



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

AGENDA

DATE: Tuesday, February 14, 2023

TIME: 5:00 p.m.

LOCATION: *In accordance with Assembly Bill 361 and District Resolution 2023-01, public meetings will be conducted both in person at 5055 Walnut Drive in Eureka, California, and telephonically through Zoom.*

The HCSD Boardroom is open to the public during open session segment(s) of the meeting. If you 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 857 5333 0553 and Passcode 505235. 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 February 14, 2023 Agenda Pgs 1-2
2. Approval of Minutes of the Regular Meeting of January 24, 2023 Pgs 3-6
3. Consideration of Resolution No. 2023-02 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings for Another 30 Days Pgs 7-9

D. REPORTS

1. General Manager
 - a) District Update Pg 11
2. Engineering Department
 - a) Engineering Status Pg 13
3. Superintendent
 - a) January 2022 Construction Operations Report Pg 15
4. Finance Department
 - a) December 2022 Budget Statement Pgs 17-26
 - b) January 2023 Check Register Pgs 27-36

5. Legal Counsel
6. Director Reports
7. 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. NON-AGENDA

G. NEW BUSINESS

1. Consideration of Awarding On-Call Engineering Agreements for the One Year Period of March 1, 2023 through March 1, 2024: GHD Inc, Harper & Associates Engineering, Ontiveros & Associates Inc., SHN Engineering, and Whitchurch Engineering, Inc. *Pgs 37-232*
2. Consideration of Approving a Facilities Use Agreement with Redwood Coast Mountain Bike Association (RCMBA) *Pgs 233-238*
3. Consideration of FY 20/21 Audit Agreement Transfer from R.J. Ricciardi to O'Connor & Company *Pg 239*
4. Consideration of Nominating a Director to Serve on the ACWA (Association of California Water Agencies) Board *Pgs 241-246*
5. Consideration of Negotiating a Lease Agreement with TowerCo for the Development of a Cell Phone Tower on District Property *Pgs 247-276*

H. OLD BUSINESS

1. Consideration of Modifying the January 10, 2023 Diversity, Equity, Inclusion Training Policy for Board and Staff *Pg 277*

I. ADJOURNMENT

Next Res: 2023-03
Next Ord: 2023-01

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 5:04 p.m. on Tuesday, January 24, 2023, in person and via tele/video conference in accordance with AB 361 and HCSD Resolution 2023-01.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call were Directors Benzonelli, Gardiner, Hansen, Matteoli, and Ryan. Staff in attendance: General Manager Williams (GM), District Superintendent Latham, and Assistant Engineer Adams (AE).

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of the January 24, 2023 Agenda
2. Approval of Minutes of the Regular Meeting of January 10, 2023

Public Comment: None

DIRECTOR HANSEN MOVED, DIRECTOR RYAN SECONDED, TO ACCEPT AND APPROVE THE JANUARY 24, 2023 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. REPORTS

1. General Manager

a) District Update

- Earthquake – Some major items reported previously have been downgraded to minor such as the South Broadway Lift Station turned out to be a broken plug which was quickly replaced, and the Elk River Watermain Crossing water loss has stopped and the line is holding pressure. District On-call Engineering Services vendor, SHN, is assisting with the design, bidding, and construction management to relocate the water and sewer mains on Walnut out of the slide area. If the State provides disaster funding, the County will proceed with stabilization of the slide section wherein it may not be necessary to relocate District assets.

- Major rains beginning in December modified drought conditions wherein the NIDIS downgraded Humboldt County from “Moderate Drought” to “Abnormally Dry”. Many statewide reservoirs have transitioned from drought control to flood control meaning water is being released to avoid flooding should further significant rain events occur.
- District Tour – GM summarized the restrictions of the Brown Act preventing the full Board to collectively tour various District sites at the same time suggesting smaller groups of two with an open meeting for group discussion afterward. A complete tour of District facilities can average six to eight hours.
- Billing – To implement two separate billing processes in order to accommodate billing in one unit (industry standard of 748 gallons) and per gallon is neither financially nor physically feasible as the workload would double for staff and the District would still incur the one time software modification fees of approximately \$100,000.
- Humboldt No. 1 Fire Protection District – There are currently two seats open on their Board and they are in search of individuals to fill the vacancies by January 27, 2023.

2. Engineering

a) Engineering Status

- Underground Service Alert (USA) Notification Changes – A new process has been implemented that is proving to be more efficient and saving time for District staff.
- Upcoming Paving Projects – Staff is preparing plans to complete roadway resurfacing for areas disturbed during water main replacement projects in the past year.

3. Superintendent

a) December 2022 Operations/Maintenance Report

Throughout the District, the department cleaned 1,885 ft of sewer main lines, 45 ft of sewer lateral lines, numerous sewer lift station wet wells, completed annual sewer flow meter calibration, ongoing station and generator maintenance in addition to responding to multiple power outages, the earthquake, multiple king tide events, and continued preparations for upcoming Capital Improvement Projects.

6. Director Reports

Director Benzonelli advised she attended the January 18 LAFCo meeting wherein Samoa CSD advised they entered into a mutual aid agreement with Manilla CSD to share one General Manager. Director Benzonelli also attended the January 23 RREDC meeting wherein she was appointed President and Natalie Arroyo was appointed as Vice-President.

E. PUBLIC PARTICIPATION - None

F. NON-AGENDA

G. NEW BUSINESS

1. Consideration of Bid Results and Award of Contract for the Rehabilitation of the Brier Lane Water Storage Tank Project

GM reviewed the report summarizing the results of the January 13, 2023 bid opening affirming the lowest bidder as Farr Construction DBA Resource Development Company, has been qualified by the District's consultant and District staff. The budget for the project is \$660,000 with the lowest bid at \$624,480.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN TO AWARD A CONTRACT TO FARR CONSTRUCTIONS dba RESOURCE DEVELOPMENT COMPANY IN THE AMOUNT OF \$624,480.00 FOR THE REHABILITATION OF THE BRIER LANE WATER STORAGE TANK PROJECT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

AT 5:26 P.M. IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN, TO MOVE INTO CLOSED SESSION. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

Director Hansen recused from the Closed Session due to his position as Deputy Public Works Director for the City of Eureka, and left the meeting.

I. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION
Pursuant to Government Code §54956.9(d)(4): One potential case
2. Pursuant to Government Code §54954.5(e) PUBLIC EMPLOYEE SPECIAL
PERFORMANCE EVALUATION – General Manager

The Board returned from closed session at 6:25 p.m. wherein the GM advised Director Hansen recused himself from the first item and there was no action taken by the Board for either item.

J. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF JANUARY 24, 2023 AT 6:26 P.M.

Submitted, Board Secretary

Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: February 14, 2023

AGENDA ITEM: C.3 (Consent Calendar)

TITLE: Consideration of Resolution 2023-02 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings

Recommendation:

Adopt Resolution 2023-02 by title only under Consent Calendar; roll-call vote.

Summary:

The Governor's Executive Order N-08-21 provided modification to the Brown Act authorizing public teleconference meetings during the COVID-19 Emergency without the requirement of personal appearance. On September 16, 2021, Governor Newsom signed Assembly Bills (AB) 339 and 361 into law which was followed by Executive Order N-15-21 on September 20, 2021 stipulating the sunset of Executive Order N-08-21 as of September 30, 2021.

As presented at the October 12, 2021 regular meeting, and subsequently at each first meeting of the month, provisions of AB 361 officially modify the Brown Act to enable public agencies to move immediately to relaxed teleconference meetings under a declared state of emergency. Each month the March 20, 2020 state of emergency remains in effect, the Board is required to pass a resolution every thirty (30) days until lifted, affirming the following:

1. The Board has considered the circumstances of the state of emergency
2. Any of the following circumstances exist:
 - a. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - b. State or local officials continue to impose or recommend measures to promote social distancing.

Resolution 2023-02 before you, affirms the foregoing conditions allowing the District to proceed with virtual meetings for the next thirty (30) days while the current state of emergency remains in effect and/or the County's recommendations for social distancing remain in effect.

As the existing state of emergency is scheduled to sunset February 28, 2023, unless it is extended, this is the final resolution qualifying under AB 361 relaxing Brown Act requirements for elected officials' remote participation in meetings. AB 2449 adopted in October 2022 will now govern offering slightly less stringent requirements than the Brown Act until its sunset December 31, 2025.

AB 2449 provides the following conditions to enable Directors virtual participation in a regularly scheduled meeting:

- At least a quorum of the members of the body shall participate from locations within its boundaries.
- A Director may participate remotely if one of the following circumstances apply:
 1. Director notifies the body at the earliest opportunity of their "just cause" to participate remotely. This provision is limited to two events per year. "Just Cause" means:
 - Caregiving needed for a family member
 - A contagious illness
 - A need related to a physical or mental disability
 - Travel while on official business for the District, or another state or local agency.
 2. Due to personal emergency circumstances briefly explained, a Director may request the Board approve a request to virtually participate in a meeting. "Emergency Circumstances" means a physical or family medical emergency that prevents a member from attending in person.
- The Director participating remotely must disclose prior to any action taken at the meeting whether any individuals of 18 years of age or older are present in the room at the remote location with the Director and the general nature of the relationship.
- Participation must be through both audio and visual technology

The foregoing provisions cannot exceed 20 percent (5 meetings) of the regular meetings during a calendar year.

Should none of the foregoing apply, the original conditions provided by the Brown Act related to teleconferencing shall be in effect – specified location identified on the agenda, posting of the agenda at the location, the location is open to the public including meeting ADA requirements, etc.

Fiscal Impact: None

RESOLUTION NO. 2023-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL MEETINGS

WHEREAS, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow legislative bodies to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act;

WHEREAS, Assembly Bill 361, which was signed into law on September 20, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the legislative body makes certain findings;

WHEREAS, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect;

WHEREAS, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing as more particularly set forth in his August 6, 2021, Order, among other prior orders and guidance;

NOW, THEREFORE, the Board of Directors does hereby find and resolve as follows:

1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;
2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;
3. That the Board may continue to conduct public meetings in accordance with Government Code section 54953(e);
4. That the Board will reconsider the above findings within 30-days of this Resolution.

PASSED AND ADOPTED on the 14th day of February 2024 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

Heidi Benzonelli, Board President

Attest: Brenda K. Franklin
Board Secretary

INTENTIONAL BLANK PAGE

Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors
FROM: Terrence Williams, General Manager
DATE: February 10, 2023
SUBJECT: General Manager Report for February 14, 2023 Board Meeting

Elk River Crossing

The Elk River Crossing was closed during the aftermath of the earthquake during the early morning hours of December 20, 2022. The closure was an effort to identify why the Blue Spruce Tank was losing about 1,500 gallons per minute. When the crossing was closed, the water loss stopped. As a result, District staff assumed that there was a major water leak somewhere in the Crossing, which is over a mile long.

Subsequent investigation, including pressure testing, revealed that the Crossing was intact and the procedure to put the Crossing back in service was initiated. After several weeks of closure, the Crossing had to be flushed and the water quality tested to ensure there was no risk to public health before returning the Crossing to service. Once the comprehensive panel of water quality tests returned "absent for contaminants," the Crossing was returned to service. At this point I am confident in reporting that the Elk River Crossing is in service and holding pressure and therefore did not sustain damage during the December 20, 2022 earthquake.

The cause of the water loss is a bit of a mystery. We can confidently say that District controlled infrastructure is not leaking to that extent. We are reaching out to property owners to try to identify the cause of the water loss.

District Tour

As discussed at the January 24, 2023 Board meeting, District facilities tours will be held in groups of two Board members. The first will be Friday February, 17 and the second will be Friday, February 24. A third tour will be scheduled to accommodate the fifth Board member as well as one other Board member that wants to spend more time touring District facilities. Once everybody has seen the extents of the District's 15 square miles and 50 locations, a discussion will be facilitated via an agenda item at a future meeting.

INTENTIONAL BLANK PAGE

Humboldt Community Services District

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

Engineering Memorandum

TO: Board of Directors

FROM: Benjamin Adams, Assistant Engineer

DATE: February 10, 2023

SUBJECT: Engineering Dept. Status Report for February 14, 2023 Board Meeting

District Projects in Design Phase

Engineering staff received mapped infrastructure information from Pacific Gas and Electric (PG&E) for several District projects currently in the design phase. Receipt of this information allows for continued design work for the Hartman Lane Sewer Lift Station Reversal, Hemlock Sewer Reversal, 18th Street Steel Water Main Replacement, and Doctor Office Lane Sewer Main Replacement Projects.

Information received for the Doctor Office Lane project has altered the anticipated trajectory of the project. Engineering staff are now investigating options for trenchless pipeline replacement, trenchless pipeline rehabilitation, and open trenching a new line with a new alignment.

Coordination With Outside Agencies

Engineering staff worked with representatives of the Humboldt County's Public Works Design and Construction Departments to ensure that the District's 12" water main will be cut and capped, clear of the Pine Hill Road Bridge Replacement Project's disturbed area, and in a timeframe that does not encumber the project. District forces will complete the cut and cap work this quarter, in preparation for the County's project to start construction this summer.

Engineering staff are reviewing grading changes to the Oak & F Street signalization project, and ground truthing District records to ensure the project maintains sufficient cover above District infrastructure. The project revisions were provided by the design engineer contracted by the County.

Engineering staff received approval by the City of Eureka's Engineering Department for the new sewer connection of a residence on Togo Street in Myrtle town. This property is served by a District water main, and a District pressure sewer main, which drains directly to the City's gravity sewer main in Harrison Avenue. An existing intermingled sewer services agreement between the District and the City requires coordination and approval by the City prior to allowing such a connection.

INTENTIONAL BLANK PAGE

Humboldt Community Services District

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

BOARD MEMORANDUM

To: H.C.S.D. Board of Directors
From: Tim Latham, District Superintendent
Date: February 8, 2023
Subject: January 2023 Construction Operations Report

General business for the month of January included water service line leak repairs on Hillcrest Drive, Fern Street, Greenbriar Lane, 2nd Street in Fields Landing, and two on Myrtle Avenue water main line leak repairs on Spears Road and Browns Road, replacing broken angle meter stops on London Drive and Freshwater Road, installing new water services on Alpha Street and Cedar Street, moving a water service into the sidewalk area on Montgomery Street, replacing a broken water main line valve on 2nd Street in Fields Landing, flushing the Elk River water main line crossing, repairing a sewer lateral line on Excelsior Road, raising a sewer cleanout to grade on Alpha Street, concrete repairs on Excelsior Road and Ardaugh Court and hot paving in various areas throughout the District.

Other business included performing vehicle and equipment maintenance, water meter reading, customer service orders, landscape maintenance, assisting the Operations/Maintenance Department monitoring the king tides in the King Salmon area, removing a downed tree near the Ridgewood water storage tank site, and potholing the water main line on 18th Street in Myrtle town to provide information which will assist the Engineering Department with designing the upcoming 18th Street Steel Water Main Line Replacement Project.

INTENTIONAL BLANK PAGE

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

December 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
OPERATING REVENUE							
Metered Water Sales	5,449,000	438,952	2,679,210	2,724,500	(45,290)	(1.7)	
Water Charges - Pass Through	-	-	-	-	-	-	
Sewer Service Charges	5,280,000	434,317	2,614,707	2,640,000	(25,293)	(1.0)	
Sewer Service Charges - Pass Through	1,500,000	129,523	783,496	750,000	33,496	4.5	
Water & Sewer Construction Fees	47,000	6,372	23,101	23,500	(399)	(1.7)	
Account Fees	35,000	2,242	31,632	17,500	14,132	80.8	
Reimbursable Maintenance Fees	1,000	-	25	500	(475)	(95.0)	1
Miscellaneous	2,000	734	734	1,000	(266)	(26.6)	1
TOTAL OPERATING REVENUE	12,314,000	1,012,142	6,133,057	6,157,000	(23,943)	(0.4)	
NON-OPERATING REVENUE							
Capital Connection Fees	180,000	16,356	68,904	90,000	(21,096)	(23.4)	1
Interest/General	30,000	-	-	15,000	(15,000)	(100.0)	1
Discounts Earned	2,000	81	699	1,000	(301)	(30.1)	1
Sales: Fixed Assets/Scrap Metal	15,700	-	43	7,850	(7,807)	(99.5)	1
Bad Debt Recovery	10,000	143	224	5,000	(4,776)	(95.5)	1
Property Taxes & Assessments	354,000	-	-	177,000	(177,000)	(100.0)	1
Insurance Rebate	20,000	-	-	10,000	(10,000)	(100.0)	1
Other Non-Operating Revenue	-	-	237	-	237	-	
TOTAL NON-OPERATING REVENUE	611,700	16,580	70,107	305,850	(235,743)	(77.1)	1
TOTAL DISTRICT REVENUE	12,925,700	1,028,722	6,203,164	6,462,850	(259,686)	(4.0)	
OPERATING EXPENSES							
Wages Direct	1,635,000	135,224	744,488	817,500	73,012	8.9	
Benefits: PERS	503,000	41,006	245,432	251,500	6,068	2.4	
Group Ins	1,235,000	75,737	509,206	617,500	108,294	17.5	
Workers Comp Ins	23,500	5,350	15,537	11,750	(3,787)	(32.2)	2
FICA/Medicare	117,000	10,451	57,849	58,500	651	1.1	
Misc Benefits	500	40	320	250	(70)	(28.0)	
Total Wages and Benefits	3,514,000	267,807	1,572,831	1,757,000	184,169	10.5	
Less: wages & ben charged to Capital Proj.	(175,676)	(31,022)	(138,142)	(87,838)	50,304	(57.3)	
Total Operating Wages and benefits	3,338,324	236,785	1,434,689	1,669,162	234,473		
Water Purchase HBMWD	1,075,000	89,594	531,726	537,500	5,774	1.1	
Water Purchase Eureka	810,000	63,969	419,994	405,000	(14,994)	(3.7)	
Sewage Treatment Operations & Maint.	1,495,000	269,466	808,398	747,500	(60,898)	(8.1)	
Water/Sewer Analysis	15,000	-	6,653	7,500	847	11.3	
Supplies/ Construction	159,500	8,828	58,669	79,750	21,081	26.4	
Supplies/ Office-Administration	15,000	1,598	4,524	7,500	2,976	39.7	
Supplies/ Engineering	2,500	213	216	1,250	1,034	82.8	
Supplies/ Maintenance	100,000	8,513	37,496	50,000	12,505	25.0	
Invoicing	57,000	4,340	27,434	28,500	1,066	3.7	
Temporary Labor	61,200	11,928	34,929	30,600	(4,329)	(14.1)	3
Repairs & Maintenance/Trucks	55,000	5,138	19,001	27,500	8,499	30.9	
Equipment Rental	5,000	-	-	2,500	2,500	100.0	
Building & Grounds Maintenance	30,000	1,640	13,449	15,000	1,551	10.3	
Electrical Power	295,800	28,388	177,617	147,900	(29,717)	(20.1)	4
Street Lights	70,000	5,746	41,419	35,000	(6,419)	(18.3)	4
Telephone	18,000	1,335	7,381	9,000	1,619	18.0	
Postage	3,000	1	2,521	1,500	(1,021)	(68.1)	5
Freight	500	-	1,168	250	(918)	(367.3)	6
Chemicals	10,000	4,111	7,988	5,000	(2,988)	(59.8)	7
Liability Insurance	62,000	-	81,315	31,000	(50,315)	(162.3)	8

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

December 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Legal	70,000	1,194	32,679	35,000	2,321	6.6	
Accounting	13,000	-	9,385	6,500	(2,885)	(44.4)	9
Engineering	1,000	570	570	500	(70)	(14.0)	13
Other Professional Services	118,000	-	7,281	59,000	51,719	87.7	
Bank Service Charges	28,000	2,109	12,269	14,000	1,731	12.4	
Transportation	75,738	4,793	35,245	37,869	2,624	6.9	
Office Equip. Maintenance	7,000	163	1,234	3,500	2,266	64.8	
Computer Software Maintenance	45,000	330	28,708	22,500	(6,208)	(27.6)	10
Memberships & Subscriptions	24,800	420	20,568	12,400	(8,168)	(65.9)	11
Bad Debts & Minimum Balance Writeoff	50,000	1	175	25,000	24,825	99.3	
Conference & Continuing Ed	34,500	1,165	10,221	17,250	7,029	40.7	
Certifications	3,500	-	1,811	1,750	(61)	(3.5)	
State/County & LAFCO Fees and Charges	40,000	4,247	9,378	20,000	10,622	53.1	
Hydraulic Water Model Maintenance	6,000	-	-	3,000	3,000	100.0	
Elections Expense	15,000	-	-	7,500	7,500	100.0	
Human Resources	21,000	-	4,709	10,500	5,791	55.2	
Miscellaneous	12,000	949	2,363	6,000	3,637	60.6	
Director's Fees	16,000	500	5,800	8,000	2,200	27.5	
TOTAL OPERATING EXPENSES	8,258,362	758,033	3,898,980	4,129,181	230,201	5.6	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	177,429	-	-	88,715	88,715	100.0	12
2012 CIP & Refi.	203,766	-	114,966	101,883	(13,083)	(12.8)	12
Davis-Grunsky Loan	6,049	5,838	5,838	3,025	(2,813)	(93.0)	12
VacCon Truck Loan	117,441	-	117,441	58,721	(58,720)	(100.0)	12
2014 Wastewater Revenue Bonds	484,175	-	134,588	242,088	107,500	44.4	12
New Long-Term Debt	(340,000)	-	-	(170,000)	(170,000)	100.0	12
TOTAL LONG TERM DEBT PAYMENTS	648,860	5,838	372,832	324,430	(48,402)	(14.9)	12
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	340,000	33,789	34,038	170,000	135,962	80.0	
Building, Yard & Paving Improvements	94,000	631	59,962	47,000	(12,962)	(27.6)	
Capital Improvements Water	1,617,700	45,948	263,611	808,850	545,239	67.4	
Capital Improvements Sewer	865,000	4,161	92,213	432,500	340,287	78.7	
Engineering & Studies	-	15,306	31,969	-	(31,969)	-	13
District Design Standards	-	22	1,840	-	(1,840)	-	
TOTAL CAPITAL EXPENDITURES	2,916,700	99,856	483,634	1,458,350	974,716	66.8	
OTHER							
City of Eureka Projects:							
Treatment Plant	1,135,000	-	-	567,500	567,500	100.0	
TOTAL City of Eureka Projects	1,135,000	-	-	567,500	567,500	100.0	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(33,222)	164,996	1,447,718	(16,611)	1,464,329	8,815.4	

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

December 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE & EXPENSES						
TOTAL OPERATING REVENUE	12,314,000	1,012,142	6,133,057	6,157,000	(23,943)	(0.4)
TOTAL OPERATING EXPENSES	(8,258,362)	(758,033)	(3,898,980)	(4,129,181)	230,201	5.6
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,055,638	254,109	2,234,077	2,027,819	206,258	10.2
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	611,700	16,580	70,107	305,850	(235,743)	(77.1)
TOTAL LONG TERM DEBT SERVICE	(648,860)	(5,838)	(372,832)	(324,430)	(48,402)	(14.9)
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	4,018,478	264,852	1,931,352	2,009,239	18,917	0.9
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(2,916,700)	(99,856)	(483,634)	(1,458,350)	974,716	66.8
CITY of EUREKA PROJECT REIMBURSEMENT	(1,135,000)	-	-	(567,500)	567,500	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(33,222)</u>	<u>164,996</u>	<u>1,447,718</u>	<u>(16,611)</u>	<u>1,464,329</u>	<u>8,815.4</u>

