER RATE AND CHARGE SCHEDULE FOR FISCAL YEAR 2023-2024**

WHEREAS, the Humboldt Community Services District is a community services district, duly formed as authorized by Government Code Sections 61000 through 61802; and

WHEREAS, the Humboldt Community Services District operates on a Fiscal Year beginning on July 1, and ending on June 30, of each year; and,

WHEREAS, the Humboldt Community Services District desires to prepare and adopt a Master Rate and Charge Schedule; and,

WHEREAS, the Master Rate and Charge Schedule adopted via Resolution 2023-07 with the Fiscal Year 2023-2024 Budget, then subsequently modified via Resolution 2023-11, requires further update to accommodate the sixty-day mandatory curing period related to Capacity Charges adopted July 11, 2023 via Resolution 2023-10.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Humboldt Community Services District adopts the following Master Fee Schedule for Fiscal Year 2023-2024 attached hereto, and by its reference made a part hereof with an effective date of September 12, 2023.

PASSED, APPROVED, and ADOPTED this 12th day of September 2023, on the following roll call vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Heidi Benzonelli, Board President

ATTEST:

Brenda K. Franklin, Board Secretary

HUMBOLDT COMMUNITY SERVICES DISTRICT
 FY 2023/2024 MASTER CHARGE SCHEDULE (9/12/2023 revision)

Customer Service Account Charges

Activation, Deposits and Miscellaneous Charges	
Credit Card Convenience Charge	\$4.03
Establish Water & Sewer Accounts (Admin)	\$35.00
Initial Residential Deposits:	
Water & Sewer	\$200.00
Water Only	\$100.00
Sewer Only	\$100.00
Increase in Deposit due to non-payment per occurrence:	\$50.00
Maximum Deposit:	\$300.00
Multi-Family Units:	
Water & Sewer (1 st unit)	\$200.00
2 nd Unit	\$100.00
Each Additional Unit	\$50.00
Water Only (1 st Unit)	\$100.00
2 nd Unit	\$50.00
Each Additional Unit	\$25.00
Commercial Deposits	2.5 x Mo Base Rate
When considering collection of a security deposit, deposit requirements may be waived if customer meets any of the following District guidelines for creditworthiness:	
(a) Prior service within the District showing timely payments within the previous two (2) years, or	
(b) Produce a letter of credit from PG&E, or other recognized utility showing timely payments for a period of one (1) year	
(c) Produce a positive rating report from a recognized credit reporting agency. (Ref. Code §7.06.030)	
(d) Participation in Automatic Payment Program	
Returned Checks	\$25.00
Reinstatement of Service after discontinuance for nonpayment	1 st time = \$40.00 \$65.00 + penalties thereafter
Tow Truck Call Charge	\$25.00 + actual tow costs
Broken Lock Charge	\$25.00
Tampering Charge (any unauthorized operation of meters, valves, etc.)	\$260.00
Meter Test Deposit – refunded if test fails	\$147.00
After-hours Service Call	\$84.00

HUMBOLDT COMMUNITY SERVICES DISTRICT
 FY 2023/2024 MASTER CHARGE SCHEDULE (9/12/2023 revision)

WATER – MONTHLY SERVICE RATES

Rates below are effective August 1, 2023. The monthly fixed charge shall depend on the meter size. Volumetric rates are for units of 100 cubic-feet (HCF).

	<u>Fixed Monthly Service Charges</u>	<u>Volumetric Consumption Charge</u>
SFR <1 inch and <24 Fixture Units	\$23.55	\$5.31 per HCF
5/8 inch meter	\$23.55	\$5.31 per HCF
3/4 inch meter	\$33.90	\$5.31 per HCF
1 inch meter	\$54.59	\$5.31 per HCF
1-1/2 inch meter	\$106.32	\$5.31 per HCF
2 inch meter	\$168.39	\$5.31 per HCF
3 inch meter	\$333.93	\$5.31 per HCF
4 inch meter	\$1,037.45	\$5.31 per HCF
6 inch meter	\$1,658.20	\$5.31 per HCF

Other Miscellaneous Water Charges:

	<i>Charge</i>
Temporary Construction Meter – Installation	\$50.00
Monthly Rate	\$92.95 + \$5.31 per HCF
Private Fire Protection Services	\$3.00 times diameter (inches) of service line