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

December 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Metered Water Sales	5,449,000	438,952	2,679,210	2,724,500	(45,290)	(1.7)
Water Pass Through	-	-	-	-	-	-
Water Construction Fees	35,000	6,338	23,067	17,500	5,567	31.8
Account Fees	19,950	1,278	18,031	9,975	8,056	80.8
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	-	25	400	(375)	(93.8)
Miscellaneous	1,000	64	64	500	(436)	(87.2)
TOTAL OPERATING REVENUE	5,505,750	446,633	2,720,397	2,752,875	(32,478)	(1.2)
NON-OPERATING REVENUE						
Water Capital Connection Fees	90,000	12,535	50,293	45,000	5,293	11.8
Interest/General	23,547	-	-	11,774	(11,774)	(100.0)
Discounts Earned	1,280	46	398	640	(242)	(37.8)
Sales:Fixed Assets/Scrap Metal	8,844	-	24	4,422	(4,398)	(99.4)
Bad Debt Recovery	5,700	82	128	2,850	(2,722)	(95.5)
FW/MR Assessment	4,000	-	-	2,000	(2,000)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	133,371	12,663	50,844	66,686	(15,842)	(23.8)
TOTAL DISTRICT REVENUE	5,639,121	459,296	2,771,241	2,819,561	(48,320)	(1.7)
OPERATING EXPENSES						
Wages Direct	768,450	65,789	336,430	384,225	47,795	12.4
Wages & Benefits: Allocated	623,298	48,235	294,225	311,649	17,424	5.6
Benefits: PERS	181,080	8,871	47,655	90,540	42,885	47.4
Group Ins	382,850	23,468	155,077	191,425	36,348	19.0
Workers Comp Ins	12,690	3,036	8,587	6,345	(2,242)	(35.3)
FICA/Medicare	54,990	5,069	25,742	27,495	1,753	6.4
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,023,358	154,468	867,715	1,011,679	143,964	14.2
Less: wages & ben charged to Capital Proj.	(130,000)	(26,979)	(77,397)	(65,000)	12,397	(19.1)
Total Operating Wages and benefits	1,893,358	127,489	790,319	946,679	156,360	16.5
Water Purchase HBMWD	1,075,000	89,594	531,726	537,500	5,774	1.1
Water Purchase Eureka	810,000	63,969	419,994	405,000	(14,994)	(3.7)
Water Analysis	7,500	-	6,653	3,750	(2,903)	(77.4)
Supplies/ Construction	118,030	6,535	46,359	59,015	12,656	21.4
Supplies/Office-Administration	4,500	622	2,127	2,250	123	5.5
Supplies/ Engineering	1,425	121	121	713	591	83.0
Supplies/ Maintenance	50,000	1,871	21,108	25,000	3,892	15.6
Temporary Labor	31,744	6,799	19,909	15,872	(4,037)	(25.4)
Repairs & Maintenance/Trucks	30,800	2,789	10,090	15,400	5,310	34.5
Equipment Rental	3,700	-	-	1,850	1,850	100.0
Building & Grounds Maintenance	1,800	292	1,776	900	(876)	(97.3)
Electrical Power	162,690	16,239	110,967	81,345	(29,622)	(36.4)
Telephone	5,760	-	-	2,880	2,880	100.0
Postage	1,290	(7)	207	645	438	68.0
Freight	285	-	44	143	98	69.1
Chemicals	10,000	4,111	7,988	5,000	(2,988)	(59.8)
Engineering	390	325	325	195	(130)	(66.7)
Other Professional Services	23,600	-	-	11,800	11,800	100.0
Transportation	43,171	2,732	20,089	21,586	1,496	6.9
Office Equip. Maintenance	1,050	-	108	525	417	79.4
Computer Software Maintenance	21,600	-	15,822	10,800	(5,022)	(46.5)
Memberships & Subscriptions	1,488	-	1,287	744	(543)	(73.0)
Bad Debts & Minimum Balance Writeoff	28,500	1	100	14,250	14,150	99.3
Conference & Continuing Ed	12,075	693	1,268	6,038	4,770	79.0
Certifications	1,050	-	331	525	194	37.0
State/County & LAFCO Fees and Charges	13,600	794	3,718	6,800	3,082	45.3
Hydraulic Water Model Maintenance	6,000	-	-	3,000	3,000	100.0

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

December 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Human Resources	8,190	-	-	4,095	4,095	100.0
Miscellaneous	2,640	68	68	1,320	1,252	94.9
General & Admin Expense Allocation	262,094	8,253	133,564	131,047	(2,517)	(1.9)
TOTAL OPERATING EXPENSES	4,633,330	333,290	2,147,109	2,316,665	169,556	7.3
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	-	-	88,715	88,715	100.0
2012 CIP & Refi.	26,166	-	-	13,083	13,083	100.0
Davis-Grunsky Loan	6,049	5,838	5,838	3,025	(2,813)	(93.0)
TOTAL LONG TERM DEBT PAYMENTS	209,644	5,838	5,838	104,822	98,984	94.4
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	1,617,700	33,406	251,069	808,850	557,781	69.0
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	1,617,700	33,406	251,069	808,850	557,781	69.0
INTERFUND TRANSFERS IN	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(821,553)	86,762	367,225	(410,777)	778,001	189.4

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

December 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Sewer Service Charges	5,280,000	434,317	2,614,707	2,640,000	(25,293)	(1.0)
Sewer Service Charges - Pass Through	1,500,000	129,523	783,496	750,000	33,496	4.5
Sewer Construction Fees	12,000	34	34	6,000	(5,966)	(99.4)
Account Fees	15,050	964	13,602	7,525	6,077	80.8
Inspection Fees	-	-	150	-	150	-
Reimbursable Maintenance Fees	200	-	-	100	(100)	(100.0)
Miscellaneous	1,000	48	48	500	(452)	(90.3)
TOTAL OPERATING REVENUE	6,808,250	564,887	3,412,038	3,404,125	7,913	0.2
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	90,000	3,821	18,611	45,000	(26,389)	(58.6)
Interest/General	6,453	-	-	3,227	(3,227)	(100.0)
Discounts Earned	720	35	300	360	(60)	(16.5)
Sales: Fixed Assets/Scrap Metal	6,856	-	18	3,428	(3,410)	(99.5)
Bad Debt Recovery	4,300	62	96	2,150	(2,054)	(95.5)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	108,329	3,917	19,026	54,165	(35,139)	(64.9)
TOTAL DISTRICT REVENUE	6,916,579	568,804	3,431,064	3,458,290	(27,226)	(0.8)
OPERATING EXPENSES						
Wages Direct	474,150	39,026	215,994	237,075	21,081	8.9
Wages & Benefits: Allocated	623,297	48,235	294,225	311,649	17,424	5.6
Benefits: PERS	115,690	4,757	30,751	57,845	27,094	46.8
Group Ins	234,650	15,019	104,871	117,325	12,454	10.6
Workers Comp Ins	7,755	1,695	5,137	3,878	(1,259)	(32.5)
FICA/Medicare	35,100	3,016	16,580	17,550	970	5.5
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,490,642	111,749	667,558	745,321	77,763	10.4
Less: wages & ben charged to Capital Proj.	(45,676)	(2,453)	(23,188)	(22,838)	350	(1.5)
Total Operating Wages and benefits	1,444,966	109,296	644,370	722,483	78,113	10.8
Sewage Treatment: Operating & Maint.	1,495,000	269,466	808,398	747,500	(60,898)	(8.1)
Sewer Analysis	7,500	-	-	3,750	3,750	100.0
Supplies/ Construction	41,470	2,292	12,310	20,735	8,425	40.6
Supplies/ Office-Administration	4,500	469	1,604	2,250	646	28.7
Supplies/ Engineering	1,075	91	91	538	446	83.0
Supplies/ Maintenance	50,000	6,642	16,387	25,000	8,613	34.5
Temporary Labor	19,456	5,129	15,019	9,728	(5,291)	(54.4)
Repairs & Maintenance/Trucks	24,200	2,349	8,910	12,100	3,190	26.4
Equipment Rental	1,300	-	-	650	650	100.0
Building & Grounds Maintenance	1,500	220	1,340	750	(590)	(78.6)
Electrical Power	70,992	6,210	29,153	35,496	6,343	17.9
Telephone	2,880	-	-	1,440	1,440	100.0
Postage	960	9	170	480	310	64.6
Freight	215	-	1,124	108	(1,017)	(945.7)
Legal	-	-	-	-	-	-
Engineering	100	245	245	50	(195)	(390.4)
Other Professional Services	23,600	-	519	11,800	11,281	95.6
Transportation	32,567	2,061	15,155	16,284	1,128	6.9
Office Equip. Maintenance	770	-	82	385	303	78.8

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

December 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Computer Software Maintenance	16,200	-	11,936	8,100	(3,836)	(47.4)
Memberships & Subscriptions	992	-	971	496	(475)	(95.8)
Bad Debts & Minimum Balance Writeoff	21,500	-	-	10,750	10,750	100.0
Conference & Continuing Ed	15,180	472	905	7,590	6,685	88.1
Certifications	805	-	125	403	277	68.9
State/County & LAFCO Fees and Charges	7,200	3,453	5,659	3,600	(2,059)	(57.2)
Human Resources	6,090	-	-	3,045	3,045	100.0
Miscellaneous	1,920	52	126	960	834	86.8
General & Admin Expense Allocation	262,094	8,253	133,564	131,047	(2,517)	(1.9)
TOTAL OPERATING EXPENSES	3,555,032	416,709	1,708,165	1,777,516	69,351	3.9
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	484,175	-	134,588	242,088	107,500	44.4
2012 CIP & Refi.	177,600	-	-	88,800	88,800	100.0
VacCon Truck Loan	117,441	-	117,441	58,721	(58,720)	(100.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	779,216	-	252,028	389,608	137,580	35.3
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building, Yard& Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	865,000	4,161	92,213	432,500	340,287	78.7
Engineering & Studies	-	1,016	1,579	-	(1,579)	-
TOTAL CAPITAL EXPENDITURES	865,000	5,176	93,792	432,500	338,708	78.3
OTHER						
City of Eureka Projects:						
Treatment Plant	1,135,000	-	-	567,500	567,500	100.0
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	1,135,000	-	-	567,500	567,500	100.0
BUDGET SURPLUS (DEFICIT)	582,331	146,919	1,377,079	291,166	1,085,913	(373.0)

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

December 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Interest (will be allocated to w/s @ y/e)	-	-	237	-	237	-
Miscellaneous	-	622	622	-	622	-
TOTAL OPERATING REVENUE	-	622	859	-	859	-
NON-OPERATING REVENUE						
Property Taxes	350,000	-	-	175,000	(175,000)	(100.0)
Insurance Rebate	20,000	-	-	10,000	(10,000)	(100.0)
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	370,000	-	-	185,000	(185,000)	(100.0)
TOTAL DISTRICT REVENUE	370,000	622	859	185,000	(184,141)	(99.5)
OPERATING EXPENSES						
Wages Direct	392,400	30,409	192,064	196,200	4,136	2.1
Benefits: PERS	206,230	27,379	167,026	103,115	(63,911)	(62.0)
Group Ins	617,500	37,250	249,257	308,750	59,493	19.3
Workers Comp Ins	3,055	618	1,813	1,528	(286)	(18.7)
FICA/Medicare	26,910	2,365	15,527	13,455	(2,072)	(15.4)
Misc Benefits	500	40	320	250	(70)	(28.0)
Total Wages and Benefits	1,246,595	98,061	626,007	623,298	(2,710)	(0.4)
Less: wages & ben charged to Capital Proj.	-	(1,591)	(37,558)	-	37,558	-
Less: Allocated to Water and Sewer Funds	(1,246,595)	(96,470)	(588,450)	(623,298)	(34,848)	5.6
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	506	793	3,000	2,207	73.6
Supplies/ Engineering	-	-	3	-	(3)	-
Supplies/ Maintenance	-	-	-	-	-	-
Invoicing	57,000	4,340	27,434	28,500	1,066	3.7
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	10,000	-	-	5,000	5,000	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	26,700	1,128	10,333	13,350	3,017	22.6
Electrical Power	62,118	5,939	37,498	31,059	(6,439)	(20.7)
Street Lights	70,000	5,746	41,419	35,000	(6,419)	(18.3)
Telephone	9,360	1,335	7,381	4,680	(2,701)	(57.7)
Postage	750	-	2,145	375	(1,770)	(472.0)
Freight	-	-	-	-	-	-
Liability Insurance	62,000	-	80,273	31,000	(49,273)	(158.9)
Legal Services	70,000	1,194	32,679	35,000	2,321	6.6
Accounting	13,000	-	9,385	6,500	(2,885)	(44.4)
Engineering	510	-	-	255	255	100.0
Other Professional Services	70,800	-	6,762	35,400	28,638	80.9
Bank Service Charges	28,000	(179)	9,981	14,000	4,019	28.7
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	5,180	163	1,044	2,590	1,546	59.7
Computer Software Maintenance	7,200	330	950	3,600	2,650	73.6
Memberships & Subscriptions	22,320	420	18,310	11,160	(7,150)	(64.1)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,245	-	8,048	3,623	(4,425)	(122.2)
Certifications	1,645	-	1,355	823	(533)	(64.7)

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

December 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
State/County & LAFCO Fees and Charges	19,200	-	-	9,600	9,600	100.0
Elections Expense	15,000	-	-	7,500	7,500	100.0
Human Resources	6,720	-	4,709	3,360	(1,349)	(40.2)
Miscellaneous	7,440	829	2,244	3,720	1,476	39.7
Director's Fees	16,000	500	5,800	8,000	2,200	27.5
General & Admin Expense Allocation	(524,188)	(16,506)	(267,127)	(262,094)	5,033	(1.9)
TOTAL OPERATING EXPENSES	70,000	5,746	41,419	35,000	(6,419)	(18.3)
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	114,966	-	(114,966)	-
New Financing	(340,000)	-	-	(170,000)	(170,000)	100.0
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	(340,000)	-	114,966	(170,000)	(284,966)	167.6
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	340,000	33,789	34,038	170,000	135,962	80.0
Building, Yard & Paving Improvements	94,000	631	59,962	47,000	(12,962)	(27.6)
Engineering & Studies	-	14,290	30,390	-	(30,390)	-
District Design Standards	-	22	1,840	-	(1,840)	-
TOTAL CAPITAL EXPENDITURES	434,000	48,732	126,231	217,000	90,769	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	206,000	(53,856)	(281,756)	103,000	(384,756)	(373.5)

**Humboldt Community Services District
Notes
December 2022**

Note 1 - Non Operating and Miscellaneous Revenue

Most non-operating and Miscellaneous income occurs occasionally throughout the year, or at the very end of the fiscal year.

Note 2 - Workers Comp insurance

Works comp expenses are billed to the district in quarterly installments. Worker's comp expenses are expected to match budgeted amount for full fiscal year.

Note 3 - Temprary Labor

Temporary labor costs have increased due to difficulties in finding suitable permanent applicants. Increased temprary labor costs have been more than offset by reductions in regular District wage expenses

Note 4 - Electrical Power (District use and Street Ligting)

District electrical usage is consistent with previous annual usage (2.2% increase in power consumed). Increase in costs are due to rates increases from PGE.

Note 5 - Postage

Postage is burchased in bulk. Purchase of \$2,500 in postage in October is expected to be only bulk postage purchahse for the fiscal year.

Note 6 - Freight

Shipping cost for sewer pump for repair. Not anticipated in budget

Note 7 - Chemicals

Large order of treatment chemicals ordered to ensure adequete stock on hand with anticipated future shipping delays.

Note 8 - Liability Insurance

While The District has anticipated an increase in Liability insurance premiums due to general inflationary and COLA increses, insurance premiums have increased more than originally anticipated. In a letter sent by ACWA/JPIA in October, it was explained that ACWA/JPIA has been able to keep such insurance increases to a minimum over the years, cost increases have necessitated an increase in rates at this time. Staff has confirmed that Liabililty insurance costs from ACWA/JPIA have remainig suprisingly stable over the past 15 years, even at times when increases would be expected.

Note 9 - Accounting

Accounting expenses are due to expenses from the regular annual audit..

Note 10 - Computer software maintenance

Annual software maintenance fee for the District's utility billing software was paid in July, which is the majority of the budgeted expense for the year. Remaining budgeted software maintenance expenses will occur throughout the year are expected to be in line with budget amount.

Note 11 - Memberships and subscriptions

Annual Annual membership dues for JPIA. Expenses for reaminder of year will be minimal and total expense for the year are expected to be in line with budget amount.

Note 12 - Debt Service

Loan Payments are made throughout the year. The total expendutres by the end of the year will match budget amounts.

Note 13 - Engineering

Engineering Expense - a/c 6810 - Operating Expense	Note 1 - Non Operating and Misc	YTD
Water Fund		
Eng Bid Advertising		
Times Standard	570	570
Total posted to 6810	570	570
Engineering & Studies - a/c 9040 - Capital Improvement Projects		
Non Engineering Costs Posted to 9040		
Rate Study	14,290	30,390
Hartman SLS	1,016	1,579
Grand Total posted to 9040	15,306	31,969

Accounts Payable

Checks by Date - Detail by Check Date

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

User: FM
 Printed: 2/9/2023 12:07 PM

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
55927	A200 519181	Advanced Display and Signs HCSD Drip Logo Decals (3" wide x ~2" high)	01/10/2023	119.21
Total for Check Number 55927:				119.21
55928	A360 070674	AFLAC Supplemental Health Premium - December 2022	01/10/2023	149.68
Total for Check Number 55928:				149.68
55929	B283 22-24203	Backflow Technologies, Inc Wilcox ball valves for the water sampling station	01/10/2023	1,414.01
Total for Check Number 55929:				1,414.01
55930	C580 1FTW2A62N8G1456	Crown Motors LLC Unit 9 2022 F250XL Super duty Crew Cab	01/10/2023	32,506.00
Total for Check Number 55930:				32,506.00
55931	D985 580825	Downey Brand Special Legal Counsel Services Services Render	01/10/2023	127.50
Total for Check Number 55931:				127.50
55932	B485 12912022 12912022 1806962/3 130741/3 131163/3 131339/3 131468/3 131602/3 132337/3	Cooney Parris and Risko Corp Discount Earned December Discount Earned December on Tower Rd Job Compling Gto 1x1" for Oil Pump 1" Hot Tap Hardware Screws Gas Can Nozzel 5 Gal Adaptor Socket 1/4 x 1/4 BH Zyk industrial 1/4"x1/4" Male / Air check quanti Sun Shade GBB Seed Hydroflexor Gloves Green LG	01/10/2023	-0.50 -1.88 5.38 0.55 42.01 2.58 13.54 37.70 14.00
Total for Check Number 55932:				110.28
55933	E558 315191 315399 317083 317099 317104 317139 317160	NAPA Auto Parts of Eureka HD Hester Hoop/ Spark Plug Tres Black Ice Sprock/Scrappers quantity 4 Starter with Solenoid & Freight Motor from Inv 317083 (new starter) Starter w Solenoid/Caro Duct/New Car & Pirt B Unit 20 Starter Blue dat for diesel trucks & generation in respo	01/10/2023	6.28 13.38 417.12 -396.13 244.68 441.10 170.24
Total for Check Number 55933:				896.87
55934	F075 7-093-65518	FedEx Postage for Grainger Industrial Supply	01/10/2023	13.92

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55934:	13.92
55935	G050 5305	G R Sundberg Inc Vac-con trucks w/operators for response to the 1:	01/10/2023	6,690.48
			Total for Check Number 55935:	6,690.48
55936	H010 12312022 12312022 12312022 S012779139.001 S012831175.001 S012839567.001 S012842812.001 S012847796.001 S012852483.001 S012857042.001 S012857827.001 S012862690.001 S012872582.001 S012874733.001 S012876084.001	Keenan Supply Discount Earned for December Donna Dr Job Discount Earned - December Discount Earned for December Tower Ln Job 8x6 DI C110 Fling Red Tee quantity 2 Lead Free Brass 90 Elbow quantity 5 Lead free 1x3/4 Imp Brass Brushing quantity 9 Parts for the Donna Drive Hydro Tank Replacem AYM Brass CPLG x 9/ Polyethylene Pipe AYM 74622 3/4x2-1/2 Mcter Swivelxmp brass Rubber Meter Gasket x100/ Test Plug with Meta Romac repair clamp for the Tower Road SMR Pr Lead Free 2 IMP Brass 90 Street Elbow quantity PVC Male Adpt x12 / PVC Fem Adpt x 8 Romac SS1 14.20x16 SS 1 Section RPR Clamp Redwood & Walnut 2" Meter	01/10/2023	-5.58 -73.34 -7.02 950.59 190.56 59.01 304.70 597.29 329.45 49.90 383.25 389.80 668.62 671.08 100.07
			Total for Check Number 55936:	4,608.38
55937	H045 ENG-8001	Harper and Associates Engineering Inc. Diving inspection and engineering services for th	01/10/2023	2,500.00
			Total for Check Number 55937:	2,500.00
55938	I300 41878	Independent Business Forms Inc Envelopes for supply	01/10/2023	86.39
			Total for Check Number 55938:	86.39
55939	J800 153379	Johnson's Mobile Rentals LLC Rental fencing for the Ridgewood Tank Rehabili	01/10/2023	252.78
			Total for Check Number 55939:	252.78
55940	M230 M238874 M238874A M239443	Mendes Supply Co PSCQcarbaccide 30gal/DrumDep PSCQcarbaccide 30gal/DrumDep Drum Deposit for 30 Gallon Drum	01/10/2023	3,337.43 833.11 -60.00
			Total for Check Number 55940:	4,110.54
55941	M450 518317496 518362057 518405754 S18453453	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	01/10/2023	407.32 240.36 409.36 240.46
			Total for Check Number 55941:	1,297.50
55942	P190 192791 193119 193909	Pacific Paper Co Blue Ballpoint Pens 60 count box x2/ Top Tab Fi 0.5mm leads/Ball Point Pens/Yellow Highlighter Laser Toner x2/Legal size clipboard/Sign here fl:	01/10/2023	46.93 83.05 667.06

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55942:	797.04
55943	P430	Pierson Building Center	01/10/2023	
	078950	8W LED Bulb/ Key		14.27
	081285	16x11in Ratchet Tie Down A47201		20.75
	081706	Emerald 72in Constr Bar 81-S70		194.47
	081899	Nebo Newton 1500 LM Flashlight		46.97
	083131	mainline Waterflex 24in/Thead Seal Tape/10pc S		60.81
	083699	Eco-Flo Tethered Float Switch for So Broadway		34.95
	12302022	Discount Earned December		-4.34
			Total for Check Number 55943:	367.88
55944	S310	Low Voltage Security Inc	01/10/2023	
	220012418	Lock Box Foxwood SLS		44.74
			Total for Check Number 55944:	44.74
55945	T010	Mark Taylor	01/10/2023	
	Murphys/Safeway	Food for the crews during the Dec. 20, 2022 Eart		145.86
			Total for Check Number 55945:	145.86
55946	T510	Times-Standard	01/10/2023	
	0006721907	Legal Advertisement: Eng On-Call Svcs SOQ B		570.20
			Total for Check Number 55946:	570.20
55947	U330	United Rentals, Northwest Inc	01/10/2023	
	207765961-006	rental of (2) 21,000 gallon baker tanks and conta		3,338.60
			Total for Check Number 55947:	3,338.60
55948	V700	Valley Pacific Petroleum Services Inc	01/10/2023	
	INV 22-621394	Propane for Tack Oil Sprayer		15.55
	INV 22-622247	Fuel		39.06
	INV 22-625230	Fuel		4,566.39
	INV 22-626342	Diesel and gasoline fuel deliveries for earthquak		1,035.01
	INV 22-626345	Oil for Unit 1 Air Compressor		171.91
	INV 22-626656	Diesel and gasoline fuel deliveries for earthquak		2,405.84
	OD 22-439000	Stub Pump/Regulator Combo/Meter Control Val		894.32
			Total for Check Number 55948:	9,128.08
55949	W208	Watt's Cleaning Services	01/10/2023	
	1045	Cleaning Services for December 2022		950.00
			Total for Check Number 55949:	950.00
55950	W570	Western Chain Saw	01/10/2023	
	341371	Chainsaw/Chain/File 3pk/Bar Oil		499.24
			Total for Check Number 55950:	499.24
			Total for 1/10/2023:	70,725.28
55951	UB*02072	RUSSELL/COURTNEY KADLE	01/13/2023	
		Refund Check		48.70
		Refund Check		11.26
		Refund Check		67.93

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Refund Check		17.01
Total for Check Number 55951:				144.90
55952	UB*02073	ROBERT NELSON	01/13/2023	
		Refund Check		1.61
		Refund Check		12.84
		Refund Check		4.06
		Refund Check		6.97
Total for Check Number 55952:				25.48
55953	C036	Corporate Payment Systems	01/13/2023	
	242042923620063	DT/ EBay Ford Smoke Window Deflector Rain (93.69
	244273323427402	TL/ Murphys: Maint/Const Crew ClaVal Trainin		27.67
	244273323437402	TL/Murphy's Staff Holiday Celebration-Conditi		11.98
	244273323437402	TL/Murphy's Staff Holiday Celebration-Sodas		21.00
	244310623530833	DT/ Amazon CP825LCD LCD UPS System 825		1,066.23
	244921530067155	DT/ Etrailer Gen Y Adjustable 2 Ball Mount w S		339.88
	244921623620000	DT/ Husky Front Floor Liners for Ford F-250		260.99
	244980423506661	DT/ Verizon Car Chargers/Lightning Cables		134.33
	246921623491098	MM/Laptop for Board room additional view		434.99
	246921623501003	DT/ Allied Fluke Dual Banana Plug Adapter		79.64
	246921623541041	MM/Webcam for Board room additional view		71.12
	247333423430290	TL/ Donut Mill: Maint/Const Crew ClaVal Train		40.00
	247333423450290	TL/Porter Street Staff Holiday Celebration		496.28
	247554223471234	DT/Grainger Fluke Dual Banana Jack		83.31
	248019730054006	DT/ Nilsen Feed 4x6 Rubber Mat		68.82
	249041234416253	TW/ ASCE Membership thru 12/31/23		319.59
	249064123451626	TW/ GoDaddy: Std SSL Renewal (2 Yrs)		199.98
	249064123491629	TL/Microsoft		100.00
	249064123491629	TL/DRI Crash Plan		29.97
	747554223577335	DT/ Grainger Return		-72.33
Total for Check Number 55953:				3,807.14
55954	J700 080535	John's Auto Electric	01/13/2023	
		Troubleshoot multiple electrical problems in Uni		3,060.99
Total for Check Number 55954:				3,060.99
55955	O800 9621	Owsley Electric	01/13/2023	
		electric troubleman of sewer lift station		617.50
Total for Check Number 55955:				617.50
55956	U410	United Way of Humboldt	01/13/2023	
		PR Batch 00001.01.2023 UNITED WAY	PR Batch 00001.01.2023 UNI	3.84
		PR Batch 00001.01.2023 UNITED WAY	PR Batch 00001.01.2023 UNI	0.08
		PR Batch 00001.01.2023 UNITED WAY	PR Batch 00001.01.2023 UNI	0.08
Total for Check Number 55956:				4.00
Total for 1/13/2023:				7,660.01
55957	A160	ACWA-JPIA	01/19/2023	
	0698485	aMedical Plan - Employees Coverage Period 2/1		50,276.73
	0698485	bDental Plan - Employees Coverage Period 2/1-		1,481.16
	0698485	cVision Plan - Employees Coverage Period 2/1-2		296.97
	0698485	dLife/AD&D Plan - Employees Coverage Period		375.27

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0698485	eMedical Plan - Board Members Coverage Perio		5,602.82
	0698485	fDental Plan - Board Members Coverage Period		236.52
	0698485	gVision Plan - Board Members Coverage Period		46.89
	0698485	hLife/AD&D Plan -Board Members Coverage Pt		16.97
	0698485	iMedical Plan -Retired Members Coverage Perio		21,435.47
	0698485	jDental Plan - Retired Members Coverage Perio		1,225.72
	0698485	kVision Plan - Retired Members Coverage Perio		359.49
			Total for Check Number 55957:	81,354.01
55958	B400 32778	Bedliners Plus Unit # 9 tool box and hitch reducer	01/19/2023	1,603.78
			Total for Check Number 55958:	1,603.78
55959	C180 6002913685 6002913685 6002913685	Canon Solutions America Inc. Office/Black Copies WXD03492- Service Perio Office/Color Copies WXD03492- Service Perio UseTaxRecoveryFee/OfficeCopier	01/19/2023	25.04 132.12 6.09
			Total for Check Number 55959:	163.25
55960	C430 12312023 12312023	City of Eureka: WA *Excess Billing @ \$0.003726/gallon Min Water Purchased - December 2022	01/19/2023	7,334.00 56,635.00
			Total for Check Number 55960:	63,969.00
55961	C495 54481	Colantuono, Highsmith, Whatley, PC Legal Services: Special Counsel Services 12/01-	01/19/2023	315.00
			Total for Check Number 55961:	315.00
55962	E330 533837 534306	Englund Marine and Industrial Supply Rain boots, pants and jacket for temporary empl Rain gear for temporary employee	01/19/2023	437.48 225.92
			Total for Check Number 55962:	663.40
55963	E810 A35651	Eureka Rubber Stamp Co Director Nameplate/JR	01/19/2023	9.71
			Total for Check Number 55963:	9.71
55964	E890 28405458 28405458 28405458 28423142 28423142 28423142 28423142 28423142 28450267 28450267 28450267 28450267	Express Employment Professionals Temporary Personnel - Maintenance PPE 12/18/ Temporary Personnel - Construction PPE 12/18/ Temporary Personnel - Finance PPE 12/18/2022 Temporary Personnel - Earthquake Temporary Personnel - Construction PPE 12/25/ Temporary Personnel - Finance PPE 12/25/2022 Temporary Personnel - Maintenance PPE 12/25/ Temporary Personnel - Finance PPE 01/01/2023 Temporary Personnel - Construction PPE 01/01/ Temporary Personnel - Maintenance Temporary Personnel - Construction PPE 01/01/	01/19/2023	1,085.20 1,231.20 1,928.63 1,084.99 707.94 2,014.95 868.16 1,759.51 677.16 905.60 361.67
			Total for Check Number 55964:	12,625.01
55965	I525 226987	Infosend UB/Process and Mail/Bills - December 2022	01/19/2023	4,339.83

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 55965:				4,339.83
55966	J900	ACWA/Joint Powers Insurance Authority	01/19/2023	
	Q2 FY 23	Workers Comp Program - Sales/Meters Period 10/01-12		618.04
	Q2 FY 23	Workers Comp Program - Sewer Period 10/01-12		1,429.70
	Q2 FY 23	Workers Comp Program - Water Period 10/01-12		2,683.91
	Q2 FY 23	Workers Comp Program - Clerical/Board Period		618.22
Total for Check Number 55966:				5,349.87
55967	M340	Mercer Fraser Co	01/19/2023	
	108827	Sand to cover the gas main line on the Tower Road		134.20
	108828	Cold Mix		1,365.36
	108879	Concrete for the Tower Road SMR Project		319.16
Total for Check Number 55967:				1,818.72
55968	M560	The Mitchell Law Firm LLP	01/19/2023	
	51552	Legal Services - December 2022		751.15
Total for Check Number 55968:				751.15
55969	R250	Recology Humboldt County	01/19/2023	
	29675758	Garbage Service - December		511.75
Total for Check Number 55969:				511.75
55970	S400	Sharp Auto Graphics and Signs	01/19/2023	
	11517	Door Signs and number		200.00
Total for Check Number 55970:				200.00
55971	S808	Statewide Traffic Safety and Signs	01/19/2023	
	09008323	Road work sign		116.21
Total for Check Number 55971:				116.21
55972	T010	Mark Taylor	01/19/2023	
	45	Food for the Browns Road and 2nd Street (Fields)		32.42
	45	Food for the Browns Road and 2nd Street (Fields)		53.37
Total for Check Number 55972:				85.79
55973	T285	Thomas R. Bess	01/19/2023	
	4828	Hot mix		391.78
Total for Check Number 55973:				391.78
55974	T410	Malcolm Kelly Inc.	01/19/2023	
	1014674-01	2x1-1/2 Import Brass Brush		23.52
Total for Check Number 55974:				23.52
55975	U410	United Way of Humboldt	01/19/2023	
		PR Batch 00003.01.2023 UNITED WAY	PR Batch 00003.01.2023 UNI	0.95
		PR Batch 00003.01.2023 UNITED WAY	PR Batch 00003.01.2023 UNI	1.10
		PR Batch 00003.01.2023 UNITED WAY	PR Batch 00003.01.2023 UNI	1.95
Total for Check Number 55975:				4.00
55976	U730	USA Bluebook	01/19/2023	
	201393	Rolotape Measuring Wheel		178.03

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
201393		Flag 21' Wire Staff White 2.5' x 3.5' Plain 100pk		12.96
201393		8oz Refill Bottle of Bacteriostatic Additive quani		72.38
201393		Flag 21' Wire Staff Green 4' x 5' Printed SEWER		21.53
201393		Gauge to Hose Adapter Swivel 3/4'GHTx1/4'NP'		340.02
201393		DPD 4 for 10ml Sample Hach pk of 100		34.07
201435		Fittings and stainless steel tubing for water samp		177.67
Total for Check Number 55976:				836.66
55977	UB*02074	BETHANY BRUNE	01/19/2023	
		Refund Check		0.83
		Refund Check		2.26
		Refund Check		0.44
		Refund Check		4.17
		Refund Check		1.31
Total for Check Number 55977:				9.01
55978	UB*02075	JOHN SMITH	01/19/2023	
		Refund Check		38.33
		Refund Check		62.70
		Refund Check		12.09
		Refund Check		86.88
Total for Check Number 55978:				200.00
Total for 1/19/2023:				175,341.45
55979	UB*02076	SKY WOOD	01/31/2023	
		Refund Check		39.85
		Refund Check		51.95
		Refund Check		8.41
		Refund Check		72.46
		Refund Check		18.14
Total for Check Number 55979:				190.81
55980	UB*02077	JACQUELINE CARROLL	01/31/2023	
		Refund Check		176.58
		Refund Check		89.44
		Refund Check		62.05
		Refund Check		144.84
		Refund Check		41.60
Total for Check Number 55980:				514.51
55981	UB*02078	STEPHEN/LINDA COPELAND	01/31/2023	
		Refund Check		8.21
		Refund Check		1.66
		Refund Check		20.68
		Refund Check		7.65
		Refund Check		1.58
Total for Check Number 55981:				39.78
55982	UB*02079	TIM/ROBERT PERLICK/SALAZAR	01/31/2023	
		Refund Check		27.71
		Refund Check		9.60
		Refund Check		28.42
		Refund Check		6.44

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55982:	72.17
55983	C310 01202023	Kevin Christie EA Dinner Catering	01/31/2023	2,024.58
			Total for Check Number 55983:	2,024.58
55984	C410 December 2022 December 2022	City of Eureka: SW General 79% Humboldt Hill 21%	01/31/2023	106,439.07 28,293.93
			Total for Check Number 55984:	134,733.00
55985	D640 LW-1038395	SWRCB Accounting Office Annual water system fees for billing period 07/0	01/31/2023	24,808.12
			Total for Check Number 55985:	24,808.12
55986	E890 28481495 28481495 28481495 28505671 28505671 28505671	Express Employment Professionals Temporary Personnel - Finance PPE 01/08/2023 Temporary Personnel - Construction PPE 01/08/ Temporary Personnel - Maintenance PPE 01/08/ Temporary Personnel - Construction PPE 01/15/ Temporary Personnel - Maintenance PPE 01/15/ Temporary Personnel - Finance PPE 01/15/2023	01/31/2023	1,564.21 1,098.16 792.40 2,477.58 226.40 2,120.58
			Total for Check Number 55986:	8,279.33
55987	F049 CAEUR125125 CAEUR125125 CAEUR125302 CAEUR125389 CAEUR125389 CAEUR125497	Fastenal Company Saftey Glasses/Earplugs/Gloves/Sharpies/Lubirc L Flex Gloves/ XL Orange Disp Gloves/DRC To Flex Guard Gloves/AAA & AA Batteries/ XL OI AA Batteries/9V Batteries/4-1/2" GrtFlpDisc/XL Flex Guard XL Glove/ 4-1/2" FrtFlpDisc/ IC WE XL Series Orange Nitrile Diamond Disposable G	01/31/2023	168.16 165.31 93.78 78.13 59.65 102.28
			Total for Check Number 55987:	667.31
55988	F050 CAEUR125187 CAEUR125198 CAEUR125297 CAEUR125307 CAEUR125442 CAEUR125488 CAEUR125489	Fastenal Industrial 12"x9.5" Green Wypall Waterless Hand wipe 75c 5.75oz Lava Bar Pumice Hand Soap Contr bag 38x58 3ml x50/ 1ply Wht Paper Twl x 11.1" & 7.6" Blk Risabl Cbl Tie x100 each PolyDrum Trck x2 C3 Lime Green Vest L x 5/ XL x 12/ 2XL x 8/ 3/ ST Short Sleeve TShirt XL/2XL/3XL	01/31/2023	28.47 206.73 186.90 54.69 902.30 491.00 71.28
			Total for Check Number 55988:	1,941.37
55989	H410 18013000	Humboldt Bay Municipal Water D Water Purchased - December 1-30, 2022	01/31/2023	89,594.21
			Total for Check Number 55989:	89,594.21
55990	I559 S1061907.001	Inland Water Works Supply Co (3) FHM 3" Registers	01/31/2023	80.81
			Total for Check Number 55990:	80.81
55991	N030 202301-1049	NBS Professional Services/Rate Study Services 12/01	01/31/2023	4,947.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55991:	4,947.20
55992	P010	Pacific Gas and Electric-GN	01/31/2023	
	02062023	aWA Pump & District/Cummings		6,750.84
	02062023	bHH Water System		9,343.37
	02062023	cFW/MR Water System		759.74
	02062023	dGeneral Sewer System		5,213.55
	02062023	eKS/HH Sewer System		2,009.94
	02062023	fOffice/Yard		5,614.97
	02062023	gSpark energy Gas/LP Gas Chgs		639.91
			Total for Check Number 55992:	30,332.32
55993	P130	Pacific Gas and Electric-St	01/31/2023	
	02062023	Street lighting - January		5,872.05
			Total for Check Number 55993:	5,872.05
55994	P550	Pitney Bowes Inc	01/31/2023	
	1022321192	Ink for postage meter		223.72
			Total for Check Number 55994:	223.72
55995	R265	Reddaway	01/31/2023	
	742-208048-6	Freight to ship (2) Flygt sewer pumps to factory		3,297.73
			Total for Check Number 55995:	3,297.73
55996	S310	Low Voltage Security Inc	01/31/2023	
	220012840	Remove damaged key from Unit#20 tool box and		37.31
			Total for Check Number 55996:	37.31
55997	S490	SHN Consulting Engineers	01/31/2023	
	115431	Sea Ave SLS/FM Reversal (Croan) Period Endin		2,263.55
	115768	Sea Ave SLS/FM Reversal (Croan) Period Endin		1,321.25
			Total for Check Number 55997:	3,584.80
55998	S750	Standard Insurance Company	01/31/2023	
	02012023	CR 01/21-01/23 over payments Billing Period 0		-879.26
	02012023	Short&Long Term Employee Disability Billing F		1,424.54
			Total for Check Number 55998:	545.28
55999	S850	Optimum	01/31/2023	
	02152023	Internet/01/24/23-02/23/23		527.69
			Total for Check Number 55999:	527.69
56000	V500	Verizon Wireless	01/31/2023	
	9925909138	Cellular Service - December 22- January 21		629.26
			Total for Check Number 56000:	629.26
56001	C410	City of Eureka: SW	01/31/2023	
	November 2022	General 79%		106,439.07
	November 2022	Humboldt Hill 21%		28,293.93
			Total for Check Number 56001:	134,733.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for 1/31/2023:	447,676.36
			Report Total (75 checks):	701,403.10

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: February 14, 2023

AGENDA ITEM: G.1 (New Business)

TITLE: Consideration of Awarding On-Call Engineering Agreements for the One Year Period of March 1, 2023 through March 1, 2024: GHD Inc, Harper & Associates Engineering, Ontiveros & Associates Inc., SHN Engineering, and Whitchurch Engineering, Inc.

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Award the On-Call Engineering Services to all qualified proposers

Summary:

The District retains On-Call Engineering Services to assist with grant writing/administration, engineering design, construction bidding administration and project management. The District solicits for Statements of Qualifications (SOQs) annually. This year's solicitation was released on December 23, 2022 with SOQs due on Friday January 27 before 2pm.

The Request for Qualifications (RFQ) was posted to the District's website for anybody to download and review. An advertisement regarding the RFQ was published in the Times Standard (Humboldt County's daily Newspaper of Record) for five weeks beginning December 28, 2022 and ending January 25, 2023. Additionally, District staff reached out to local engineering firms and firms we have worked with in the past to request that they submit SOQs. Finally, the Humboldt, Shasta and Sacramento Regional builder's exchanges were notified that the District was soliciting for On-Call Engineering SOQs.

Five firms responded to the District's RFQ; GHD Inc., Harper and Associates (HAE), Ontiveros & Associates (O&A), SHN Engineering, and Whitchurch Engineering Inc. (WEI). The SOQs submitted by these firms were independently reviewed by the members of the District's management team following the rubric presented in the RFQ. The results of the individual analyses for each firm were averaged and are presented in Table 1 below.

Table 1: Scoring results for the submitted SOQs based on criteria presented in the RFQ.

On-Call Engineering Services Evaluation						
Item	Maximum Score	GHD	HAE	O&A	SHN	WEI
1) Cover Sheet	5	5	5	5	5	5
2) Overall experience and qualification of the firm conducting activities similar to those in the scope of services	40	40	34	33	38	35
3) Understanding and management of requested consulting services	30	29	28	24	29	27
4) Value and fee schedule	20	17	18	18	18	18
5) Other requirements	5	5	5	4	4	5
Total	100	97	90	84	94	90

As you can see in Table 1, all but one firm scored over 90 percent based on the District’s scoring rubric. The one firm that scored below 90 percent (Ontiveros & Associates) is a very small, very local firm. The primary reason for their low performance on the scoring rubric is their small size. They do offer some specialty services that the other firms do not and their fees are very competitive.

Staff’s recommendation is to award On-Call Engineering Services Agreements to all five qualified firms.

Fiscal Impact:

None at this time



Statement of Qualifications

On-Call Consulting Services

Bid #2023-01

Humboldt Community Services District

January 27, 2023

→ The Power of Commitment





Contents

Cover Letter	02
1. Cover Sheet Attachment B	04
2. Qualifications of Offeror	05
2.a. Firm Description	05
2.b. Organizational Chart	07
2.c. Key Personnel	08
2.d. Experience	14
2.e. Reference Projects	18
2.f. Litigation History	23
3. Project Understanding and Management	24
4. Value & Fee Schedule	28
4.a Value	29
4.b Fee Schedule	Under separate cover
5. Other Requirements	29
5.a. Conflicts of Interest Statement	
5.b. Firm's Business License	
5.c. Certificate of Insurance Statement	
5.d. Authorized Representative for the Offeror	
Appendix Resumes	30

© GHD 2022

This document is and shall remain the property of GHD. The document may only be used for the purpose of assessing our offer of services and for inclusion in documentation for the engagement of GHD. Unauthorized use of this document in any form whatsoever is prohibited.

→ The Power of Commitment



January 27, 2023

Ms. Brenda Franklin (bfranklin@humboldtcsd.org)
Humboldt Community Services District
5055 Walnut Drive
Eureka, CA 95503

RE: Statement of Qualifications for On-Call Consulting Services | Bid# 2023-01

Dear Ms. Franklin and Members of the Selection Committee:

GHD Inc. (GHD) is pleased to submit two (2) hard copies of our team's Statement of Qualifications (SOQ) for the Humboldt Community Services District (HCSD or District) On-call Consulting Services Request for Proposals. At GHD, we have an unparalleled track record in delivering critical infrastructure and resiliency projects including securing and administering funding for our clients from a variety of sources. We welcome the opportunity to continue to provide professional and responsive service to HCSD.

Project Understanding. GHD has been involved in water resources planning in the Eureka/Humboldt Area for many years and has gained an understanding of the permitting, implementation, and funding challenges that entities like HCSD face. The District takes pride in providing quality essential water distribution and sewer collection services to the community

The District has an extensive customer service department including field crews, which are dedicated to providing efficient, friendly service. As a small organization with limited staff and funding HCSD has expressed the need for quality professional consulting services through this Request for Qualifications (RFQ) to address aging infrastructure, support change and plan for a resilient water future. On-call support is needed for funding, engineering, survey, planning, and environmental permitting, and development services in the areas of water, stormwater, wastewater, and energy. GHD's active engagement in securing funding and delivering projects across Humboldt County has helped us gain a firm understanding of the vulnerability of infrastructure in the community and the need for planning.

The GHD Team. We have assembled a strong team of experts and professionals to provide all requested services listed in the RFQ. GHD's in-house capabilities include grant funding, project planning, multi-disciplinary design, surveying, cost estimating, environmental compliance, permitting, development services, construction management, inspection, and contract administration. GHD has over 60 professionals in our Eureka office available to HCSD in all aspects of project delivery, plus additional staff in California and globally.

Project Approach. We have thoughtfully assembled our team to deliver a variety of project types and provide the services HCSD is seeking. Our approach is founded on three key factors:

1. A committed and responsive Project Manager, Michelle Davidson. Michelle has been managing diverse infrastructure projects in the County over the last five years and is committed to providing valuable services to the District. She will be the primary point of contact and will be supported by Project Director, Rebecca Crow, who has over 20 years of experience delivering infrastructure projects in Humboldt County. They will ensure that each task order is appropriately staffed and moves forward according to the scope, schedule, and budget.
2. An exceptional team of professionals with the expertise and capacity to get each task order done; and
3. A strategy that addresses risks and challenges that may arise, like availability of funding, rising construction costs, climate change, and environmental constraints.

→ The Power of Commitment

GHD's Commitment. The GHD Team is fully committed to performing all the possible services listed in the RFQ. We understand HCSD's needs and the scope of work, and our goal is to provide HCSD with the highest quality services. GHD's core values of safety, teamwork, respect, and integrity guide our company and our employee's actions. We engage subconsultants for specialized services who maintain these same values. Our team has never failed to complete work for which a contract was issued. We have no pending civil or criminal actions and have never been disqualified or debarred from working for any public entity.

GHD's principal place of business and the location of the office proposing/sponsoring the work relative to this proposal is: GHD Inc., 718 Third Street, Eureka, CA 95501. Supporting offices include Santa Rosa, Redding, San Francisco, Emeryville, Concord, Irvine, Portland (Oregon) and Phoenix (Arizona).