Water Hauler Program:

	<i>Charge</i>
<600 gallons	\$20
>600 gallons	\$0.03/gallon

HUMBOLDT COMMUNITY SERVICES DISTRICT
 FY 2023/2024 MASTER CHARGE SCHEDULE (9/12/2023 revision)

SEWER - MONTHLY SERVICE RATES:

Rates below are effective August 1, 2023. The rates and minimum sewer service charges billed monthly to customers within the service area of the District shall be as follows:

	<i>Monthly Fixed Service Charge per Account</i>	<i>Plus Monthly Fixed Service Charge Per Living Unit (LU)/Equivalent Dwelling Unit (EDU)*</i>	<i>Plus Winter Average - Volumetric Charge per HCF</i>
Single Family Residential (1-3 LU)	\$3.84	\$30.43	\$10.09
Multi-Family (4 or more LU)	\$3.84	\$22.42	\$10.09
Mobile Homes	\$3.84	\$18.26	\$10.09
Trailer Parks	\$3.84	\$18.26	\$10.09
Commercial – Light Strength (<370 mg/liter)	\$3.84	\$30.43	\$10.10
Commercial – Med. Strength (370-500 mg/liter)	\$3.84	\$30.43	\$17.63
Commercial – Heavy Strength (>500 mg/liter)	\$3.84	\$30.43	\$22.50

* Fixed monthly service charges for Residential accounts shall be based on the number of Living Units (LU) at the Service Address. Fixed Monthly Service Charges for Commercial accounts shall be based on Equivalent Dwelling units (EDU).

Sewer – Other Miscellaneous Charges

	<u>Charge</u>
Special Sewer Discharge Permit:	\$250 plus an additional charge for actual gallons discharged to the public sewer system based on strength of discharged wastewater

Waste Water Hauler Program:

Wastewater shall meet the District's Specific Pollutant Limits prior to discharge. No wastewater from a septic tank, portable bathroom, or recreational vehicle is allowed to be discharged to the District's sewage collection system. Discharge shall not exceed 1000 gallons a day.	
<500 gallons	\$20.00
501-1000 gallons	\$30.00

WATER SYSTEM CAPACITY CHARGES AND CONSTRUCTION CHARGES

Water Capacity Charge.

The water capital Capacity Charge is \$3,045 **\$5,597** per 5/8” meter equivalency. See table below for additional meter sizes.

Water connection capacity charge for all classes of customers shall be based upon the number of meters per lot as well as the size of meter connected to the system as detailed in the following table; Capacity Charges are in addition to the actual cost of installing a service including main line tap, service line, meter, and box.

Single Family Residential connections utilizing ¾” and 1” connection for fire service requirements that would otherwise need a smaller diameter connection in the absence of such fire requirements may qualify for charges for a smaller diameter equivalent. Eligibility for such smaller diameter equivalency shall be verified by the District’s Engineering Department.

Figure 1: Water Capital Capacity Charges

Meter Size	Equivalency Factor		Max. Water Capacity Charge Per Meter	
	Max. Continuous Flow (gpm) ⁽¹⁾	Equivalency to 5/8-inch Base Meter Size	Current	Proposed
5/8 inch	25	1.00	\$3,045.00	\$5,597.00
3/4 inch	35	1.40	\$4,263.00	\$8,396.00
1 inch	55	2.20	\$6,699.00	\$13,993.00
1-1/2 inch	100	4.00	\$12,180.00	\$27,985.00
2 inch	160	6.40	\$19,488.00	\$44,776.00
3 inch	320	12.80	\$38,976.00	\$89,552.00
4 inch	500	20.00	\$60,900.00	\$139,925.00
6 inch	1,000	40.00	\$121,800.00	\$279,850.00

⁽¹⁾ Source: AWWA M1, Table B-2. Assumes displacement meters for 5/8” through 2”, Compound Class I for 3” through 6”

WATER METER PURCHASE AND INSTALLATION: In addition to the capital Capacity Charge, where the District installs a new water meter and service line, the meter charge and installation charge shall be dependent on the size of the meter required. All costs are based upon actual time and materials. Where the Developer has installed the new water service line, the District shall install the meter upon payment of the corresponding meter charge, installation charge and appropriate Capacity Charge. Charges within and without the limits of the District boundaries are payable in advance for the installation of new services and meters when work is performed by District forces. Charges shall be as indicated in the table below. Costs do not include permanent pavement or sidewalk replacement.