Steve Allen is authorized to represent GHD and is approved to contractually bind the firm. This proposal addresses all terms and conditions of the RFQ. Thank you very much for the opportunity to present our team, qualifications and approach to providing On-Call Consulting Services for HCSD. GHD is excited to continue to work with HCSD, and we look forward to discussing your needs and GHD's capabilities with you. If you have any questions regarding our SOQ, please contact Steve Allen at 707.267.2258.

Regards,



Steve Allen, PE

Principal-in-Charge
T 707.267.2258
Steve.Allen@ghd.com

**Authorized representative to bind/sign
on behalf of GHD**



Rebecca Crow, PE

Project Director
T 707.497.9294
Rebecca.Crow@ghd.com



Michelle Davidson

Project Manager
T 707.267.2255
Michelle.Davidson@ghd.com

1

Cover Sheet | Attachment B

1.

→ Cover Sheet | Attachment B

Humboldt Community Services District

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

Attachment B

COVER SHEET

For use by Prospective Consultant for
On-Call Consulting Services
Bid No. 2023-01

Name of Person, Business or Organization:	GHD Inc.
Type of Entity: (e.g. Sole Proprietorship, Partnership, Corporation, Non-Profit, Public Agency)	Corporation
Federal Tax ID Number:	98-0425935
Contact Person - Name	Steve Allen
Contact Person - Address	718 Third Street, Eureka, CA 95501
Contact Person - Phone Number	707.267.2258
Contact Person - Email Address	steve.allen@ghd.com

By signing this Cover Sheet I hereby attest that: I have read and understand all the terms listed in the RFQ; have read and understand all terms listed in this SOQ; I am authorized to bind the listed entity into this agreement; and that should this SOQ be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFQ as published by the Humboldt Community Services District, including any amendments or addenda thereto except as explicitly noted or revised in my submitted SOQ.



Signature of Authorized Representative

Steve Allen, PE

Printed Name of Authorized Representative

January 27, 2023

Date

Mailing: Post Office Box 158 • Cutten, CA 95534 • tel (707) 443-4558 • fax (707) 443-0818
Physical Address: 5055 Walnut Drive, Eureka, CA 95503

2

Qualifications of Offeror

2.

→ Qualifications of Offeror

2a. Firm Description

GHD is one of the world’s leading engineering and environmental consulting companies. Established in 1928, GHD employs more than 10,000 people across five continents and serves clients in the global markets of environment, water, energy and resources, property and buildings and transportation. Wholly owned by its people, GHD has more than 430+ local staff in California and have provided water services to cities, special districts and municipalities throughout California for over 70 years.

As an employee-owned company, GHD is committed to sustainable development and improving the physical, natural, and social environments of the many communities in which we operate. We are guided by our workplace health, safety, quality and environmental management systems.

As evidenced throughout this response, the GHD Team is uniquely qualified to fulfill all elements of this RFQ. This experience comes directly from the personnel proposed for this program, bringing to the District a wealth of project delivery knowledge, technical expertise and lessons learned.



90+ years in operation

135+ countries served

160+ offices worldwide

1.7^(B) USD revenue 2022

5 global markets

11^(K) people

45+ service lines

→ **Providing engineering, environmental, advisory, architecture, digital and construction services**

Repeat Business

The cornerstone of our business is a client-centered culture and teamwork-based approach known as “One GHD”. We are proud of our long tradition of repeat, local government clients. **A full 90% of our clients are agencies or government entities, and 75% of our work comes from repeat clients.** This illustrates not only our knowledge of specialized engineering disciplines, but our ability to listen and respond to client needs. Each of our project managers is an advocate for their client through planning, design, permitting, funding compliance and construction.

We rank #26 in the ENR Top 150 Global Design Firms 2022

- ↳ #04 in sewer/waste
- #06 in hazardous waste
- #07 in water
- #09 in international firms US

GHD is at the forefront of the water industry, delivering sustainable water solutions across the globe. We assist water and wastewater utilities, City departments and others who provide water services to optimize infrastructure and adapt to environmental changes in ways that balance the needs of our communities.

History that's committed to a resilient tomorrow.

Change is inevitable – It's how we adapt to change that allows us to shape the future. We recognize having a rich and diverse history is powerful in cultivating a community culture. By leveraging the unique qualities of our predecessor companies, we can commit to the success of our clients and people.

1928

GHD is founded in Melbourne Australia.



1950

Stearns & Wheeler is founded, focusing on water and wastewater throughout the Northeast USA.

1951

George S. Winzler Engineers is established and is eventually renamed Winzler & Kelly, providing multi-discipline engineering and environmental services to public and private clients throughout the West Coast and Pacific region.



1962

G.M. Sernas & Associates is established and eventually becomes The Sernas Group, providing services in municipal engineering, transportation, planning, and environmental consulting.

1976

Conestoga-Rovers & Associates (CRA) is founded in 1976 through the merger of Frank A. Rovers & Associates and Conestoga Engineering in Waterloo, Ontario.

2008

GHD opens an office in Markham, Canada and grows organically by leveraging our global Water talents to win work with regional municipalities.



2009

GHD joins forces with US firms, including RoseWater Engineering, the Arizona Engineering Company, CSA Engineering and Stearns & Wheeler. The Americas team grows to 350 people.

2011

Strong growth continues. GHD merges with Winzler & Kelly, CET and RobsonWoese.

2012

GHD and CRA merge to become a global leader in engineering, environmental consulting, architecture, and project management.



2016

GHD Advisory launches, giving clients access to services beyond the design and delivery of assets, such as asset management, infrastructure investment and economics, and risk, assurance, and regulation.

2017

Merger with Omni-Means, an award-winning, engineering business focused on the transportation market, based in California, USA.

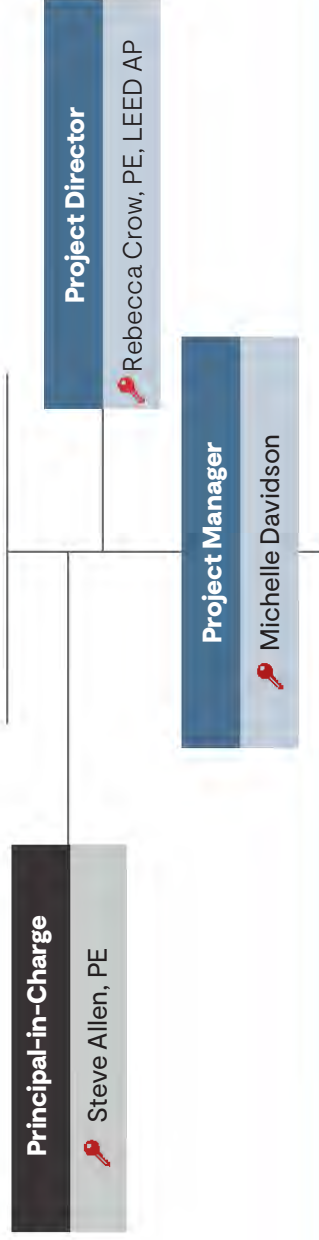
2018

GHD celebrated 90 years of creating lasting community benefit. Launch of GHD Digital, delivering client services in digital strategy and transformation, smart technology services, cybersecurity and risk, innovation, and digital intelligence.

Today

your water company since 1928, charging forward, leveraging the power of a connected global network of 10,000+ team members, and operating as One GHD in North America and around the world.

2b. Organizational Chart



PUBLIC WORKS/ENGINEERING	Electrical Engineer	DEVELOPMENT SERVICES	Wetland & Biological Services
Grant Funding Rebecca Crow, PE, LEED AP Kristen Orth-Gordinier Jeremy Svehla, PE, QSD/P Linda Costa-Franklin Nicole Garza, CDT Crystal Prairie Civil Engineer Steven Pearl, EIT Jordan King, PE, QSD, B-GC Luke Halonen, PE Holly Cinkutis, PE, LEED AP Matt Kennedy, PE, TE, ENV SP Casey Raines, PE, PACP, MACP Brett Vivyan, PE, QSD/P Nathan Stevens, PE	Rick Guggiana, PE, LEED AP Chris Richards, PE Mechanical Engineer Terry Wong, PE, LEED AP Dan Reiter, PE, LEED AP Structural Engineer Steve Burns, PE, SE, ME, LEED AP Craig Camp Stephanie Gould, PE Corrosion Engineering Jeff Knauer, PE, ME, NACE CP Construction Management Patrick Sullivan, PE Jeff Bline, PE, QSD/P Steven Pearl, EIT	GIS Amber Shows Julia Clark Zach Powers Harrison Hummel Landscape Architecture Jonathan Linkus, AICP, LEED AP ENVIRONMENTAL SERVICES CEQA/NEPA/Permitting Andrea Hilton Kristen Orth-Gordinier Kerry McNamee Misha Schwartz, PWS, CPSS Brian Bacciarini, CDT	Jane Cipra Kolby Lundgren Sara Moriarty-Graves Miles Hartnett Hydrogeology Mindi Curran, PG Ryan Crawford, PG Hazardous Materials Alex Crowe, Cal/OSHA CSST, CDPH Amy Monier Construction Services Patrick Sullivan, PE Steve McHaney, PE SURVEYING Richard Maddock, PLS

* Our core Project Team will have the support of over 10,000 staff in 200 offices through GHD's globally connected network and seamless organization structure.



Key Team Member



2c. Key Personnel

GHD has been active in the design and development of many high visibility quality engineering projects for more than 70 years in the Eureka area. We are a recognized leader in the design of multidiscipline infrastructure projects, with a particular focus on municipal infrastructure and environmental planning services for public agencies. We are sensitive to public and agency interests and offer strong project management to keep projects on schedule and budget. GHD’s “total project” expertise and service-oriented approach will be vital to the execution of work required for this On-call Consulting Services contract.

Team Member Qualifications

We have organized this section by project roles. GHD is proposing project managers/key staff for the District to select from for various project types. Summaries of the key staff have been included in this section and full resumes for these staff can be found in the Appendix.

Staffing and Availability

Because of the expertise and depth of our staff, we have a unique ability to quickly staff District projects with qualified personnel. GHD provides the largest capacity and resources available to the District of Eureka in the area, however, we will not take on projects that we cannot staff with qualified and available professionals. Therefore, should a project arise that we’re not able to provide a high level of service for, we will notify the District as soon as possible so that the District may contact another consultant.

For this On-Call Consulting Services contract, we have identified our project staff based on qualifications and ability to serve HCSD.

All team members have the demonstrated ability to work in a collaborative team environment that will serve as an extension of District staff. We recognize the need for a cohesive team approach that is consistent with the District’s goals. In addition to the staff listed in this section, GHD has the ability to call on international professionals across the globe for various expertise to bring innovative solutions to the District and enhance our capability on complex technical issues.

Other Services

During our time providing on-call engineering services for municipalities, we have learned the importance of flexibility and responsiveness. At times, GHD may be required to enlist the services of additional subconsultants to augment the strength and efficiency of our current team. These subconsultants could include surveyors, geotechnical engineers, or specialty construction inspectors. Our experience with on-call engineering has shown us that in nearly all situations, GHD is fully staffed and capable of providing the required number of services to our clients in a timely fashion. In the event that we do require immediate, outside assistance, GHD will contract with appropriate subconsultants, but only after receiving approval from the District.

For this On-call Consulting Services contract, we have identified our Key project staff based on qualifications and ability to serve HCSD.



Rebecca Crow, PE | Project Director/Grant Funding

Ms. Crow has 25 years of experience in a broad range of environmental management and planning services: water and wastewater planning, water recycling, watershed and water quality modeling, regulatory compliance, funding assistance, and grant and contract management. She is adept at preparing applications for state and federal grant and loan programs and has secured over \$80 million dollars in grant funds for North Coast communities in the last 10 years.

Rebecca can provide assistance to the District with regard to project financing and administration, contract and risk management, outside agency support, and District advocacy. She will support our PM with her in-depth knowledge of local project history, climate and resilience focus, and overall project planning support.

Key Attributes:

- Local team, geographically proximate to the District
- Funding Expert: Adept at preparing applications for numerous state and federal grant and loan programs



Michelle Davidson | Project Manager

Michelle is a staff engineer and project manager currently focused on water and wastewater planning and design, construction management, and grant writing and management. Michelle is an organized detail oriented person who can support the District as a Project Manager. Michelle has served as project manager on planning, alternatives analysis, design, and construction projects throughout Northern California. She was selected as our Project Manager based on her familiarity with Humboldt Community Services District, depth of experience, effective communication, team-oriented management style, and ability to oversee multidisciplinary project teams. Michelle will be accountable for planning and allocating resources, preparing budgets, monitoring progress and keeping the District informed and engaged throughout tasks or projects.

Key Attributes:

- Local team, geographically proximate to the District
- Clear communication skills to effectively work with District staff and sub-consultants.



Steve Allen, PE | Principal-in-Charge

Steve Allen brings over 26 years of experience to our team, overseeing projects involving a mix of municipal and civil infrastructure including hydrology, hydraulics, stormwater, water supply, water storage and distribution, municipal engineering, floodplain design, fish passage, diversion screening, channel restoration, fluvial geomorphology, wetland design, stream bank protection, bioengineering techniques, mitigation banking, stormwater management, flood control, open channel water conveyance, grading plans, erosion and sediment control design and plans, construction services, and regulatory compliance in sensitive environments. Steve has led projects for federal and state agencies, tribal entities, special districts, counties, cities, and non-profit groups.

Key Attributes:

- Local with a long history of providing infrastructure services to HCSD and stormwater projects within the District boundaries
- Strong connections with local contractors to facilitate competitive bids



Jeremy Svehla, PE, QSD/P | Grant Funding

Mr. Svehla is a professional engineer with over 16 years of experience in water resources engineering, encompassing a broad range of engineering design, project management, and construction management for large-scale wetland improvements, stream habitat restoration, and flood control projects, especially within the Coastal Zone of California. His skills range from geomorphic assessments, to pipeline and open channel hydraulic analyses, to hydrologic and stormwater runoff analyses, site development, surveying, and stream monitoring. Jeremy will support the District in the Role of Project Director to ensure projects meet the District's needs and as a back up contact for projects.

Key Attributes:

- Local team, geographically proximate to the District
- Experienced with nexus of project implementation and local permit requirements, bringing this experience to the future development of District projects



Luke Halonen, PE | Civil Engineer

Mr. Halonen is a licensed civil engineer with eight years of experience in project management, water and wastewater system design, site design, stormwater management, and construction management of utility infrastructure projects. His professional area of focus is hydraulic design of utility infrastructure including design of associated site improvements. Luke's experience includes water transmission, distribution, storage, and booster pump stations, stormwater conveyance and Low Impact Development (LID) stormwater treatment systems, and sanitary sewer conveyance systems including lift stations, site design and grading, and pedestrian facilities. He is adept at hydraulic modeling and analyses of utility infrastructure using Bentley and EPA software and similar, and design and construction plans development using Civil 3D and AutoCAD.

Key Attributes:

- Understands how overall design affects site design to address potential conflicts during the design phase
- Prepares designs to minimize the potential for design changes during construction



Holly Cinkutis, PE, LEED AP | Civil Engineer

Holly Cinkutis is a licensed civil engineer with over 15 years of experience in the municipal/public works sectors of the civil engineering industry with focus in water and wastewater infrastructure planning, design and construction. Her experience began as a project engineer and progressed to project manager and acting engineer for multiple water and wastewater service providers and public works entities. Holly's experience includes managing the design and construction of annual water and sewer replacement, lining, and rehabilitation projects.

Key Attributes:

- Understands the needs of rural water systems to be able to access goods and services
- Solid design engineers who listens to the needs of clients to improve system performance after construction



Matt Kennedy, PE, TE, ENV SP | Civil Engineer

Matt Kennedy is a licensed Civil and Traffic Engineer with 18 years of public sector project delivery experience. He is adept in the design and management of a broad range of civil infrastructure and multidisciplinary facility projects, including water, wastewater, recycled water, trenchless construction, grading, roadways, storm drainage and LID, and sustainable civil site design. His experience also includes a broad range of planning, modeling and analysis capabilities including master planning, feasibility studies, hydraulic analysis, and process design. One of Matt's first projects at GHD was an update of HCSD's water system hydraulic model.

Key Attributes:

- Familiar with the District Infrastructure
- Experienced with planning and implementation of large scale infrastructure projects



Rick Guggiana, PE, LEED AP | Electrical Engineer

Rick is versed in water treatment, storage, and pumping systems, wastewater collection and treatment systems, pumping controls, Supervisory Control and Data Acquisition (SCADA) systems, low and medium-voltage power generation, microgrids, and electrical distribution. He has led large-scale coordination and arc flash studies, desk-top radio path modeling, photometric analyses, forensic studies, feasibility studies, condition assessments, construction cost estimates, and engineering services during construction. Rick will provide support to design projects that integrate with the District's existing systems.

Key Attributes:

- Provides strong experience in electrical and controls design to support the District's integration of future project into the existing system
- Can provide insights on a range of projects from a single pump station to complex systems



Steve Burns, PE, SE, ME, LEED AP | Structural Engineer

Steve Burns is a professional engineer with over 40 years of experience in the design and analysis of building, civil and bridge structures. Steve has extensive experience with both new construction and repair/retrofit. In the building industry, he has performed new building design, as well as seismic retrofit for concrete, steel, masonry and wood structures.

Steve has experience working with small utilities on structural compliance for pump stations wet wells and other concrete structures, building design, and pipe force analysis.

Key Attributes:

- Interacts with owner representatives, regulators while collaborating with the design team to provide cost-effective, detailed structural designs
- Ability to provide efficient oversight of projects to ensure compliance with the most current state regulations



Craig Camp | Directional Drilling

Craig has nearly 40 years of experience in underground construction. His expertise encompasses all phases of trenchless construction methods including conceptual design reviews, preliminary design reports based on anticipated ground conditions, production estimates, specification reviews, drawing reviews, geotechnical baseline reports (GBR) reviews, project cost estimating, and resolution of project issues. For this project, Craig will review the existing site requirements, geotechnical information, and design and oversee the trenchless pipeline options.

Key Attributes:

- Involved in over 100 trenchless construction projects, installing over 250,000 feet of pipelines.
- Over 40-year history of working on the construction management and client advocacy side of projects



Julia Clark | GIS

Julia is a Spatial Analyst with experience using GIS in multidisciplinary county, state, non-profit, and educational projects, often supporting environmental documentation, restoration, and a broad range of natural resources improvements and studies. She has supported digital data transformations and improved efficiency of field data collection efforts. She has conducted geoprocessing analysis and generated cartographic presentations and spatial models for a range of disciplines, benefiting grant applications and proposals, public and landowner outreach meetings and charrettes, and regulatory compliance.

Key Attributes:

- Local team, geographically proximate to the District
- Supports a team of over eight people who can provide multiple data collection, mapping, analysis, and other spatial tools to HCSD



Andrea Hilton | CEQA/NEPA/Permitting

Ms. Hilton is an environmental planner with 17 years of experience and an extensive technical background in hydrology and streamflow management, with an emphasis on management for special-status anadromous fish species. Her professional experience has focused on planning, implementing, and monitoring ecosystem restoration projects; collaborative resource management planning and negotiation; and regulatory oversight. Andrea frequently conducts regulatory permitting and California Environmental Quality Act (CEQA) for a wide variety of projects, including public access facilities, trails, and public infrastructure improvements, among others. She has prepared project permits, technical studies, and CEQA documents for numerous trail and rail trail projects, including an extension of the Eureka Waterfront Trail in the Elk River estuary.

Key Attributes:

- Frequently conducts regulatory permitting and CEQA for a wide variety of projects, including public access facilities, trails, and public infrastructure improvements, among others
- Understands the ecological value and anthropogenic nature of the diverse features within the HCSD watersheds



Jane Cipra | Wetland & Biological Services

Jane Cipra is a biologist with diverse experience and expertise in plant identification, botanical surveys, ecological restoration, and wetland delineation. She is an expert at performing biological evaluations and has written extensive guidance documents for navigating different jurisdictional requirements. She has managed field biologists and performed field surveys for utility projects and contributed to the Temblor Range Wildlife and Botanical Inventory for the Bureau of Land Management. In addition, Jane worked for the National Park Service for ten years, most recently serving as the Botanist at Death Valley National Park. At Death Valley, she contributed to environmental assessments, the Wilderness and Backcountry Management Plan, and wrote an Exotic Plant Management Plan. Jane also managed annual rare plant surveys and burned area restoration projects in Death Valley.

Key Attributes:

- Experience in environmental science and resource management in Northern California, which includes seven years of field experience in Humboldt County
- Local team that can assess sites as needed and in seasonally appropriate times



Patrick Sullivan, PE | Construction Services

Mr. Sullivan is a California Licensed Civil Engineer with over 20 years of experience as a design engineer and project manager, working with a wide range of clients, such as private landowners, special districts, Tribes, municipalities, and non-profit organizations, from project conception to completion. These two decades have broadly involved stream/wetland restoration design, hydrologic run-off analyses, open channel and pipeline hydraulic design, water treatment/distribution design, erosion and sediment control, bridge/culvert design, and construction management/oversight for all related projects.

Key Attributes:

- Spent significant time conducting construction management for the City of Eureka's system, and understands the constraints the HCSD is likely to come up against in pipeline replacement projects
- Understands the schedule needs of construction



Richard Maddock, PLS | Surveying

Richard Maddock is a California-registered professional land surveyor. He has over 30 years of experience in all aspects of land surveying. He is an experienced party chief working on projects varying from winery construction staking to subdivisions. With the budget and timeline in mind, Richard delivers a superior product for the client. In the field, he will be the Party Chief of the primary survey crew. Being the Party Chief will provide him with first-hand knowledge of the site, the condition of the existing monuments and other important information critical to producing accurate survey performance areas.

Key Attributes:

- Can quickly assess property and easement considerations for utility projects.
- Conducts similar projects in the area and can be available to HCSD as needed with notice



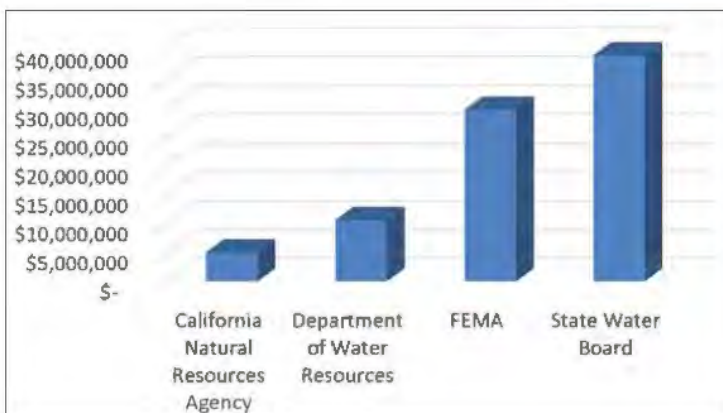
2d. Experience

HCSD has the potential need for a wide variety of public works, engineering, surveying, development services, and environmental services needs. Oftentimes these needs can be forecasted as is the case with the District’s, Capital Improvement Plan, and other strategic plans and long-term improvement and compliance plans. However, there are times when emergency situations arise such as weather-related issues, earthquakes, acute infrastructure failure, and environmental, and social issues. GHD has the capabilities to collaborate with HCSD staff to help achieve long-term program objectives as well as to address emergencies. The following briefly highlights some of GHD’s capabilities. The following briefly highlights some of GHD’s capabilities.

Project Funding and Management

Stable project funding streams support the District’s goals and promote prosperity in the community. Funding comes from the District’s existing revenue streams including fees associated with water and wastewater service and property taxes and assessments. GHD has extensive experience securing grant and loan funding, administering projects in compliance with grant and loan requirements, and preparing audit-ready documentation. GHD can work with the District to cover upfront costs

of funding application development for future projects. Key team members **Rebecca Crow, Michelle Davidson, Jeremy Svehla, Linda Costa-Franklin,** and others have successfully assisted in obtaining over \$84M in project funding for public agencies in Humboldt, Del Norte and Mendocino Counties over the last 10 years as shown in the Figure below.



Water Storage, Distribution and Management

The District manages a well-developed potable water system relying significantly on water from the Humboldt Bay Municipal Water District (both directly and through a connection with the City of Eureka). Approximately 25% of the District’s water is supplied through wells located in the Humboldt Hill area. The State Water Resources Control Board through the Division of Drinking Water oversees drinking water regulations, permitting, and performance. The existing system requires regular repairs and replacements of the aging infrastructure, as well as improvements to maintain reliability.

The District’s CIP includes planning for upgrades to water storage tanks which have not been recently rehabilitated. The CIP also include multiple pump station upgrades,

which provide an opportunity to add renewable energy and improve system efficiency. The District maintains a complex water distribution system, in addition to pump stations, there may be opportunities to improve the intertie with the City of Eureka, including up-sizing pipelines. Key staff **Jeff Knauer** has worked on multiple local corrosion projects and can support the District in implementing successful recoating projects through specifications and other design concepts. GHD's local expertise with the Humboldt Bay Municipal Water District and familiarity with local infrastructure, along with additional company expertise, including **Luke Halonen, Steve McHaney, Nathan Stevens, and Patrick Sullivan** to address long-term planning and design projects as well as emergency response.

Wastewater Collection

One of the main infrastructure systems the District provides is wastewater management. The District maintains 28 lift stations and conducts annual maintenance on the stations as well as tracking the condition of the many miles of collection system piping. Whether it is the upgrade of a single pump station or pipeline, or development of wastewater management strategies that adapt to future sea levels, the District can draw upon GHD to provide the expertise. In recent years, engineers **Luke Halonen, Michelle Davidson, Steve Burns** and others have provided expertise for local pump station upgrades, new wastewater mains, structural upgrades, and condition assessments.

State and Regional Board Permitting and Compliance

The State Water Resources Control Board through the Regional Board oversees drinking water and wastewater system regulations, permitting, and performance. GHD has extensive experience working on the technical evaluation of system performance relative to requirements and the negotiation of rational and achievable compliance plans. GHD's local and global expertise can assist the District throughout the collection, treatment, and disposal system for existing and future developments.

Climate Adaptation and Coastal and Waterfront Engineering

The HCS D service area includes many coastal properties built on a long stretch of Humboldt Bay. Humboldt Bay is projected to have the highest rates of sea level rise along the west coast due to vertical ground subsidence. Sea level rise can degrade the effectiveness of stormwater and wastewater collection systems, increase inflow and infiltration into piping, affect buildings and transportation system, and affect other infrastructure and public service systems. Climate change can increase the severity and frequency of storms and when coupled with sea level rise this can lead to increased coastal erosion. As these

combined conditions worsen, so do the effects, and the District should prepare in advance to adapt to these changing conditions.

GHD continues to lead the region in developing innovative approaches to sea level rise adaptation planning that incorporate multi-scenario planning to determine adaptation thresholds based on varying rates of changes, impacts of wind and waves, change in geomorphology, and other factors.

GHD has extensive capabilities in coastal and waterfront engineering including planning, permitting, design, and construction oversight of erosion protection, seawall evaluations and design, protection against sea level rise, ramps, and other facilities. Team members including **Jeremy Svehla, Brett Vivyan, and Rebecca Crow**, among others, will support the District in the evaluation of options to protect gray infrastructure while maximizing opportunities to protect and expand naturally resilient areas.

Stormwater Management/SWPPP Compliance

Stormwater management has become a more significant issue over recent years from a RWQCB permitting aspect as well as a practical water management perspective. While the District does not manage the local stormwater compliance program the District's infrastructure interfaces with local utilities and drainage ways. Flooding in the Field Landing and King Salmon areas can impact sewer inflow and infiltration significantly. Construction and other projects can also require special permitting and compliance. Team members **Jeremy Svehla, Luke Halonen, Holly Cinkuntis, Brett Vivyan, Patrick Sullivan and Amber Shows** work together to address stormwater issues from both a practical and regulatory perspective and in consideration of climate change for the benefit of communities.

Construction Inspection and Management

Replacement, upgrade, and improvement projects often require construction and GHD can provide inspection and management that meets the inspection and documentation of funding program and prevailing wage requirements. GHD can review submittals, change orders, progress pay estimates, inspection reports, test reports, wage reports, and other project documentation. Our inspection services include construction observation as well as specialty inspections such as structural requirements, and commissioning of new electrical and mechanical systems. Our services can augment District staff, provide third party inspections of designs by others, and provide inspections of projects GHD designs for the District to provide turn-key services. GHD has a history of providing construction management and inspection services by key staff members, including **Patrick Sullivan, Steven Pearl and construction inspector Jeff Bline**.

FEMA/OES Disaster Response and Recovery

The HCSD addresses routine threats from natural and man-made hazards, including earthquakes, floods, severe weather, fires, sea level rise, tsunamis, and hazardous materials, which can cause acute significant public safety and public service issues as well as environmental damage within the District. The District participated in the County's 2019 update to the Local Hazard Mitigation Plan, which includes 11 action items related to improving the resilience of the water and sewer systems. The District understands the need to recover as quickly as possible to protect the public and restore services. GHD has extensive expertise in working with local agencies, Cal OES, and FEMA on funding both pre-disaster mitigation projects as well as post-disaster repair projects. Eligibility for state and federal disaster declaration funding in part depends on properly documenting emergency project scope and costs during the initial debris removal and emergency protective measures phase. When disaster strikes the Eureka area, GHD can help the District stabilize and recover quickly. Team members **Rebecca Crow, Steve McHaney, Michelle Davidson, Jeremy Svehla, structural engineer Steve Burns** and others can support the District when needed with the background understanding to efficient recover.

As seen above, GHD has assisted communities applying for over \$157M in FEMA Hazard Mitigation Funds.

Mechanical and Electrical Engineering

The District owns and operates a series of buildings as well as and pump stations with mechanical and electrical equipment and SCADA control systems. It is understood that the District is addressing many of the needed SCADA upgrades and had a good in-house staff for support. As needed, GHD can work with local staff and architects on the evaluation of system needs and performance requirements and then develop options considering performance, cost, flexibility, compatibility, and life-cycle issues. Working with staff we can then design systems meeting District needs. GHD also provides audit services to identify improved system efficiencies to reduce GHG emissions and electricity costs. Team member **Rick Guggiana**, with over 25 years of experience in water and wastewater electrical systems, as well as engineer **Jordan King** provide the District with the expertise needed to address existing and future systems.

Structural Engineering

Structural engineering work for the District may be something as simple as the design of a foundation for a new light system to the structural retrofit of a building. With much existing infrastructure, a lot of the work may be upgrades or expansions. GHD's structural engineers are available to provide services from building retrofits to withstand earthquakes to waterfront bulkhead analysis and upgrades to accommodate sea level rise. Our structural engineering capabilities allow GHD to provide complete project services for analysis and design projects as well as focused structural designs. Team members **Steve Burns and Stephanie Gould** — out of the Eureka GHD Office — bring municipal structural engineering experience to the District.

Geotechnical and Soil Sciences

Nearly all structure related projects require the consideration of supporting soils. For HCSD, this varies from bay muds and unconsolidated fills to firm soils. There are applications where full geotechnical analysis is needed to evaluate slope stability and GHD will often partner with specialty geotechnical firms on unique projects to provide analysis and recommendations for higher risk projects. GHD has strong working relationships with several firm who conduct work in the ear to support projects as needed.

Site Development Design

The planning and design of the development of a project site is a critical part of realizing the benefits of a project. The District has a number of potential development projects to provide public facilities and economic opportunities. It is not simply the function of the structures on the site, but equally important how the site itself works. The consideration of the site includes placement of structures, vehicular and pedestrian traffic circulation, ADA parking and path of travel, deliveries and maintenance needs, site drainage, landscaping, utilities, and other site amenities. Site development also includes consideration of the parcel boundaries, encumbering easements and rights of way, existing uses or structures, possible site contamination, and other factors. Our goal is to make the best use of the site possible and to work with District Staff, as well as the project stakeholders to create the best approach to development. GHD also has the capability to develop 3-D conceptual visuals of proposed changes to facilitate improved community understanding of site changes and impacts. Team members **Amber Shows and Zach Powers**, in addition to Aerial Drone expert Harrison Hummel, can collect site data for quick visualizations. GHD engineers can use both drone and survey data to support the District site development design needs..

Capital Improvement Planning

Longer range planning and prioritizing are part of allocating funding and scheduling important projects. The District maintains a Capital Improvement Plan based on evaluations of needs for each department, funding available, and capacity to deliver projects amongst other criteria. GHD can assist the District in developing planning level solutions and budgets for updating the Capital Improvement Plan. By engaging GHD in the Capital Improvement Planning process, we can help the District identify sources of funds early and actively seek grant funds to meet project implementation timelines. Team members **Rebecca Crow, Michelle Davidson, Jeremy Svehla, Steve Burns, Jordan King**, among others can support the District as needed in capital improvement planning.

GIS and Graphic Visualization

GHD can support the District in analysis and data management and has a background in and can provide support in Asset Management planning, high-accuracy GPS data collection, and system integration. In addition, geographic data can be used in the preparation of graphic visualizations, enhancing the context and relatability of the graphic. Graphic visualizations can range from static photo representations, both oblique and plan-view, of the before and after of potential and realized projects to more involved animated Google Earth based fly-bys of larger potential and realized project areas. GHD has expertise available for extensive graphic visualization tools to generate meaningful representations, to portray options or project proposals to the public, key stakeholders, and District decision makers. Team member **Julia Clark** leads GHD's spatial analysis service line in the US West and local staff **Amber Shows, Zach Powers and Harrison Hummel** all provide value to the District in the experience and knowledge we can bring to the District.

Landscape Architecture and Design

Landscape architecture can enhance the quality of public spaces by the thoughtful integration of spatial environments, community needs, user behaviors, and aesthetics, including proper selection of plant materials, site furnishings, and outdoor structures. Landscape architects analyze complex site, social, cultural, and ecological information, and generate concepts to enhance outdoor spaces and build civic identity. Team member **Jonathan Linkus** is a licensed landscape architect and works closely with our designers on practical applications for the interface between infrastructure and the environment.

CEQA/NEPA

GHD understands the environmental assessment, compliance and permitting process, and the importance of identifying the appropriate level of state and federal documentation based on the project and the issues. We integrate the CEQA, NEPA, and permit documentation efforts with planning and predesign activities. This early involvement is necessary because there are environmentally sensitive areas in many parts of Eureka including wetlands, riparian areas, creeks, sloughs, freshwater wetlands, coastal salt marsh, shorebird roosting habitat, and mudflats. The GHD team has an in-depth understanding of the species and sensitive habitats present within the District. We will manage our team's approach on each project to avoid and/or minimize impacts to these resources whenever possible, through an iterative process based on feedback from our engagement with regulatory agencies. We like to refer to this approach as "mitigation by design," which is in effect a combination of appropriate site sensitive design, low impact development techniques, environmental enhancements, and working through technical options that provide the intended design intent while minimizing environmental impacts. This integrated environmental and design approach reduces the need for mitigation and increases the likelihood of expediting permit approvals. GHD bring a local team of CEQA experts which includes **Andrea Hilton, Kerry McNamee Misha Schwarz** and others who understand the data and legal framework of CEQA and NEPA.

Environmental and Coastal Permitting

GHD has extensive experience successfully permitting local projects by working with the Coastal Commission, Caltrans, Humboldt Bay Harbor, Recreation and Conservation District, North Coast Railroad Authority, U.S. Army Corps of Engineers, California Department of Fish and Wildlife, and other regulatory agencies. Early consultation and coordination with the resource agencies is crucial to the successful implementation of what can otherwise be a long and tedious process. We have achieved our greatest success when bringing the resource agencies into the process early in the design stage and during development of a project's CEQA document, mitigation measures, and permit applications. This does three things: It starts the consultation process early, paralleling the CEQA process when applicable. This provides the client a head start on the path to approval, as well as budgetary and schedule efficiency.

It provides agencies the opportunity to express any issues and recommend potential solutions during the process. This allows us to identify and clear any potential obstacles early along the way by developing mitigation measures that not only consider the District's project objectives,

but also anticipates the agencies' expectations for impact avoidance and mitigation. Early engagement illustrates a willingness to walk with the agencies along this path, giving them a sense of inclusion in the project planning process and being part of a team. GHD's team will coordinate with and will build on their past success, experience, and trust with the regulatory agencies to ensure that future District projects are permitted in a timely fashion and with the District's best interests at heart. Team members **Andrea Hilton, Misha Schwarz, and Jeremy Svehla** have experience working with federal, state, and local permit agencies to implement projects.

Special Environmental Studies

The CEQA, NEPA, and permitting process may require special environmental studies including wetland delineations, biological studies, and sensitive species surveys. GHD's team of plant and animal scientists along with our soil scientists will prepare the necessary evaluations at the appropriate level of detail to support the project development and permitting process. The special studies are used during the design process to help mitigate by design by first avoiding potential impact areas and then minimizing unavoidable impacts. Team members **Misha Schwarz, Jane Cipra, Kolby Lundgren, Sara Moriarty-Graves and Miles Hartnett** will lead our special studies team and commonly work with GHD engineers to ensure potential areas of affect are appropriately sized and to coordinate on avoidance of impacts as feasible.

Contaminated Soils and Groundwater

Although storage of fuels and other hazardous materials has improved significantly over the years and many sites have been cleaned up and closed, soil and groundwater contamination still exist. The development of District owned property may require Phase I and Phase II environmental site investigations and remediation activities for previous activities that contaminated the site. GHD has local and regional staff experienced in site investigation



as well as a broad range of passive and active remediation strategies. We can bring this expertise to District projects to clean sites and prepare them for District use. Team member **Alex Crowe** can perform local inspection and testing, and our Industrial Hygiene Group has a deep bench of technical professionals including **Amy Monier** to draw on as needed to address potential District issues.

Lead, Asbestos and Mold

Many older structures contain asbestos-based materials or were coated with lead-based paint. Lead-based paint and asbestos containing building materials were in common use until at least the late 1970s. Structures that date back to this era could contain levels of lead and/or asbestos that warrants special handling during demolition or remodeling. Relatively simple sampling and analysis can be used to determine the required course of action, and older structures should be assumed suspect until shown otherwise. In addition, mold is common on the north coast, and it can be caused by simple atmospheric dampness or through pipe leaks, roof leaks, saturated soils, poor site grading, and other situations. Mold can be a dangerous toxin depending on the species and the mold should be remediated and the cause identified and repaired. The issue of mold in public buildings, including within the ventilation systems, has become increasingly important and the EPA has prepared special guidelines for schools and commercial buildings. GHD's environmental staff, including team member **Alex Crowe**, have expertise in in these areas and are available to help the District address existing conditions.

Land Surveying

Many District projects require surveying services which can be provided by GHD's Licensed Land Surveyors. To support District projects, GHD can provide topographic and bathymetric mapping using conventional survey methods as well as GPS and LiDAR methods. Additionally, we provide a full range of drone (UAV) capabilities for rapid data collection and remote sensing. GHD can also support District staff with ALTA surveys, boundary surveys, right-of-way and parcel determination, record map and legal description plat preparation, map checking, record of survey, subdivision maps, and lot line adjustments. Team member, **Richard Maddock** (Professional Land Surveyor) and **Harrison Hummel** (Aerial Drone Expert) has experience in these areas and are available to support the District.

2e. Reference Projects

GHD's reference projects are included on the following pages.



District Engineering Services | Humboldt County, CA

Client

Humboldt Bay Municipal Water District

Client Contact

John Friedenbach, General Manager
P.O. Box 95, Eureka, CA 95502
707 443 5018 | friedenbach@hbmwd.com

Dates

Ongoing

Relevant Team Member

Jordan King, Energy/Electrical
Rick Guggiana, Sr. Electrical
Terry Wong, Mechanical
Misha Schwarz, Sr. Scientist
Andrea Hilton, Environmental Planner
Julia Clark, GIS
Richard Maddock, Survey

Description

GHD has been providing engineering and environmental services to the HBMWD since 1956, and has served as the District Engineer for the majority of that time. Today GHD is supporting the HBMWD in maintaining two water systems supplying water to more than 88,000 people, including HCSD. GHD has provided engineering studies, regulatory actions, community outreach, and construction management. GHD supports the HBMWD's multi-Million dollar Capital Improvement Plan (CIP).

One of the first major funding projects GHD supported the HBMWD in completing was replacement of the 18-inch Techite pipe along the Samoa Peninsula which services the Truesdale Pump Station and the HCSD. GHD facilitated \$3.4 million grant funding for this project from FEMA's Hazard Mitigation Grant Program (HMGP). The next major HMGP project was the Blue Lake/Fieldbrook Mad River Crossing Pipeline Replacement. GHD partnering with the HBMWD to obtain FEMA funding to design, permit, and oversee the construction of 2,000 feet of 18-inch diameter high density poly ethylene (HDPE) pipeline, directionally drilled under the Mad River. It was completed more than 20% under budget, with only one \$12,000 credit change order. GHD assisted in obtaining Proposition 85 grant from DWR to pay the 75% match to the HMGP Project. The project won the ASCE North Coast Branch and San Francisco Sections Water Project of the Year awards.

Additionally, team member Jordan King is currently working with HBMWD on the installation of a \$2 million Tesla battery system funded by the State Grant Incentive Program in conjunction with the HBMWD switchgear upgrade (in part funded by an HMGP grant). In fact, GHD has assisted the HBMWD in obtaining over \$15 million in grant funds through FEMA, the SWRCB, and Department of Water Resources (DWR).



Water System Improvements | City of Rio Dell

Client

City of Rio Dell

Client Contact

Kyle Knopp, City Manager
675 Wildwood Ave., Rio Dell, CA 95562
707 764 3532 | kknopp@riodellcity.com

Dates

1995 – Ongoing

Relevant Team Members

Nathan Sanger, Project Management,
Construction Management
Rebecca Crow, Project Funding
Luke Halonen, Civil Engineer
Jordan King, Energy/Electrical
Matt Kennedy, Water Systems
Nathan Stevens, Water Systems
Rick Guggiana, Senior Electrical Engineer
Terry Wong, Mechanical Engineering
Stephanie Gould, Structural Engineer
Craig Camp, Directional Drilling
Jeff Knauer, Corrosion Engineering
Amber Shows, GIS Analyst
Julia Clark, GIS Analyst
Zach Powers, GIS
Misha Schwarz, Senior Project Scientist
Andrea Hilton, Environmental Planner
Linda Costa-Franklin, Grant Manager
Steve McHaney, Technical Lead

Water System Improvements

GHD has also been supporting the City’s water system. In 2005, GHD obtained a \$5 million grant for the City and provided design and construction management of pipelines, water tanks (500,000 gallons and 100,000 gallons), pump stations, control systems, 32,000 feet of 6- and 10-inch water mains, 230 water service connections, and 22 fire hydrants.

GHD has continued to support multiple grant funded water projects including a \$1.8 million well rehabilitation project funded by USDA, SWRCB, and DWR. GHD recently completed a \$500,000 SWRCB funded Water System Planning grant, that included full plans for replacement of six miles of distribution main and concept design for two other project which the City learned in November 2021 were submitted to FEMA for over \$4 million in total grant funding.

Wastewater System Improvements

For over 25 years, GHD has provided wastewater management assistance to the City of Rio Dell, a small community roughly 25 miles south of Eureka, California. Historically, the City has faced compliance issues with the North Coast Regional Water Quality Control Board (NCRWQCB) regarding the discharge of effluent to seasonal percolation ponds on the Eel River.

GHD worked with the City to identify funding for final design, CEQA, permitting, and construction for the Solids and Disinfection Management Project. GHD crafted the project’s scope and schedule to take advantage of the American Recovery and Reinvestment Act (ARRA) funding (\$2.1 million) for shovel-ready project components. Permitting, design and bid period services were

completed in less than six months. The project notice of completion was filed in December 2010. Rebecca Crow assisted Rio Dell in securing a 50% grant and low interest loan from the State Board Division of Financial Assistance to fund completing the remainder of the \$12 million in upgrades to the treatment and disposal system. GHD's experience with wastewater design and the State Water Resources Control Board (SWRCB) funding programs was key to facilitating the Solids and Disinfection Management Project.

GHD continues to work with the City, and facilitated a \$500,000 Planning Grant through the SWRCB to address inflow and infiltration issues with the collection system, as well as other minor wastewater compliance items.

GHD recently assisted the City in the evaluation of earthquake damage from the December 2022 event, and continues to support the City in funding improvements and emergency repairs and tracking.



Project Type	Grant Funding Obtained for Rio Dell
Other	\$63,000
Roads	\$6,287,500
Stormwater	\$385,000
Wastewater	\$9,254,500
Water	\$9,655,376
Grand Total	\$26,645,376





Microgrid | McKinleyville, CA

Client

McKinleyville Community Services District (MCSD)

Client Contact

Pat Kaspari, General Manager
1656 Sutter Road, Mckinleyville, CA
707.839.3251 | pkaspari@mckinleyvillecsd.com

Dates

2006 – Ongoing

Relevant Team Members

Jordan King, Senior Project Engineer
Rick Guggiana, Senior Electrical Engineer
Terry Wong, Mechanical Engineering
Misha Schwarz, Environmental Services

McKinleyville Community Services District Wastewater Treatment Plant Microgrid | McKinleyville, CA

Located at the McKinleyville Community Services District's Wastewater Management Facility, the Microgrid project offsets 100 percent of the facility's annual electricity use, using onsite solar photovoltaic energy generation, battery energy storage, and a microgrid management system, to provide community benefits, including financial savings, grid resiliency and increased reliability, and carbon emissions reductions. The project is being implemented using the Design/Build Energy Services Contracting (ESCO) methodology authorized under Government Code 4217, with contractor guaranteed energy cost savings over the expected useful life of the project.