5/8” Meter Charge	\$273.12
Installation	\$2,915.00
3/4” Meter Charge	\$308.12
Installation	\$2,950.00
1” Meter Charge	\$396.37
Installation	\$3,115.00

HUMBOLDT COMMUNITY SERVICES DISTRICT
 FY 2023/2024 MASTER CHARGE SCHEDULE (9/12/2023 revision)

1 ½" and larger Meter Charge Installation	Special Quote Special Quote
Split Water Service on 1" Service Line (New) (Does not include permanent pavement or sidewalk replacement)	2 ea 5/8" \$4,260.00 3+ Special Quote 2 ea ¾" Special Quote 3+ Special Quote
Split Water Service in 2" Service Line (New) (Does not include permanent pavement or sidewalk replacement)	2 ea 5/8" \$4,260.00 3+ Special Quote 2 ea ¾" \$4,330.00 3+ Special Quote
Splitting an Existing Water Service	Actual cost. Not to exceed charges for a new service
Temporary Construction Meter	\$50.00
Additional Charges for freshwater/Mitchell Road assessment area: Charges for connections in the Freshwater/Mitchell Rd. assessment area shall be based on the Assessment District formula of said area as follows:	
<u>Assessment Criteria</u>	<u>Charge</u>
Acreage—per acre all zones	\$300.00
Parcel—	
-per parcel (zone A)	\$1,545.00
-per parcel (zone B&C)	\$2,575.00
Capacity—	
Existing SFRE (zone A)	\$9,365.00
Existing SFRE (zone B)	\$8,526.00
Existing SFRE (zone C)	\$4,659.00
Existing 2nd Unit (zone A)	\$4,683.00
Existing 2nd Unit (zone B)	\$4,265.00
Existing 2nd Unit (zone C)	\$2,330.00

SEWER CONNECTION AND CONSTRUCTION CHARGES

This charge is in addition to the actual cost of installing a service including main line tap, lateral line and cleanout. Does not include permanent pavement or sidewalk replacement.

Sewer Capital Capacity Charge (Capacity Charge Buy-In)

Current Charge: The sewer capital Capacity Charge is ~~\$2,958.00~~ **\$9,974.00 /Equivalent Dwelling Unit (EDU)**

- A. Residential:** The amount charged is based on the number of EDUs.
- Single residential units equal one EDU without consideration of the number of fixture units.
 - Multiple residential units: The charge is calculated on the total fixture unit count converted to EDU and pro-rated for the second and subsequent EDU's based on a percentage calculation as compared to one EDU. One EDU shall equal 24 fixture units..

HUMBOLDT COMMUNITY SERVICES DISTRICT
 FY 2023/2024 MASTER CHARGE SCHEDULE (9/12/2023 revision)

Commercial The charge is calculated on the total fixture unit count converted to EDU and pro-rated for the second and subsequent EDU's based on a percentage calculation as compared to one EDU. One EDU shall equal 24 fixture units.

	<u>Charge</u>
Sewer Installation *if installed with water service, Charge \$3,570	< 10 ft deep \$4,425* > 10 ft deep special quote
Sewer Capital Capacity Charge - Residential	\$9,974.00 per EDU
Sewer Capital Capacity Charge – Commercial/ Industrial	\$9,974.00 per EDU
Sewer Lateral Inspection charge	\$205.00 refundable

Water Conservation Fines & Penalties

	<u>Charge</u>
1 st Violation (infraction)	\$25.00
2 nd Violation (Infraction)	\$50.00
3 rd Violation & subsequent violations within a 6-month period (misdemeanor)	\$100.00

Labor & Equipment Rates (rates listed are hourly unless otherwise denoted)