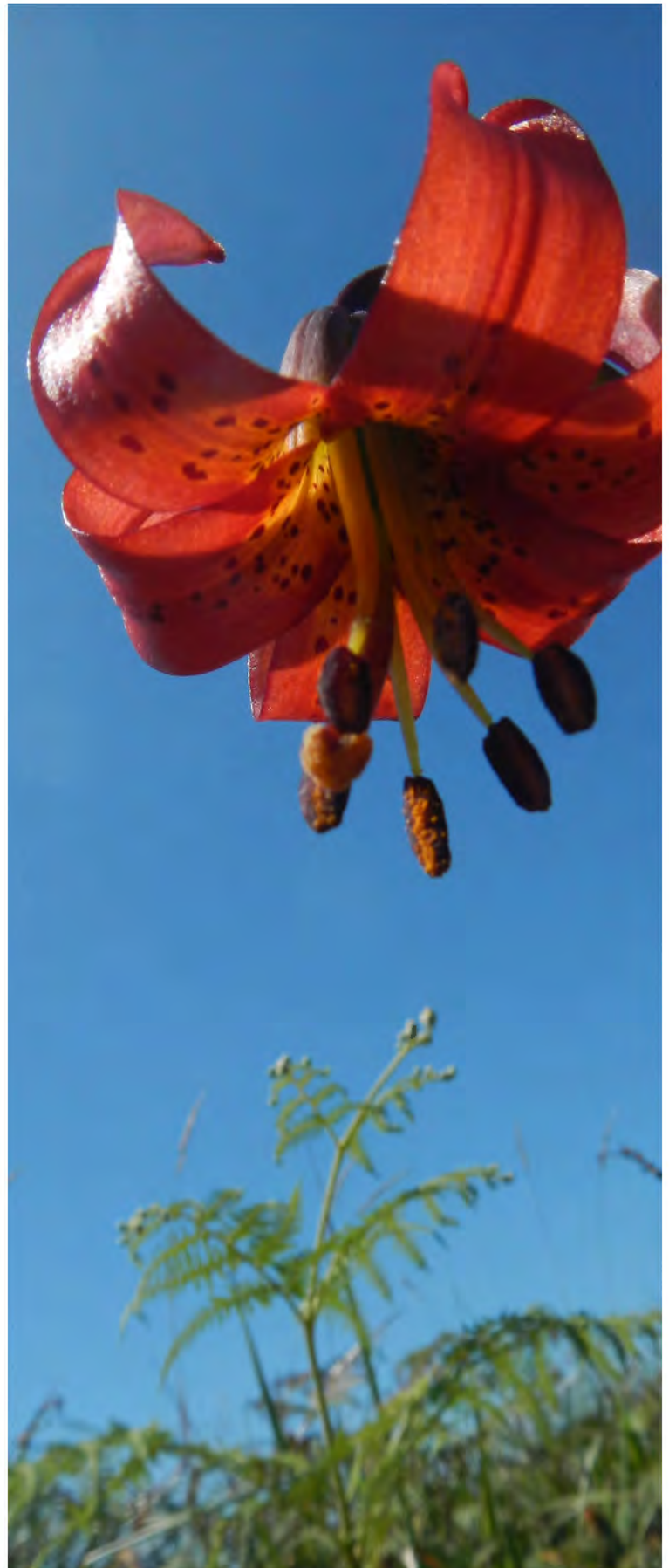
The microgrid project combines a 580 kW photovoltaic array, battery energy storage system, 500 kW diesel generator, along with a 480V net energy metering interconnection to Pacific Gas and

Electric, all controlled by Microgrid Management System software. Funded in part through a \$4 million grant/loan from the California State Water Resources Control Board (SWRCB) Clean Water State Revolving Fund, the system allows the District to operate independently of the local utility (Pacific Gas & Electric).

GHD's scope included funding support, environmental assessments, conceptual design, contract and bid package development and support for the Design/Build ESCO implementation design oversight during project implementation.

2f. Litigation History

GHD trusts that HCSD will appreciate that due to the commercial sensitivity and confidentiality of any litigation in which GHD may have been involved, GHD is not at liberty to disclose specific information. However, we point out that as a component of our prudent risk management practices, GHD obtains high quality professional liability insurance in the world market, and domestically in the U.S., to provide coverage in the industries in which we operate. As a consequence of engaging in business, there are sometimes claims asserted which may or may not give rise to litigation. The details and progress of any such claims are by necessity commercially sensitive and remain in confidence. We are able to inform you that there have been claims notified in the normal course of business, none of which we believe are material to the services which are the subject of your Request for Qualifications (RFQ). There are presently no significant ongoing contract failures, no criminal matters, and there have been no judgments against GHD Inc. within the last ten years. GHD has not defaulted on any financial loan or financing agreement.



Western Lily

3

Project Understanding and Management

3.

→ Project Understanding and Management



Understanding of the Services to be Provided

Though the District is operating during challenging financial times, it continues to have infrastructure needs that must be attended to in order to continue to maintain the District’s high-quality system. The District has a diverse list of capital improvement projects. Historically, the District completed these projects utilizing in-house design teams supplemented with consultants when special expertise was required and/or workload peaks dictated. In response to the need for efficiency, potential workload, and desire to have readily available resources and technical expertise, the District intends to contract with consultants in an on-call capacity.

The District’s typical Capital Improvements Projects to be completed by consultants include projects in the areas of wastewater collection, water distribution, stormwater, renewable energy, and electric vehicle implementation, master planning, and specialty projects such as upgrades at the District’s operations facilities and system fire resilience projects. These assignments are all ideally suited to GHD and our team of professionals.

Project Funding

The District funds its operations and capital projects through service fees and charges as well as property taxes and assessments. One of the greatest challenges is the continuing need to maintain the District’s water and sewer infrastructure. GHD brings experience in assisting communities with finding grant and loan funds to support project implementation. GHD has obtained over \$84

million in grants for North Coast Communities in the last 10 years. We continuously track grant funding programs to be able to align known District needs with eligible grant funding programs. The District is eligible for many grant and loan programs including funding from the State Water Resources Control Board’s Clean Water And Drinking Water State Revolving Fund Programs, Department of Water Resources Integrated Regional Water Management Grant Program, and FEMA’s Hazard Mitigation Grant Program and Building Resilient Infrastructure (BRIC) funding. As HCSD participated in the Humboldt County Hazard Mitigation Plan, the District is ready to implement mitigation projects including new and/or retrofitted storage tanks, flood protection, and pipeline retrofits. Further, GHD is actively tracking funds from the recently passed infrastructure bill and is looking at how funds will filter into the State of California and into the hands of HCSD.

Project Management Approach

The District has a wide variety of potential needs relating to both planning and design and so both our technical approach and our project management approach is geared towards delivering the desired results. We adapt our project management approach to the specifics of each assignment.

First, GHD has selected Michelle Davidson to serve as the primary point of contact to the District. The primary point of contact for the On-Call Consulting Services contract is a regular contact person with the District and facilitates bringing the right resources together as a project team to serve the District on a project assignment. Michelle is supported by Rebecca Crow, Project Director ensuring someone is always available to the District. For each assignment, GHD will propose a project-specific manager to be confirmed with the District. The project-specific manager will be engaged with the District and our senior staff in the development of the scope, schedule, and budget to build consensus on the overall project goals and strategies. Our selected project-specific manager will be supported by a team selected for the assignment based on the needs of the project, staff technical skills, and availability to meet project schedules. The project-specific manager oversees scheduling, communication, and coordination of the project team as well as with District staff and key stakeholders.

Responsiveness to Stakeholder Input

Community and agency stakeholders can play an important role in managing and delivering projects. Productively engaging stakeholders to the appropriate degree can help improve project outcomes. GHD will work with District staff on a project-by-project basis to assess the best way to engage stakeholders on each assignment.

Some projects may not warrant any stakeholder outreach at all, while others may necessitate a significant stakeholder engagement process. In each case, GHD will develop the desired engagement process with the District during initial scoping. Planning for the project engagement is one of the techniques GHD uses to help manage schedules and budgets.

Project Schedule and Budget Adherence

GHD proposes to conduct a scoping and kick-off meeting with staff to obtain input at the start of each project assignment. The kick-off meeting/field walk will be used to achieve consensus and jump-start critical efforts. We will also involve stakeholders and project partners in the field walk as appropriate. By bringing all stakeholders to one location and presenting and addressing all concerns, issues are addressed early and decisions can be made quickly. In general, the cost of making decisions increases as projects progress into later phases of design. Making decisions at the preliminary stage of a project helps ensure time savings, and as a result, budget adherence; early coordination efforts often make the difference between success and something less.

Management of Large, Complex Projects

Our local GHD staff deliver projects both large and small within our local area and in locations across the west and the Pacific region. Our local staff are engaged in these larger projects because of our ability to identify stakeholder needs and client requirements and how to successfully navigate the complex multi-disciplinary nature of larger projects. These larger projects require coordination of many in-house staff and subconsultants, working effectively with numerous regulatory agencies, and collaborating and satisfying many stakeholders.

Management to Deliver High Quality Results

The local GHD offices operate under a North American Quality Management System. GHD's system is ISO 9001 Certified. The ISO system is based on eight fundamental principles starting with Customer Focus and including a systematic approach to managing quality. GHD's system includes processes for Quality Assurance (Setting up project management strategies to produce results meeting quality standards) and Quality Control (Formal checking of all deliverables against quality standards). Our formal quality system is audited by independent third parties for compliance. Our Quality Management System is coupled with practical hands-on project management by our team members. The system itself provides the framework and the verification system, while our people deliver on the quality results.

We have produced the results that met the needs for quality and performance of our clients through our systems. Our systems have been developed over the years and include the training of our staff, the use of software, and the application of reliable operating procedures that allow us to remain competitive and consistently produce high-quality engineering and environmental documents. Quality Assurance and Quality Control are essential elements of our Quality Management System. Quality Assurance is the planning and process of creating a high-quality deliverable, meeting client expectations. This is a proactive process designed to eliminate errors through a sound project execution process. Quality Control is the formal checking of the final deliverables before they are delivered to the District.

Managing to Deliver Cost Effective Services

When GHD undertakes a project, we take a comprehensive approach to management of costs. Cost management extends beyond providing cost-effective planning and design services. Cost management should consider overall life cycle costs of an overall project. When considering the management of the overall life cycle costs for a project, it is important to consider the following elements:

- Engineering Planning and Design Costs
- Permitting and Approval Costs
- Environmental Compliance Costs
- Administrative Costs
- Construction Costs
- Ongoing Operation and Maintenance Costs

These costs elements combine to represent the major components of the total life cycle cost of a project. At GHD, we strive to help our clients consider the overall life cycle costs and invest wisely during the engineering planning, environmental permitting, and design phase to help minimize the overall life cycle costs. The engineering planning and design costs are a small fraction of the overall life cycle costs, so careful investment and consideration of options up front can save significant money over the life of the project. It is important to

set and manage the engineering, environmental permitting, and design budget to stay on track during the project.

GHD also must manage the design process to result in projects that can be built within the allowable construction budget. The initial construction is a major component of the overall life cycle cost and so efficiency in design and developing useful opinions of potential construction cost is important for keeping projects on track. Part of GHD’s strategy for developing more realistic opinions of cost is to involve seasoned construction professionals in the development and review of designs and in the cost estimating process. Our strategy also involves different approaches for gathering existing field data to include in the design and to provide a more comprehensive design of construction conditions. We also work with our clients on developing bid alternates and additive and deductive bid items so that the owner can select from a menu of options for contract award.

Our overall Project Approach highlights our strategy of using a life cycle cost comparison approach when comparing alignment alternatives. This approach strives to consider all project costs that could be encountered during the life of a project.

Managing to Meet Budgets

GHD has developed effective systems for managing the planning and design funds, as demonstrated by the following graphic:

GHD can deliver our work within budget starting with appropriate project planning and scoping with our client followed by effective technical execution strategies. It is important to note that cost control goals are closely related to our quality control goals and overall project risk management strategies. The strategies are based on up-front planning of integrated activities followed by regular check-ins and adjustments throughout the process.

Accurate cost estimating for the project will be critical to optimizing the project funds that are available. GHD is proud of our continued success in developing project and engineer’s estimates that closely reflect the final bid results, as illustrated by these path projects in the table.

Management through Planning and Reporting

The first critical step in accomplishing cost control goals is the development of the detailed scope, schedule, and budget with our client. This is based on collaborating with our client to refine and articulate the overall project goals, constraints, requirements, and opportunities.

Project	Engineer's Estimate	Low Bid or Bid Range
Foster Avenue Extension/Trail	\$2,220,859	\$1,907,507 (\$2,317,686-High)
Rohnerville Road STIP/HSIP	\$2,244,911	\$2,082,706
Salt River Ecosystem Restoration (Phase 2014)	\$3,000,000	\$2,944,839
Salt River Ecosystem Restoration (Phase 2015)	\$2,100,000	\$1,882,311
SMART Trail (Hearn to Rodota)	\$1,200,000 (with Alta)	\$1,050,000 (with Alta)
Depot Park ADA Improvements	\$145,000	\$111,000 (\$165,000-High)
Salt River Ecosystem Restoration (Phase 2019)	\$1,600,000	\$1,300,000 - \$1,900,000

These are translated into the written scope, schedule, and budget. Regular project progress and budget review with the project team and the client helps track the overall project so that adjustments can be made as needed to manage overall consulting budgets. Materials costs will be a major factor in planning future projects as both raw and manufactured goods costs continue to increase as we come out of the pandemic and infusions of funds in the economy from the infrastructure bill will only accelerate this trend.

An integral part of cost control is regular communication with our client. A Project Status Report will be prepared on a monthly basis and delivered along with the monthly invoice. Typically, a monthly status report will include the following:

- Items accomplished in the previous month
- Anticipated activities for the next month
- Budget status
- Schedule status
- Outstanding issues

Management through Technical Execution

GHD's approach to the technical execution of this project is based on developing the most cost-effective solution given the conditions, opportunities, and constraints. GHD specializes in planning, permitting, and design with extensive experience working on trail projects in the Humboldt Bay area. This experience base has led us to develop strategies for developing accurate opinions of probable cost for trail projects to help configure them to fit within their construction budgets.

During projects, the GHD team will notify the District of any significant deviations from opinions of costs as the project proceeds. This allows us to work together with our client to implement value engineering

solutions, funding strategies, and bidding strategies to help deliver the finished construction project within available budget.

The ability of GHD to manage projects within the established engineering planning and design budgets and to create designs that can be implemented within available construction budgets is coupled with a sound record of schedule performance as discussed in the following section.

Management through Meeting Schedules

Management of the schedule is essential for coordinating overall project activities, keeping projects on track in terms of timelines, and in keeping projects on budget. Project schedule drives many other aspects of project success and so schedule control is of prime importance. At GHD we use a variety of scheduling tools as further discussed below. The best approach for a project depends on the specific project characteristics; we prepare detailed and realistic project schedules at the beginning of each task. We monitor overall project development and construction schedules. We have found that setting, tracking, and updating schedules allows us to keep the overall process up to date and it becomes a driver for progress and aids in budget management. The result are projects that are completed on time, and in many cases, can be completed early when a client change requires an accelerated delivery of results.

Management through Being Audit Ready

Failure to properly document and confirm contract compliance with any of the many federal requirements can result in a finding of non-compliance being issued and the potential loss of funding. Therefore, it is critical that documentation is thorough and complete. Throughout the projects,

GHD will administer, manage, and document activities to ensure that the project complies with applicable requirements of project funding sources.

We have successfully assisted many local jurisdictions through audit processes and have been involved with successful audits from Caltrans, FHWA, CDBG, and other agencies. GHD will be available to assist the District during an audit to present project files and documentation and to answer auditor questions.

Managing Projects in Sensitive Areas

GHD's multi-disciplinary team of professionals clearly understand the current planning, compliance, and permitting environment in the Eureka and the coastal zone area regarding sensitive species and habitats. The relationships we have established with regulators and agencies allow us to work efficiently throughout the application process, to facilitate the timeliest project approvals. Effective management planning and design requires a solid basis in science, both to understand potential environmental impacts of management decisions and to form reliable partnerships with affected agencies. GHD's expertise in terrestrial and aquatic ecology provides credible information targeted to meet the needs of each client. Our staff is especially recognized for experience and expertise in plant ecology, wetlands, coastal environmentally sensitive habitats, ecology of amphibians, and a multi-species approach to habitat restoration/mitigation for special status species and regulated habitats.

4

Value & Fee Schedule

4.

→ Value & Fee Schedule



4a. Value

The GHD Team is providing a single point of contact supported by local staff that are familiar with the HCSD's systems, infrastructure, and the community. Having a knowledgeable, local single point of contact for the HCSD will ensure that communication is personal, informed, timely, and effective.

The diversity within our team enables us to provide efficient, effective, timely, and cost-conscious services by teaming the HCSD up with our local project managers with expertise meeting the HCSD's specific project needs. This multi-disciplinary expertise in the local community will allow for cost-conscious, right sized solutions that are a collaboration with HCSD's goals and cutting-edge industry techniques.

GHD will work with HCSD to develop the appropriate scope, schedule, and budget approved by the District. The budgets will be established to provide overall value to HCSD and be in balance with the scope and nature of the work. GHD will apply the ideal staff to complete the agreed upon work within the budget.

Overall, GHD is proud of the high-value proposition we are able to provide HCSD. GHD brings an unparalleled offering to HCSD including the resources of a world-class, ENR top engineering and environmental firm, with the personal touch, caring and long-term relationship and motivation that makes for highly successful projects and services. This combination is rare, and we are looking forward to the opportunity to work with HCSD on this on-call assignment.

4b. Fee Schedule (*Under separate cover*)

GHD provides services over a broad range of geographies and markets and so our standard fee schedule provides typical ranges of billing rates for different staff classifications. Rates are customized to local market conditions and specific projects as negotiated along with the scope, schedule, and overall project budget.

As specified in HCSD's RFQ, GHD's Fee Schedule has been submitted in a separate, sealed envelope.

5

Other Requirements

5.

→ Other Requirements

5.a. Conflicts of Interest Statement

To the best of our knowledge, GHD Inc. does not have any past, ongoing, or potential conflicts of interest which would result from performing work under HCSD's contract for On-Call Consulting Services as outlined in this Request for Qualifications.

5.b. Firm's Business License

GHD certifies its possession of all licenses required for the provision of services set forth in this RFQ. GHD Inc. is registered and in good standing with the Secretary of State to do business in California. GHD maintains current business licenses with all the local municipalities, including Humboldt County, as required to complete local projects.

5.c. Certificate of Insurance Statement

GHD Inc. has reviewed HCSD's insurance requirements for this contract and can issue certificates of insurance in accordance with those requirements if selected to provide on-call services.

5.d. Authorized Representative for the Offeror

Steve Allen, PE is the authorized representative who can sign on behalf of GHD Inc.

Appendix | Resumes

→ APPENDIX | Resumes



Michelle Davidson

Project Manager



Location

Eureka, CA

Experience

8 years

Qualifications/Accreditations

- BS, Civil Engineering, California State University, Chico, CA, 2014
- Quality Control Manager Training, US Army Corps of Engineers
- Occupational Safety and Health Administration (OSHA) 10-Hour Training

Key technical skills

- Project Management
- Construction Administration and Management
- Civil and Structural Design
- Water and Wastewater Conveyance
- Emergency Power Generation
- Regulatory Permitting and Project Financing
- Public Outreach and Coordination
- Autodesk AutoCAD Civil 3D

Memberships

- American Society of Civil Engineers (ASCE), North Coast Branch, Director, Past President
- ASCE, North Coast Branch Younger Member Group, Past President

Relevant experience summary

Michelle Davidson has over eight years of experience in project management, engineering design, construction management and inspection, regulatory permitting coordination, bid package development, contracting, and project funding. Her experience includes a variety of water and sewer projects including emergency generator installation, pump stations, tanks, piping, treatment plants, and site work. She serves as project engineer on civil and structural design; energy analysis and solar design, often working on municipal projects. Michelle's project roles have included project manager, project engineer, field inspector, designer, construction manager, grant writer, technical reviewer, and public outreach coordinator. Michelle is an effective communicator and articulate writer with excellent organizational skills.

Big Rock Community Services District (CSD) Jedediah Way Road Improvements

Project Manager / Construction Manager Big Rock CSD | Hiouchi, CA

This project included the rehabilitation of a main access road to a water tank site. Work included topographic surveying, geotechnical investigations, environmental permitting, design and bid package development, bid period services, construction management, grant management, and project closeout including the development of as-built drawings. The project also included regular coordination with the general public impacted by construction.

Big Rock Community Services District Water Tank Replacement

Construction Manager Big Rock Community Services District | Hiouchi, CA

This project included the replacement of a 100,000-gallon redwood water tank with a 200,000-gallon bolted steel tank. The project boundary had naturally occurred asbestos, and so ensured that the contractors complied with the asbestos dust mitigation plan. The project also included improvements to the access road to the tank, the installation of a soil nail retaining wall, installation of a new pump house, and site drainage improvements. The construction cost for the project was \$1,862,324.

West Texas Utility Replacement Project

Project Manager
City of Fairfield | Fairfield, CA

Serves as Project Manager for the relocation of over a half-mile of the City's water main and the installation of a new 12-inch reliver trunk sewer. Work includes utility company investigation, potholing, geotechnical investigation, surveying, development of basis of design document, preparation of bid ready plans and specifications, bid period services, office engineering support during construction, and project closeout.

James Ranch Campus Utilities Assessment

Project Manager / Project Engineer
County of Santa Clara | Santa Clara, CA

Serves as Project Manager for the evaluation of campus utilities to meet future projected needs. Work included performing utilities assessment and systems study of select utilities to consider the current condition of the existing system, propose remediation work for the existing utilities, developing conceptual utilities replacement plan for each utility system to support future growth expectations, developing future conceptual schedule, and quantity take-off for a Class 5 opinion of potential cost.

T22 Engineering Reports

Project Manager / Project Engineer
California Department of Corrections and Rehabilitation | California CA

Serves as Project Manager to develop the T22 Engineering Reports to comply with applicable DDW and RWQCB requirements governing production, distribution, and use of recycled water. Produced T22 Engineering Reports for Pelican Bay State Prison in Crescent City, Central California Women's Facility in Chowchilla, and Wasco State Prison in Wasco.

College of the Redwoods Soil Reuse at White Slough Project

Project Manager
Humboldt County Resource Conservation District | Eureka, CA

Developed engineering design and bid package for a soil reuse project to move approximately 50,000 cubic yards of soil from a college campus to a nearby restoration site. Project entailed site surveying, site design to accommodate changes in soil quantity, including stormwater and drainage changes to accommodate new site grading, bidding, coordination with restoration site staff, college campus activities and staff, and construction management during construction.

College of the Redwoods Water Tank Design and Construction

Project Engineer
College of the Redwoods | Eureka, CA

Developed design documents for two new 300,000-gallon welded steel water tanks to supply the campus. The project included emergency on site diesel power generation. Work included site surveying, geotechnical analysis, and site design to provide the campus with a new water storage and delivery system., including emergency power. The new tanks replaced two obsolete redwood tanks. The design of the new system included site grading, a fire booster pumping station, standby power, electrical and controls integration. Participated in the bidding, and construction management as well.

Elk River Wastewater Treatment Plant Secondary Clarifier Repair

Construction Manager Inspector
City of Eureka | Eureka, CA

Performed construction inspection on a \$1,021,500 project. The project entailed repairing two secondary clarifiers, including the replacement of the bridge assembly, installation of a new drive unit, hazardous material abatement, recoating of some of the features, installation of a new fiberglass flocculate skirt, and improvements to the electrical features. The project required special coordination to ensure that there was always one clarifier in service and that the project was done before the heavy winter rain.

Smith River Water System Emergency Generator

Funding Facilitator / Coordinator
Smith River CSD | Smith River, CA

Assisted with securing grant funding for the Water System Emergency Generator project. The project objective was to install emergency power at District pump stations.

Smith River Community Services District (CSD) Water System Emergency Generator Project

Project Manager
Smith River CSD | Smith River, CA

Serves as Project Manager on Proposition 1-funded project to provide a combination of permanently mounted generators and mobile generators at the main control building and well site and four of the high priority pump stations where no emergency power currently exists. Provided permit development, grant administration support, design, and bid period services. Is currently providing construction inspection and administration, and will complete project performance monitoring plan, and project closeout.



Rebecca Crow PE

Project Director



Location

Eureka, CA

Experience

25 years

Qualifications/Accreditations

- BS, Environmental Resources Engineering, Cal Poly Humboldt, Arcata, CA, 1997
- Civil Engineer, CA #69994

Key Technical Skills

- Project Financing
- Regulatory Coordination
- Water, Wastewater, and Stormwater Planning

Memberships

- Rotary Club of Arcata Sunrise
- Society of Women Engineers

Relevant Experience Summary

Rebecca Crow has 25 years of experience in a broad range of environmental management and planning services: water and wastewater planning, water recycling, watershed and water quality modelling, groundwater management, regulatory compliance, funding assistance, and grant and contract management. She has assisted numerous communities in the evaluation of cost impacts from projects, as well as the evaluation of economic and qualitative benefits resulting from project implementation. Rebecca has experience using both state and federal economic models in support of funding program development and has secured over \$100 million dollars in grant funds for communities across the US. Rebecca has experience working with over 15 North Coast Cities and Special Districts, including the Humboldt Bay Municipal Water District and Fieldbrook Glendale Community Services District.

Technical Assistance for North Coast Region Disadvantaged Communities (2005 – Present)

Project Manager/ Project Director North Coast Resource Partnership| Humboldt Co, CA

Contributed professional assistance to project designed to provide transferable tools, training, and demonstration projects addressing the needs and building the capacity of small, economically disadvantaged water and wastewater system providers. Project involved coordination with state and federal funders, non-profit resources assistance agencies, and facilitation of training seminars.

Eureka Area Watersheds SW Resources Plan

Project Manager/ Project Director City of Eureka | Eureka, CA

Developed a Stormwater Resource Plan meeting the requirements of California Water Code section 10563 (c) requirement to receive Proposition 1 funding from the State. The SWRP development included an evaluation of the contributing watersheds, water quality, and natural resources. The evaluation included a mulita-criteria

analysis to identify suitable locations for Low Impact Development (LID) technologies to improve stormwater management. The project included development of a PCSWMM model to evaluate stormwater improvement options through the urban area of the City of Eureka. The model incorporated predicted sea level rise to evaluate future predicted impacts to the City's infrastructure and natural environment. The final plan included a list of prioritized projects for implementation. As Project Manager, led the technical advisory committee oversaw the team that completed the evaluation, modeling, and final project analysis.

McKinleyville Community Services District Generator Replacement

Project Manager/ Funding Facilitator MCSD | McKinleyville, CA

Initiated a successful grant application to replace two aging and undersized generators that service the entire collection system. Served as Project Manager and Funding Facilitator to oversee project design, federal environmental compliance, permitting, project bidding, and construction management.

Big Rock Community Service District (CSD) Hillside Stabilization

Project Manager
Big Rock CSD | Hiouchi, CA

Work with Big Rock CSD on a funding package to implement a seismic retrofit project to replace the District's existing 100,000-gallon redwood tank constructed on top of an unstable soil fill prism. Funding included \$2,210,310 in FEMA Section 404 Hazard Mitigation funds, \$875,221 in California Proposition 84 funds, and another \$1.1 million in California State Revolving Funds. GHD oversaw all funding coordination. The project was to retrofit through replacement the existing 100,000-gallon tank, including a new foundation and retaining wall, security features, and a radio antenna. The tank was expanded to 200,000 gallons using non-FEMA funds. The project included design, permitting, completion of a National Environmental Policy Act (NEPA) environmental assessment, as well as California environmental documents, bid assistance, and construction management. The project addressed naturally occurring asbestos at the site as well. Worked with the District to develop the 404 Hazard Mitigation Grant Program (HMGP) funding application and state funding applications. Oversaw environmental investigations, NEPA, state and federal permitting, design, bidding, and construction management.

Caltrans District 1 Climate Change Vulnerability Assessment

Project Manager
Humboldt County Association of Governments (HCAOG) | Humboldt County, CA

Served as Project Manager for a district-wide climate change vulnerability assessment and adaptation plan led by Caltrans and the HCAOG. The project involved performing climate change vulnerability assessments at four prototype sites in Del Norte, Humboldt, Mendocino, and Lake Counties. The GHD team developed an adaptation planning tool and then used it to develop adaptation strategies to mitigate the effects of climate change impacts, such as sea level rise, storm surges, and temperature change. Project funded in part by a \$200,000 grant from the Federal Highway Administration.

Rohner Creek Flood Control and Habitat Improvement Study

Funding Facilitator / Coordinator
City of Rohnert Creek | Rohner Creek, CA

The objective of the project is to analyze the Rohner Creek watershed and identify potential improvements to reduce the frequency of flooding events along the Rohner Creek channel. Flood reduction improvements include channel widening and terracing with habitat

improvements. Assisted on obtaining \$3.5 million prop 1E grant stormwater and \$400,000 Prop 84 urban streams grant from Department of Water Resources (DWR). Worked to fast-track the shovel ready project through the application. Project was completed in 2020 and won the American Council of Engineering Companies (ACEC) San Francisco Section Flood Management Project of the Year.

McKinleyville Community Services District (CSD) Wastewater Treatment Plant Microgrid

Funding Facilitator
McKinleyville CSD | McKinleyville, CA

Initiated a successful grant application to fund a microgrid project which offsets 100% of the facility's annual electricity use using onsite solar photovoltaic energy generation, battery energy storage, and a microgrid management system. The microgrid project combines a 580 kW photovoltaic array, battery energy storage system, 500 kW diesel generator, along with a 480V net energy metering interconnection, all controlled by Microgrid Management System software. Funded through a \$4 million grant / loan through State fund form Environmental Protection Agency's (EPA's) Clean Water State Revolving Fund Program. The system allows the District to operate independently of the local utility.

Funding Experience

- United State Department of Agriculture
- Federal Emergency Management Agency
 - Hazard Mitigation Grant Program
 - Building Resilient Infrastructures Communities Program
- Federal Maritime Administration
 - Port Infrastructure Development Program
- Federal Maritime Administration
 - Port Infrastructure Development Program
- California State Water Resources Control Board
 - Clean Water State Revolving Fund Planning, Design, and Construction Grants
 - Drinking Fund State Revolving Fund Planning, Design, and Construction Grants
 - Stormwater Grant Program
- California Department of Water Resources
 - Local Groundwater Assistance Program
 - Urban Streams Program
 - Integrated Regional Water Management Planning Program
- Ocean Protection Council Grant Program
- Various California Proposition Funded Grant Programs, including Propositions 204, 13, 50, 1E, 84, and 1.



Steve Allen PE

Technical Director



Location

Eureka, CA

Experience

26 years

Qualifications/Accreditations

- BS, Environmental Resources Engineering, Humboldt State University, Arcata, CA, 1996
- Civil Engineer, CA #62021

Key technical skills

- Hydrology, Hydraulics, Municipal Engineering, Floodplain Design, Wetland Mitigation, Stream Bank Protection, Bioengineering Designs
- Water Storage and Distribution, Stormwater Management, Flood Control, Construction Services, and Regulatory Compliance in Sensitive Environments

Memberships

- American Society of Civil Engineers (ASCE), North Coast Branch, Past President / Director
- California Stormwater Quality Association
- Salmonid Restoration Federation
- Floodplain Management Association

Relevant experience summary

Steve Allen brings over 26 years of experience to our team, overseeing projects involving a mix of municipal and civil infrastructure including hydrology, hydraulics, stormwater, water supply, water storage and distribution, municipal engineering, floodplain design, fish passage, diversion screening, channel restoration, fluvial geomorphology, wetland design, stream bank protection, bioengineering techniques, mitigation banking, stormwater management, flood control, open channel water conveyance, grading plans, erosion and sediment control design and plans, construction services, and regulatory compliance in sensitive environments. Steve has led projects for federal and state agencies, tribal entities, special districts, counties, cities, and non-profit groups.

Eel River Valley Groundwater Sustainability Plan

Project Manager

County of Humboldt | Eureka, CA

Served as Project Manager for Department of Water Resources (DWR) grant funded project to create a Groundwater Sustainability Plan with goals to ensure high quality and abundant groundwater resources for human consumption, agricultural irrigation, and ecosystem services while avoiding undesirable results, develop a monitoring network to provide representative information, and create a framework for ongoing management of the groundwater resource in conformance with the Sustainable Groundwater Management Act (SGMA), the California Code of Regulations (Title 23, Section 350 et seq.) and DWR's Best Management Practices (BMP) documents.

Martin Slough Tidal Habitat Enhancement

Principal-in-Charge, Designer

City of Eureka | Eureka, CA

Responsible for project that evaluated tidal slough for habitat enhancement, drainage routing, flood prevention, and maintain adjacent land use for working agricultural lands and a municipal golf course. Alternatives included an improved tide gate with improved fish passage conditions, wider slough channels, off-channel ponds, agricultural bridges, and golf cart bridges. Assisted with special studies and project permitting and has overseen design and construction for this multi-year project that restores muted tidal action to one of the most productive Coho estuaries in Humboldt Bay, just south of Eureka. GHD completed a wetland delineation and prepared a biological assessment while simultaneously completing final design and bid documents. New muted tide gates have been installed, with construction of upstream phases expected to be completed in 2021.

Marin County Flood Control and Water Conservation District On-Call Services

Civil Engineer

Marin County Flood Control and Water Conservation District | Marin County, CA

Provided technical support for the Flood Risk Management Project to improve flood protection and fish passage along the lower reach of Corte Madera Creek. Tasks included analysis to support the Environmental Impact Report (EIR) for the project. Tasks also included design of flood control facilities (flood walls, stormwater pump station, channel access ramp), and fish resting pools to improve fish passage, which included development of a CFD model.

Bear Gulch Station 3 Flow Measurement Weirs

Civil Project Manager

Cal Water | Woodside, CA

Cal Water retained MLA and GHD from 2008 through 2013 in order to design improvements and oversee construction for Pump Station 3 on Bear Gulch. Tasks included: 1) Developing a strategy for gauging stream flow to guide operation of the pumps and monitor bypass flow compliance; and 2) Designing in-stream structures to provide a reliable gauging site, as well as adequate water depth at the intake screen to meet regulatory requirements for fish protection.

Big Rock Community Services District Water Storage Tank Hazard Mitigation

Principal-in-Charge

Big Rock Community Services District | Hiouchi, CA

GHD is working with the Big Rock Community Services District to complete a Hazard Mitigation grant application for submittal to CalEMA and FEMA in order to replace a 1971 tank with a suitably design bolted steel tank and avoid potential catastrophe due to poor seismic conditions. GHD is responsible for all aspects of engineering and permitting.

Humboldt County Storm Damage Road Repair Projects

Resident Engineer

Humboldt County Department of Public Works | Eureka, CA

Served as Resident Engineer for various storm damage repair projects at Office of Emergency Services (OES), FEMA, and Federal Highway Administration (FHWA) sites grouped together geographically. Project included resident inspection, construction management, verification of contractor cost accounting, and general construction monitoring on various County roads including Alderpoint Road, Shively Road, East Branch Road, and Stafford Road. Included culvert

replacements, shoulder repairs, road alignments, installing a vertical steel retaining wall, sediment removal, roadway reconstruction, paving, and erosion control.

Humboldt State University LID Retrofit Projects

Principal-in-Charge

Humboldt State University | Arcata, CA

Provided principal oversight for design of low impact development retrofits for the City of Arcata's 7th and G Street Parking Lot, Humboldt State University's G13, G14, FS6 parking lots, and Northern Humboldt Union High School District's Arcata High School campus. All three projects were funded by a Proposition 84 grant. Improvements included: bio swales, rain gardens, infiltration trenches, and five different types of permeable pavement (grass pavers, concrete pavers, permeable interlocking concrete pavement, pervious concrete, and porous asphalt).

Municipal Engineering, Water and Stormwater

Principal-in-Charge

City of Trinidad | Trinidad, CA

As City Engineer role, work with City Manager, City Planner, and other City staff to assist the City with their engineering and master planning projects that include stormwater, water supply, water treatment, water storage, water distribution, trails, roadways, and related municipal engineering needs. Work includes lead and support roles in various projects in some or all areas of assistance from planning, master planning, funding assistance, public outreach, design, environmental compliance, permitting, public bidding, contractor procurement, construction management, and post-construction monitoring as needed.

Luffenholtz Creek Source Water Protection

Principal-in-Charge

City of Trinidad | Trinidad, CA

Provided principal oversight during design and construction to this sediment reduction project from initial grant application submittal through project completion. The project was constructed on private property for the benefit of the City's water system. The project included construction of two new roads with extensive excavation, grading, and subgrade development, development of a quarry, installation of two premanufactured bridges, and installation of numerous erosion and sediment control BMP. Funding included a \$1.7 million Prop 50 grant from the SWRCP division of water to complete the project.



Jeremy Svehla PE, QSD/P

Business Group Leader – Maritime & Coastal



Location

Eureka, CA

Experience

20 years

Qualifications/Accreditations

- BS, Environmental Resources Engineering, Humboldt State University, Arcata, CA, 2003
- Civil Engineer, CA #72169, OR #84314
- Qualified Stormwater Pollution Prevention Plan (SWPPP) Developer / Practitioner #00159

Key technical skills

- Coastal Resiliency
- Habitat Restoration Design
- Flood Management and Sea Level Rise (SLR) Adaptation
- Hydrology, Hydraulics and Geomorphology
- California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and Permitting
- Granting Writing
- Construction Management

Memberships

- American Society of Civil Engineers (ASCE), North Coast Branch, Past Director
- American Fisheries Society
- City of Arcata, Wetlands and Creek Committee, 2014 - Present
- Humboldt State University Environmental Resources Engineering Department, Accreditation Board for Engineering and Technology (ABET) Accreditation Advisory Committee, 2010 - Present

Relevant experience summary

Jeremy Svehla is a professional engineer with over 20 years of experience in water resources and coastal engineering, encompassing a broad range of engineering design, project management, and construction management for large-scale multi-benefit projects related to habitat restoration, flood reduction and coastal resiliency. This has involved managing the Eel River Restoration Program comprised of the Salt River Ecosystem Restoration Project involving restoration of the lower 7.7-mile reach of the Salt River corridor and 450 acres of tidal salt marsh. He is also managing restoration of the lower 2.5-mile reach of Centerville Slough, 150 acres of tidal salt marsh, and 15 acres of coastal dunes in the Eel River Estuary. His skills range grant writing, geomorphic assessments, shoreline assessments, 2D hydrodynamic modeling, riverine and estuarine habitat restoration design, and SLR adaptation planning. He has served as project manager or project engineer for restoration projects and habitat improvement/enhancements for the majority of our team’s high-profile resiliency projects. As a testament to the quality of his service, Jeremy was named the ASCE San Francisco Section North Coast Branch “Engineer of the Year” in 2015.

San Francisco South Bay Salt Pond Restoration Project

Engineering / Constructability Reviewer California State Coastal Conservancy

Involvement on this project included constructability plan-check, quality assurance and environmental compliance review of construction documents. Role included review of shoreline erosion potential, suitability of sediment reuse for set-back berm construction and identification of haul route constraints due to traffic and dust suppression constraints. The review also included

value-engineering assessment to reduce overall construction cost while increasing project biddability and constructability.

City of Eureka SLR Vulnerability and Capital Improvement Adaptation Plan

Project Manager City of Eureka | Eureka, CA

This ongoing project is addressing the City's need to develop a long-term climate adaptation plan, tailored to planning for coordinated capital improvement projects

within the Coastal Zone. The plan focuses on Eureka's shoreline extending from Martin Slough to Eureka Slough. The inundation depth, duration and volume will be calculated and mapped, which provides an advancement of the previously used "bathtub model" approach that projected tidal still water levels across the landscape. Using the results, GHD is identifying tipping points or thresholds of action characterized by shoreline morphological response and/or asset. GHD is working with the City to develop holistic adaptation strategies that reduce or accommodate the inundation vulnerabilities.

Humboldt Bay Trail South SLR Adaptation Plan

Project Manager
Humboldt County Department of Public Works |
Humboldt Bay, CA

Oversaw the team's hydrologic, hydraulic, and wave analyses to determine SLR vulnerabilities and adaptation measures with the ultimate goal to reduce long-term risk for this 4.2-mile-long Humboldt Bay Trail segment. A regional high priority for years, the Humboldt Bay Trail is the backbone of Humboldt County's envisioned regional trail system, providing connectivity and a safe route between Eureka and Arcata, the County's two largest cities. The Humboldt Bay Trail South project is the final segment of trail needed to complete the overall Humboldt Bay Trail system. The trail parallels US Highway 101 between Arcata and Eureka and is vulnerable to wind-wave erosion, tidal inundation, and stormwater flooding. Led discussions with Caltrans regarding drainage and SLR impacts and developed solutions with the team that mutually benefit the proposed trail design and Caltrans infrastructure.

SLR Adaptation Plan for Transportation Infrastructure in the Eureka Hydrologic Area

Project Manager
Humboldt County Department of Public Works |
Humboldt Bay, CA

As part of a study to identify shoreline vulnerability and adaptation projects to address SLR, shoreline erosion, and sedimentation from coastal streams throughout a 3,000-acre study area—including the US Highway 101 corridor between Arcata and Eureka—is leading the project team to determine vulnerabilities to SLR impacts and adaptation measures that will reduce long-term risk. The study focuses on the geomorphic response to episodic storm events and long-term increases in sea levels. Humboldt County Department of Public Works leads the project, partnered with Caltrans, Humboldt County Association of Governments, and City of Eureka. The project is funded through a Caltrans Sustainable Communities Grant Program.

Lower Van Duzen River Streambank Restoration and Fish Passage Improvement Project

Project Engineer
HCRCD | Humboldt County, CA

Served as Project Engineer for this instream design analysis for streambank stabilization and restoration in the Lower Van Duzen River. Design development included an alternatives analysis for increasing streambank stability and improving adult salmonid migration habitat along 350-feet of stream channel utilizing RMA2, a 2D Finite Element Model. The project included conducting a topographic survey, soils investigation, geomorphic evaluation, hydrologic and hydraulic modeling, conducting site review meetings, preparation of final construction plans, and construction observation. The final design incorporated bioengineering and salmonid habitat enhancement components, such as large woody debris, willow matting, and boulder deflectors for scour pool development. The project included coordination and funding from agencies including California Department of Fish & Game (CDFG), USFWS, the US Department of Agriculture – Natural Resources Conservation Service (USDA-NRCS), HCRCD, and the Eel River Watershed Improvement Group.

West Trail / Pillar Point Shoreline Resiliency Project

Project Reviewer Quality Assurance/Quality Control (QA/QC)

County of San Mateo | San Mateo County, CA

Provided design review (QA/QC) for this nature-based shoreline resiliency project in San Mateo County. The final design includes beach nourishment of with drift-sill retention groins and native dune plantings. GHD led the design and permitting for this project that was constructed in 2022. GHD will also be leading the post-construction monitoring.

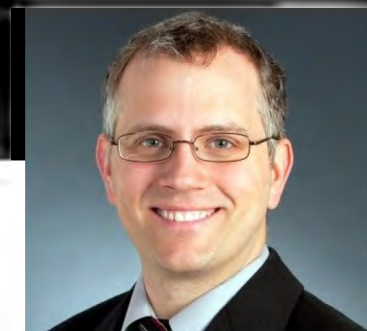
Elk River Estuary Enhancement and Public Access Project

Construction Manager
City of Eureka | Eureka, CA

As Construction Manager, is leading the project team develop construction documents for the salt marsh enhancement and public access improvements. The estuary enhancement project will significantly expand available salt marsh and inter-tidal wetlands near the mouth of the Elk River and also includes a 1.0-mile extension of the waterfront trail for expanded coastal public access. GHD is the leading the construction management and administration for this project as well as permit compliance.

Luke Halonen PE

Civil Engineer



Location

Eureka, CA

Experience

8 years

Qualifications/Accreditations

- BS, Environmental Resources Engineering, Humboldt State University, Arcata, CA, 2014
- Civil Engineer, CA #89080

Key technical skills

- Hydraulic Design of Linear Infrastructure
- Planning, Design, Permitting, and Construction
- Water and Wastewater Conveyance Infrastructure
- Hydraulics, Site Layout and Design

Memberships

- N/A

Relevant experience summary

Luke Halonen is a licensed civil engineer with over eight years of experience in delivering a variety of civil infrastructure projects. His professional area of focus is hydraulic design of linear infrastructure, including design of associated site improvements. Project types include water transmission, distribution, storage, and booster pump stations, stormwater conveyance and Low Impact Development (LID) stormwater treatment systems, and sanitary sewer collection systems including lift stations, associated project site design and grading, and pedestrian and bicycle facilities. Projects involve planning, environmental compliance, design, permitting, and construction. Roles on project include project manager, project engineer, construction manager, discipline lead, and technical reviewer. His experience also includes a broad range of planning, hydraulic modeling, and analysis capabilities.

City of Rio Dell Sanitary Sewer Evaluation Survey

Project Engineer
City of Rio Dell | Rio Dell, CA

The objective of this study is to identify the sources of Infiltration / Inflow (I/I) and determine at what level it is cost effective to reduce I/I versus conveying and treating it and what is necessary to prevent future sanitary sewer overflows due to collection system capacity issues. Contributed by analyzing pump station data to determine maximum sewer flow, prepared the project technical memorandum, managed communication between Rio Dell and GHD, and did background research on the existing sewer collection system.

Leachate and Potable Water Storage Tank Replacement Project

Civil Engineer
County of Sonoma | Sonoma County, CA | 2022 - Ongoing

Serving as Civil Engineer reviewer for the project, located in Sonoma County, California, for the design of six 200,000-gallon stainless steel landfill leachate storage tanks at three different landfill sites, as well as the design of three 200,000-gallon stainless steel potable water storage tanks at three different sites in Healdsburg. The project includes site grading, demolition of the existing tanks, site restoration and instrumentation and electrical design. The project will allow for additional storage of landfill leachate which will reduce hauling costs, as well as the replacement of three deficient redwood water tanks.

Wastewater System Infrastructure Improvement Project

Civil Engineer
Redway Community Services District | Redway, CA | 2021 - Ongoing

Serving as lead Civil Engineer Responsible for planning and preliminary design for Redway Community Services District's collection system and wastewater treatment plant in support of a Clean Water State Revolving Fund

planning grant. Collection system improvements include lift station evaluations and retrofits for replacement pumps. Treatment plant improvements include upgrades to the effluent pump station and forcemain with replacement pipe bridge for the Wastewater Treatment Plant's (WWTP's) increased flow capacity as part of the WWTP improvements.

Central Avenue Water & Sewer Main Rehabilitation Project

Civil Engineer
McKinleyville Community Services District | McKinleyville, CA | 2021 - Ongoing

A priority project in the District's Capital Improvement Program is replacing / rehabilitating approximately 2,700 linear feet of 6- and 8-inch Asbestos Cement (AC) sewer main and approximately 2,200 linear feet of 16-inch Asbestos Cement (AC) water main. Provided technical guidance on development of the alternatives analysis and preliminary design report for the project and is currently providing quality reviews in the development of final design plans and specifications for cured-in-place pipe lining of the sewer mains and installation of a new water main via open-cut trenching.

High Tank Pump Station

Project Manager
City of Eureka | Eureka, CA | 2021-2022

Served as Project Manager for the design of a replacement vertical turbine pump station at the City's Low Tank and High Tank facility to provide increased capacity to boost potable water from the on-site 1.0 MG ground-level reservoir to and the on-site 0.5 MG elevated reservoir. Project includes hydraulic evaluation of replacement pump station and pump selection, new pump station building, facility yard piping, site improvements including new service road and drainage facilities, and associated electrical and instrumentation retrofits to City's the existing Supervisory Control and Data Acquisition (SCADA) system and standby diesel generator and battery backup system.