	<u>Charge</u>
General Labor	\$62.19
Foreman	\$92.59
Inspector	\$102.00
Plan Checker	\$81.04
Engineering Technician	\$81.04
Clerk	\$62.19
Backhoe	\$69.96
Bobcat	\$46.72
Compressor	\$28.53
Concrete Saw	\$20.14
Light Tower	\$5.76
Dump Truck <5 yards	\$73.34
Dump Truck 5-7 yards	\$83.47
Dump Truck 10 yards	\$93.59
Excavator	\$53.81
Honda EU 2000 Generator	\$5.00
Choremaster Generator	\$12.86
MQ 45 Generator	\$20.29
MQ 70 Generator	\$36.90
MQ 125 Generator	\$75.08
MQ 300 Generator	\$128.74
Mole	\$50.00/Day
Tapping Machine	\$50.00/Day
Shoring Trailer/shoring	\$670.80/Day
Shielding/Trench Boxes - Each	\$645.00/Day
Sewer Bypass Pump	\$1,000.00/Day
Trailer	\$27.95
TV Van (sewer)	\$274.00

HUMBOLDT COMMUNITY SERVICES DISTRICT
 FY 2023/2024 MASTER CHARGE SCHEDULE (9/12/2023 revision)

	Charge
Utility Truck (small)	\$37.61
Utility Truck (medium)	\$42.39
Utility Truck (large)	\$54.71
Construction Utility truck	\$105.34
VacCon/Hydro Excavator	\$254.00
VacCon/Hydro Cleaner	\$274.00
Roller	\$35.54
Loader	\$74.37

Administrative Charges

Charges for Photocopies and/or Mailing of Printed Material Maps, Documents and Reports

	<u>Current Charge</u>
Photocopies Black & White per side:	
8.5x11 page	\$0.10
11x17 page	\$0.20
24x36 page	\$3.00
Photocopies Color per side:	
8.5 x 11 page	\$0.50
11 x 17 page	\$1.00
24 x 36 page	\$15.00
Conversion of document to electronic image	\$2.00 plus \$0.10 per page
Public records request deposit	Same as copies. Admin charges waived for <20 pages
Videos tapes, CDs, DVDs	\$3.00/each + actual cost of duplication
Mailing	\$3.00 each + actual cost for duplication
Agenda Annual Subscription (24 regular meetings)*	\$72.00
Agenda Single – Mailed*	\$5.00

* All public meeting agendas are available free of charge through the District's website or at the District's office.

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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:

September 12, 2023

AGENDA ITEM: F.2

TITLE: Consideration of Submitting Public Comment to the California Water Boards Regarding Guidelines for the Extended Water and Wastewater Arrearage Payment Program

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss and consider supporting or opposing the State Water Boards proposed extension of the Water and Wastewater Arrearage Payment Program. Direct GM accordingly.

Summary:

The State Water Resources Control Board (State Water Board) is considering extending the California Water and Wastewater Arrearage Program. This program made direct payments to water and wastewater providers to forgive customer arrearages that accrued during the pandemic between March 4, 2020 and June 15, 2021. The District received \$350,350.51 from this program; \$199,467.87 was for wastewater arrearages and \$150,882.64 was for water arrearages.

The State Water Board is proposing to extend the performance period of the program to include arrearages accrued between March 4, 2020 through December 31, 2022; an 18-month extension. The District would be eligible to receive \$208,397.81 (\$115,229.31 for wastewater and \$93,168.50 for water) to forgive associated unpaid water and wastewater bills accrued during that timeframe, if the program is extended. The State Water Board notice of opportunity for public comment is included in this board packet.

Please consider authorizing the General Manager to write a letter supporting or opposing the extension of this program.

Fiscal Impact:

Unknown

State Water Resources Control Board

NOTICE OF OPPORTUNITY FOR PUBLIC COMMENTS, PUBLIC WORKSHOP AND BOARD CONSIDERATION OF THE DRAFT CALIFORNIA WATER AND WASTEWATER EXTENDED ARREARAGE PAYMENT PROGRAM GUIDELINES

NOTICE IS HEREBY GIVEN that the State Water Resources Control Board (State Water Board) will accept public written comments on the draft California Water and Wastewater Extended Arrearage Payment Program (Extended Arrearage Program) Guidelines (Guidelines). Public written comments must be submitted no later than **12:00 p.m. (noon) on Monday, September 25, 2023**. Public written comments must be submitted per the procedures in the “Submission of Comments” section of this public notice.

NOTICE IS ADDITIONALLY HEREBY GIVEN that State Water Board staff will hold an information webinar on the draft Guidelines on:

Thursday, September 21 – 2:00 p.m. to 3:30 p.m.
Remote Participation Only

Zoom link: <https://waterboards.zoom.us/j/93079538103>

Video broadcast link: [CalEPA Public Webcasts](#)

If you would like to submit questions during the webinar, please use the Zoom link above. The Video broadcast link is available for those who only wish to view the workshop.

NOTICE IS ADDITIONALLY HEREBY GIVEN that State Water Board will consider adoption of the Guidelines on **Tuesday, October 3, 2023** at the State Water Board meeting as follows:

Consideration of Adoption Meeting
Tuesday, October 3, 2023, at 9:30am
Joe Serna Jr. – CalEPA Headquarters Building
1001 I Street, Second Floor
Sacramento, CA 95814
And via Video and Teleconference

VIDEO AND TELECONFERENCE PARTICIPATION

The consideration of adoption meeting will occur with both a physical meeting location and an option for the public to participate from a remote location.

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

- Webcast: Live video and audio broadcasts of the public hearing, for attendees that are solely interested in watching and not participating, will be available via the internet and can be accessed at the [CalEPA Public Meeting Live Webcasts page](#). Closed captioning is available.
- Video and teleconference participation: For members of the public who wish to comment telephonically or via the remote meeting solution, additional information about participating will be available at least 10 days before the hearing on the [Remote Meeting page](#).

Additional information on the consideration of adoption meeting can be found at the [State Water Board's website](#). Any person desiring to receive future notices about changes to the date, time, location, or format of the public meeting should sign up for the e-mail subscription list, as described below under "Potential Future Changes to the Noticed Items."

BACKGROUND

On July 10, 2023, Governor Newsom signed a budget trailer bill that expanded the California Water and Wastewater Arrearages Payment Program by extending the COVID-19 pandemic bill relief period. The State Water Board previously provided payments to community water systems, wastewater treatment providers, and wastewater billing entities to forgive residential and commercial customer arrearages that accrued during the COVID-19 pandemic bill relief period of March 4, 2020 through June 15, 2021 (Water and Wastewater Arrearages Programs).

This new Extended Arrearage Program would provide payments to both water and wastewater customer arrearages for the extended COVID-19 pandemic bill relief period of March 4, 2020 through December 31, 2022. The Water and Wastewater Arrearages Program resolutions and guidelines remain in effect until all entities who received funding complete all financial obligations and reporting. The Extended Arrearage Program will be jointly administered by the State Water Board's Division of Drinking Water (DDW), Division of Water Quality (DWQ), and Division of Financial Assistance (DFA).

The American Rescue Plan Act of 2021 provided funding to the State to address revenue losses as a result of the pandemic. The State Water Board has approximately \$600 million appropriated by the Budget Act of 2021 (Senate Bill 129) and the Budget Act of 2023 (Assembly Bill 102) from the Coronavirus State Fiscal Recovery Fund to the State Water Board for the California Water and Wastewater Arrearage Program. These funds are to be distributed to all eligible applicants, or proportionally distributed if application amounts exceed the funded amount. The Budget Act of 2023 included enterprise revenue losses as an eligible cost under the Extended Arrearage Program, however, after consultation with the Department of Finance it has been determined that this is not allowable under the American Rescue Plan Act. Therefore, the Guidelines exclude enterprise revenue losses.

State Water Board staff will provide an application package to all eligible applicants, establish an online portal for submittal of applications, and provide 60 days to receive the applications. Community water systems, wastewater treatment providers, and wastewater billing entities that participated in the Water Arrearages Program or Wastewater Arrearage Program are eligible for the Extended Arrearages Program but with the modified COVID relief period that excludes the original COVID relief period (March 4, 2020 through June 15, 2021). No modifications or adjustments to the Water and Wastewater Arrearages Program are allowed. Applications for the Extended Arrearages Program will be stand-alone applications considering only the modified COVID relief period. Community water systems, wastewater treatment providers, and wastewater billing entities who did not participate in the original arrearages Programs are eligible for the Extended Arrearages Program for the full, unmodified COVID relief period.

DOCUMENT AVAILABILITY

The Draft Extended Arrearage Program Guidelines are available on the [California Water and Wastewater Arrearages Payment Program website](#).

You may also request a copy of the Draft Guidelines by emailing DFA-WaterArrearages@waterboards.ca.gov.

INSTRUCTIONS FOR SUBMITTING COMMENTS: All written comments must be received by the State Water Board by no later than **12:00 noon on Monday, September 25, 2023**. Comment letters received after this time and date will not be accepted unless the State Water Board determines otherwise.

Address comments to Courtney Tyler, Clerk to the State Water Board. Please include in the subject line: **“Comment Letter – Draft Extended Arrearage Program Guidelines”**.

Written comments may be submitted electronically in pdf format (if less than 15 megabytes in total size) to the Board Clerk via e-mail at commentletters@waterboards.ca.gov. If the file is greater than 15 megabytes in size, then written comments may be submitted by fax at (916) 341-5620.

Alternatively, comments may be submitted by hand delivery or mail to:

**Courtney Tyler, Clerk to the Board
State Water Resources Control Board
P.O. Box 100, Sacramento, CA 95812-2000 (by mail)
1001 I Street, 24th Floor, 24th Floor, Sacramento, CA 95814 (hand delivery)**

Couriers delivering a hard copy of a comment letter must check in with the lobby security personnel, who can contact Ms. Tyler at (916) 341-5611.

PROCEDURAL MATTERS

LANGUAGE SERVICES AND ACCESSIBILITY

To request oral interpretation or sign language services, please submit your request at least 7 calendar days before the meeting by contacting Marina Perez at (916) 322-4265 or OPP-LanguageServices@Waterboards.ca.gov.

Telecommunications device for the deaf (TDD) users may contact the California Relay Service at: TTY (800) 735-2929 or voice line at (800) 735-2922.

PARKING AND ACCESSIBILITY

For directions to the Joe Serna, Jr. (CalEPA) Building and public parking information, please refer to the map on the State Water Board website: <http://www.calepa.ca.gov/headquarters-sacramento/location/>.

The CalEPA Building is accessible to persons with disabilities. Individuals requiring special accommodations are requested to call (916) 341-5254 at least 5 working days prior to the meeting.

All visitors to the CalEPA Building are required to sign in and obtain a badge at the Visitor Services Center located just inside the main entrance (10th Street entrance). Valid picture identification may be required. Please allow up to 15 minutes to receive security clearance.

POTENTIAL FUTURE CHANGES TO THE NOTICED ITEMS

Any changes regarding the noticed items will be noticed through the e-mail distribution list. Any person desiring to receive future notices must sign up for the e-mail distribution list by accessing the [Email List Subscription Form website](#).

CONTACT INFORMATION

Please direct questions about this notice or the Extended Arrearage Program to Lisa McCann at (916)323-0844 or Lisa.McCann@waterboards.ca.gov.

Date August 25, 2023



Courtney Tyler
Clerk to the Board

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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: September 12, 2023

AGENDA ITEM: F.3.

TITLE: Consideration of Appointing an AdHoc Committee to Assist with TowerCo Contract Negotiation

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss and appoint an AdHoc Committee to assist the GM with contract review and negotiation related to TowerCo's proposed lease of a portion of District property on Walnut Drive to site a cellular tower.

Summary:

In February of 2022, the District was approached by a representative of TowerCo with the request that we consider allowing TowerCo to cite a cell tower on District property. The Board heard the request and indicated interest prompting TowerCo to prepare a full proposal for the District to consider. In August 2022, TowerCo's proposal was presented to the District Board. At that time, the Board authorized the General Manager to initiate negotiations with TowerCo. The Board also had several requests of staff to perform some due diligence. Those tasks included reviewing comparable agreements for cell tower leases, writing a letter to neighbors in close proximity to the proposed lease site to solicit feedback and photographing similar installations in similar settings. These tasks have been completed with mostly favorable outcome.

District staff and legal counsel reviewed TowerCo's proposed agreement and determined that TowerCo's agreement is overly generic and that a specific agreement will better serve our needs. District legal counsel had provided staff with a draft agreement. I would like to discuss the results of the due diligence and review the draft agreement with the AdHoc committee before presenting the draft agreement to TowerCo. Once we have refined the agreement and the AdHoc and TowerCo are satisfied with the details, the contract will come before the full Board for approval.

Please consider appointing an AdHoc Committee to assist with this negotiation.

Fiscal Impact:

Unknown