Inland Empire Utility Agency Standard Details

Temescal Valley Pipeline Exp. Feasibility Study

Project Engineer
East Valley Municipal Water District | Highland, CA | 2021 - Ongoing

Serving as Project Engineer for a feasibility study that investigates the expansion of an existing 12.3-mile water transmission main ranging in size from 42-inch to 30-inch. The feasibility study includes planning level alternatives analyses evaluating criteria, such as capacity, constructability, costs, hydraulics, traffic impacts, and includes evaluates options including

parallel and replacement pipelines, as well as a booster pump station. Developed about preliminary design report and conceptual plans.

Mendocino USD Recycled Water System

Lead Civil Engineer
Mendocino Unified School District | Mendocino, CA | 2021

Serving as Lead Civil Engineer for the engineering design of a recycled water pipeline to provide tertiary recycled water for the District's irrigation system and to improve the District's fire protection capabilities. The new distribution system will convey recycled water from the existing WWTP to a new recycled water storage tank. Design includes a new distribution system, irrigation service connections, fire hydrants, pressure reducing valves, fire hydrants, and a new recycled water storage tank.

Oliver P. Roemer Water Filtration Facility 2021 Expansion

Lead Civil Engineer
West Valley Water District | Rialto, CA | 2020-2021

Served as Lead Civil Engineer for the preliminary engineering of the water treatment facility expansion which includes a new trident filter system, new influent and effluent pump stations, yard piping modifications, site modifications, and new effluent water main to an existing storage reservoir. Lead the civil design development for the effluent water main, and the facility modifications which included site grading and drainage improvements, site circulation and paving, yard piping improvements relating to two new pump stations, and retaining wall to accommodate influent new pump station.

Eureka Pump Station Pump Upgrade Washington Street

Project Manager
City of Eureka | Eureka, CA | 2020-2022

Served as Project Manager for a hydraulic evaluation of three in-series pump stations requiring upgraded pumps. Evaluation included hydraulic modeling and calibration of the pumps and discharge force main, selection of replacement pumps, and summary recommendation of findings. Prepared the design package for the City selected pumps from the evaluation task to retrofit for one of the three pump stations: Washington Street Pump Station. Design included retrofitting existing vertical shaft driven dry pit pumps with single - body centrifugal pumps, modifications to existing suction and discharge piping, retrofitting new beam and electric hoist, integration of new equipment with existing SCADA equipment, and associated auxiliary pump station modifications.



Holly Cinkutis PE, LEED AP

Senior Civil Infrastructure Engineer / Water



Location

Eureka, CA

Experience

16 years

Qualifications/Accreditations

- BS, Agricultural & Biological Engineering (Minor: Environmental Engineering), Pennsylvania State University, Centre County, PA, 2006
- Civil Engineer, CA #77541, PA #079263
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP), 2009
- Qualified Stormwater Pollution Prevention Plan (SWPPP) Developer
- Drinking Water Treatment Operator (T2), CA #44264
- Drinking Water Distribution Operator (D2), CA #53106

Key technical skills

- Project Management, Construction Management, Contract Administration
- Water Distribution System Design, Water Treatment System Design, Wastewater Collection System Design, Wastewater Treatment System Design
- Construction Observation / Inspection
- AutoCAD
- Cost Estimating & Budgeting

Memberships

- California Water Environmental Association
- American Water Works Association, California-Nevada Chapter- Pipeline & Tank Committee Secretary

Relevant experience summary

Holly Cinkutis is a licensed civil engineer with more than 16 years of experience in the municipal, public works, and land development sectors of the civil engineering industry. Her experience began as a project engineer and progressed to project manager and acting engineer for multiple water and wastewater service providers and public works entities. As a project manager at GHD, Holly is responsible for managing project design teams which requires coordinating across multiple disciplines to deliver designs within budget and schedule. Holly's experience ranges from working with stakeholders in planning for future capital improvement projects to project implementation and final completion.

Duncan Hill Treated Water Improvements Project

Senior Engineer
Placer County Water Authority | Placer County, CA | 2022

The project, located in Placer County, California, includes the design of approximately 1.5 miles of new 12-inch water main to connect the Auburn Treated Water system to the Foothill Treated Water system. The project will allow for water service to be provided to residents along the proposed alignment that do not have potable water service presently and experience issues

with unreliable water quantity and quality from their existing wells. The project includes the design of two pressure reducing stations, navigation of a creek crossing, a steep hill alignment and coordination with Pacific Gas & Electric (PG&E) and Federal Energy Regulatory Commission (FERC) in regards to the crossing of a Pennstock. The project will be publicly bid in 2022.

Leachate and Potable Water Storage Tank Replacement Project

Senior Engineer
County of Sonoma | Sonoma County, CA | 2022

The project, located in Sonoma County, California, includes the design of six 200,000-gallon stainless steel landfill leachate storage tanks at three different landfill sites, as well as the design of three 200,000-gallon stainless steel potable water storage tanks at three different sites in Healdsburg. The project includes site grading, demolition of the existing tanks, site restoration and instrumentation and electrical design. The project will allow for additional storage of landfill leachate which will reduce hauling costs as well as the replacement of three deficient redwood water tanks. The project will be publicly bid in 2022.

Repair 1MG Water Tank Facility 60173

Senior Engineer
Orion Construction Corporation | San Clemente Island, CA | 2021

The project, located on San Clemente Island, California, included the development of construction documents (plans and technical specifications) for the construction of two new 400,000-gallon glass-fused to-steel water storage tanks and associated underground piping, valves and appurtenances to connect to the Navy's existing island distribution system. The project's primary goal is to remove and replace the Navy's existing failing 1MG concrete water tank with two new Aquastore tanks. The project included the design of disinfection byproduct reduction spray aeration systems for each tank which include 10 hp blowers and individual tank mixers. The existing pumps were reviewed for their ability to work with the new system elevations. GHD acted as the design engineer in collaboration with Orion Construction Corporation, the design build firm for the project.

Drinking Water State Revolving Fund (DWSRF) Construction Application Technical Assistance

Senior Engineer
California State University, Sacramento (CSUS) Office of Water Programs | California | 2020

The projects, located throughout California, include the preparation of Construction Applications for various water service providers that need technical assistance for completion of California State Funding Construction Applications (DWSRF and Clean Water State Revolving Fund (CWSRF) Construction Applications). GHD has been selected to provide technical assistance for several projects which are administered by CSUS Office of Water Programs. Projects range in size and scope, however, the goal of the program is, if possible, consolidation of smaller struggling permitted water systems with larger systems. Each project requires the identification of the need for assistance, development of engineering reports in which alternatives are compared, preparation of plans, specifications, and construction cost estimates for the implementation of the recommended alternative(s) and often environmental

permitting and legal Butte Local Agency Formation Commission (LAFCo) coordination. Acted as Project Manager and the Senior Design Engineer on the following projects:

- 5912-A County's Service Area 11 to Pescadero High School Extension Design
- AR 5755 Lakeside Woods Consolidation Feasibility Study
- 6080-A Southwest Clearlake Consolidation Feasibility Studies
- 6341-A Potter Valley Community Unified School District System DWSRF Construction Financing Application Assistance

Sewer System Master Plan Implementation: CIP-6 Phase 1

Project Engineer
City of Rohnert Park | Rohnert Park, CA | 2021

The project, located in Rohnert Park, California, includes the removal of 650 linear feet of 18-inch sanitary sewer, abandonment of 600 linear feet of 18-inch sanitary sewer, installation of new manholes and approximately 1,470 linear feet of new 8-, 18-, and 30-inch sanitary sewer main via trenching. The project also includes trench restoration, restoration of landscaped areas, roadway restoration and striping, and reconnection of laterals. The project will reduce the City's infiltration and inflow from the aging existing collection system as well as abandon a portion of sewer that is no longer used from the City of Cotati. The project will be publicly bid in the summer of 2021.

Coyote Valley Water System Improvement

Project Manager
Coyote Valley Band of Pomo Indians | Redwood Valley, CA | 2019

The project, located in Redwood Valley, California, included the development of an existing well, installation of well pump and controls; 1,800 linear feet of four-inch raw water pipeline; installation of a 5,000-gallon raw water tank; raw water pump house with duplex pumps and controls; installation of a 60 gpm AdEdge packaged water treatment facility, which utilizes iron and manganese removal filtration followed by Reverse Osmosis (RO); the installation of a new bolted steel 70,000-gallon finished water tank; and a finished water pump house with duplex pump system and controls. The project, fully funded by a US Department of Agriculture (USDA) grant, is the first step in the Tribe's goal to provide water to their reservation and disconnect from the Redwood Valley Water System. The project was funded by USDA and publicly bid.



Matt Kennedy PE, TE, ENV SP
Pacific Business Group Leader



Location

Santa Rosa, CA

Experience

19 years

Qualifications/Accreditations

- MS, Environmental Engineering, University of Massachusetts, Amherst, MA, 2003
- BS, Environmental Resources Engineering, Humboldt State University, Arcata, CA, 2001
- Civil Engineer, CA #68304, OR #83450, NV #24172, NM #23032, HI #18171, GU #1337, CNMI #528
- Traffic Engineer, CA #2385
- Envision Sustainability Professional (ENV SP)

Key technical skills

- Environmental Compliance
- Design Engineering
- Permitting and Construction

Memberships

- American Society of Civil Engineers (ASCE)
- American Water Works Association (AWWA)
- Society of American Military Engineers

Relevant experience summary

Matt Kennedy is a principal engineer with 19 years of experience in delivering a wide variety of civil infrastructure projects. Project types include water and recycled water, sewer, drainage, traffic / transportation, buildings, and sustainable site development. He is adept in the management and design of multi-discipline projects with medium to large teams and numerous stakeholders and including construction management. Projects involve planning, environmental compliance, design, permitting and construction. Project elements include water tanks, wells, water transmission/distribution, sewer collection, pump stations, stormwater conveyance, Low Impact Development (LID), grading and drainage, civil site design, traffic signals, roadways, retaining walls, pedestrian and bicycle facilities, and traffic control. His experience also includes a broad range of planning, modeling and analysis capabilities, including utility master planning, hydrologic and hydraulic modeling, water and wastewater process design, traffic and parking studies, and circulation studies. He is also experienced in land surveying and construction management.

San Francisco Veterans Administration Medical Center Parking and Emergency Response

**Civil Engineer of Record
San Francisco Veterans Administration Medical Center | San Francisco, CA**

GHD provided civil, mechanical / plumbing, electrical and telecommunication design and NEPA services for a new five-level parking structure and Emergency Operations Center (EOC) on the Medical Center campus to provide approximately 300 additional parking spaces for use by patients, staff, and visitors. The EOC is a 5,000-square-foot finished space inside the parking garage to accommodate the emergency response functions and storage of associated supplies and equipment. This EOC enhances the ability of the Medical Center to carry out its designated

responsibilities during a national disaster. GHD's role on the project involved the design of civil, mechanical, fire protection, electrical and telecommunication improvements. Site civil improvements included demolition, excavation, grading, drainage including bioswales for stormwater quality enhancement, new and relocated utilities, site ADA access, and related improvements. Mechanical, electrical and telecom designs support the new parking garage and EOC, and include fire protection systems, building plumbing and drainage and HVAC systems, lighting, a photovoltaic system, and primary and emergency power supplies, and emergency and nonemergency communication systems. Construction of this project was completed in 2014.

Field of Dreams Well #8

Project Manager, Civil Engineer of Record City of Sonoma | Sonoma, CA

Responsible for this well project for the City of Sonoma. The project includes a feasibility study, basis of design, preparation of a mitigated negative declaration, and development of detailed construction documents for bidding and construction. The project converts an existing 8-inch irrigation well for the Field of Dreams Park into a new municipal potable water supply well. The well is situated in the northwest corner of the park, directly adjacent to the Montini Open Space Preserve and near General Vallejo's historic home. The potential to encounter culturally significant materials during construction is a key project issue, and provisions are incorporated into the construction documents addressing required mitigation measures should such materials be encountered. The project includes improvements to the existing well head to bring it into compliance with State Division of Drinking Water requirements. Other elements of the project include a new CMU control and chlorination building with metal roof, fire suppression system, HVAC system, new Variable Frequency Drive (VFD) controlled well pump, Arden TriChlor tablet chlorination system, water quality testing instrumentation, underground piping connecting to the City's distribution system, gravel access road, and grading and drainage improvements to the surrounding site. The project also relocates the baseball scoreboard controls, ball field lighting controls and irrigation controls to the new building, a new PG&E electrical service, and Supervisory Control and Data Acquisition (SCADA)/telemetry improvements. The project meets CalGreen and Title 24 energy requirements. The project was bid in February 2015 and is scheduled to begin construction in April 2015.

Mt. Vernon Road Intertie

Project Manager, Civil Engineer of Record Placer County Water Agency | Auburn, CA

Responsible for the design of an interconnection between Placer County Water Agency's water distribution system and the Nevada Irrigation District water system. The purpose of the interconnection is to improve water system reliability by providing an additional source of emergency water supply for both water suppliers. Elements of the project include geotechnical investigations to confirm subsurface conditions, topographic survey, development of pipeline plans/profiles, pressure reducing station grading and site improvements, details and traffic control plans, creation of technical specifications and an engineer's opinion of probable construction cost. Bid and construction services were also provided.

Replacement Well #4 and New Well #9

Project Manager, Civil Engineer of Record City of Ukiah | Ukiah, CA

Responsible for the planning and design of two wells for the City of Ukiah. This project replaces existing and failing Well #4 with a new well, chlorination and control building, and related site improvements, and constructs new Well #9. Well #4 is located on a parcel in a residential neighborhood. It was constructed in 1957 and has historically been one of the City's best producing wells. Recent well casing failures and risk of losing the well entirely have prompted the City to move forward with the construction of a new replacement well and abandonment of the existing well. New Well #9 is located on a private parcel in northern Ukiah just outside City limits. Pilot testing performed by the City indicates the Well #9 site has good water production potential. Both wells are designed to be similar and constructed by the same well drilling contractor under one contract. The control and chlorination building for each well, along with well head improvements and site and utility improvements will be constructed under a separate contract after the wells are drilled and tested.

Paulin Well Relocation

Project Manager, Civil Engineer County of Sonoma General Services | Santa Rosa, CA

The transfer of County property to the State of California for the proposed State Courthouse project required the destruction of a water supply well used for irrigation and as an emergency water source for the County's Emergency Operations Center. GHD prepared construction documents for a replacement equivalent water supply well in the vicinity of the existing well and on County property, including the destruction of the existing well. GHD assisted the County during contract negotiations, and throughout construction, including sampling and testing of soil and groundwater for compliance with the Soil and Groundwater Management Plan, and on-site monitoring and reporting during new well drilling and existing well destruction.

City of Petaluma On-Call Traffic Engineering Services

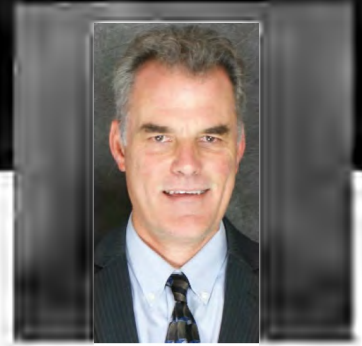
Traffic Engineer City of Petaluma | Petaluma, CA

Served as an assistant Traffic Engineer for the City of Petaluma and supporting the City's traffic engineering needs, including construction inspection, signal timing and controls, speed surveys, review and approval of contractor traffic control plans, transportation planning, and other tasks.



Rick Guggiana EE, LEED AP, CDT

Senior Electrical Engineer



Location

Santa Rosa, CA

Experience

34 years

Qualifications / Accreditations

- BS, Electrical Engineering Technology, California State Polytechnic University, Pomona, CA, 1983
- Electrical Engineer, CA #15580, AZ #34069, CO #34471, IL #062-053426, TX #86009, WA #36259
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP), US Green Building Council
- Construction Documents Technologist (CDT), Construction Specifications Institute

Key technical skills

- Electrical, Controls, and Instrumentation Fields
- Water Treatment, Storage, and Pumping Systems, Wastewater Collection and Treatment Systems, Pumping Controls, Supervisory Control and Data Acquisition (SCADA) Systems

Memberships

- Institute of Electrical and Electronics Engineers

Relevant experience summary

Richard (Rick) Guggiana is a licensed electrical engineer with over 34 years of experience in the electrical, controls, and instrumentation fields, for federal, military, municipal, and private industrial clients. He has extensive experience with water treatment, storage, and pumping systems, wastewater collection and treatment systems, pumping controls, SCADA systems, low and medium-voltage power generation, microgrids, and waterfront electrical distribution. Rick has led large-scale coordination and arc flash studies, desk-top radio path modeling, photometric analyses, forensic studies, feasibility studies, condition assessments, construction cost estimates, and engineering services during construction. He has also written design-build Requests for Proposal (RFP's) and has served as the client's representative, as well as served as the lead electrical engineer on contractor-led design-build teams. Rick was involved in the design and construction management of a 115 kV substation project, which won a merit award from the Consulting Engineers and Land Surveyors of California (CELSOC).

San Francisco Public Works Non-Potable Water Re-Use System

Electrical Engineer

San Francisco Public Works | San Francisco, CA

Served as Electrical Engineer for the engineering report and design for a 25,000 GPD non-potable water re-use system. The system collects foundation underdrainage from adjacent buildings and treats it via media and membrane filtration and disinfects for re-use in street-sweeping and fountain make-up supply, off-setting potable water use by over five million gallons per year. A significant design challenge was to fit new equipment into an underground vault with existing equipment that needed to remain in place. Electrical scope included modifications to an existing equipment vault power distribution, Motor Control Center (MCC) expansion, with

new instrumentation and PLC-based SCADA system. The project also provided power distribution to receptacles at the above-ground plaza. Receptacles and associated breakers were mounted in vandal-resistant pedestals for use by farmers-market vendors. Electrical scope included voltage drop and conduit fill calculations.

Ukiah Downtown Streetscape Project

Electrical Engineer

City of Ukiah | Ukiah, CA

Designed electrical distribution and street lighting for project to improve a one-third-mile long section of roadway through the center of town. Scope included photometric analysis, selection of luminaires, and circuiting of pole-mounted receptacles for seasonal decorations. Coordinated with City's electrical utility to select suitable service points for each block so that

service disconnection points were very close to any poles that required maintenance.

Redding Downtown Streets Circulation Project

Electrical Engineer
City of Redding | Redding, CA

Designed electrical distribution for a downtown streetscape project. The project includes low-voltage tree well lighting integrated with the tree well gratings, tree well receptacles, receptacle pedestals, overhead catenary lighting, and monument sign lighting. Electrical service points were coordinated with the City's electrical utility department.

Finnie Flat Road Sidewalks and Landscaping

Electrical Engineer
Arizona Department of Transportation | Camp Verde, AZ

Designed electrical distribution and street lighting for project to improve a half-mile-long section of roadway through the center of town. Scope included coordination of new electrical service from the utility, photometric analysis, selection of luminaires, and circuiting of pole-mounted receptacles for seasonal decorations.

Secure, Reliable, Low Carbon Community Microgrid

Electrical Engineer
Blue Lake Rancheria | Blue Lake, CA

Served as Electrical Engineer for preparation of construction drawings for a microgrid to power a casino, hotel, tribal administration building, and supporting facilities. The project was funded through the California Energy Commission's Electric Program Investment Charge (EPIC). The design scope included integration of a 500 kW Photovoltaic (PV) system, 500 kW battery energy storage system, 1,000 kW diesel generator, and a 150 kW fuel cell on to a 12.47 kV distribution system that was purchased from the utility. The design also included 15kV switchgear to provide the means to separate from the utility on demand, to synchronize and reconnect the microgrid to the utility, and to provide revenue metering. A microgrid management system selects and controls the various generation sources according to several economic and green criteria as selected by the system operator. SEL700G relays were used for protection, as well as were programmed to act as a transfer switch controller between the diesel generator and the utility. Performed an arc flash study to determine the worst-case combination of generators, and to label the system equipment for such.

2300 Delaware Microgrid Study

Project Manager, Electrical Engineer
University of California Santa Cruz | Santa Cruz, CA

Responsible for preparation of a feasibility study and planning documents for a microgrid to support the 2300 Delaware and Marine Science campuses, two adjacent properties that are remote from the main campus. The proposed microgrid combines PV arrays, a battery energy storage system, a fuel cell system, and experimental-scale wind turbines, along with two 21kV connections to Pacific Gas and Electric (PG&E), to serve loads to university campus facilities. A microgrid management system will select and control the various generation sources according to several economic and green criteria as selected by the system operator. The design includes replacement and expansion of the existing electrical service switchgear to accommodate the connection of the various facilities to the microgrid.

South Entry District Utilities

Electrical Engineer
University of California at Davis | Davis, CA

Served as Electrical Engineer for the design of the expansion of the campus into an undeveloped area programmed to support major facility construction for the next 15 years. The project includes extension of 12kV electrical distribution, telecomm, and wet utilities into an undeveloped area of campus. Work included estimating electrical load demand for the new facilities in this District, as well as for the rest of the campus. The entire campus electrical distribution system was modeled to estimate future loads on feeders and substation transformers, and to identify deficient system components. Distribution system improvements were recommended along with identifying a timetable for when the improvements needed to be constructed in order to support new or expanded facilities.

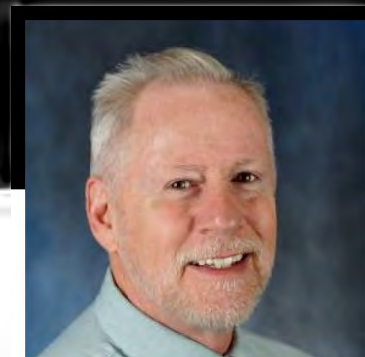
MCON P-364 NSWCCD Consolidation

Electrical Engineer
US Naval Facilities Engineering Command Northwest | Naval Base Kitsap, Bangor, WA

Served as Electrical Engineer for the design of a 22,000-square-foot office / laboratory building and associated pier facilities. Designed medium voltage distribution to the site, including overhead spacer cable line. Designed addressable fire alarm / mass notification system for office / laboratory building and associated pier facilities. Designed interior lighting concepts and selected light fixtures for the office / laboratory building to contribute to LEED Silver rating.

Steve Burns PE, SE, ME, LEED AP

Structural Engineer



Location

Santa Rosa, CA

Experience

42 years

Qualifications/Accreditations

- MS, Structural Engineering, University of California, Berkeley, CA, 1991
- BS, Engineering, San Francisco State University, San Francisco, CA, 1980
- Civil Engineer, CA #51369
- Structural Engineer, CA #4229
- Mechanical Engineer, CA #26600
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP), US Green Building Council
- Construction Documents Technologist (CSI)

Key technical skills

- Design And Analysis of Building, Civil, and Bridge Structures

Memberships

- Structural Engineers Association of Northern California

Relevant experience summary

Steve Burns is a professional engineer with over 40 years of experience in the design and analysis of building, civil, and bridge structures. Steve has extensive experience with both new construction and repair / retrofit. In the building industry, he has performed new building design, as well as seismic retrofit for concrete, steel, masonry, and wood structures.

City of Santa Rosa Water Pump Station 1

Senior Structural Engineer

City of Santa Rosa | Santa Rosa, CA

As Senior Structural Engineer, performed a structural evaluation to determine causes and mitigation of observed water seepage through an existing retaining wall. The retaining wall was also a wall of the pump station building. Horizontal cracks that leaked water during the wet season were observed in the wall. It was determined that expansive fills behind the wall coupled with a failed back drain were the most likely cause of the wall cracking observed. A technical memorandum was produced that contained several mitigation options as well as discussing the possible outcome if nothing was done, Options consisted of: 1), providing a soldier pile retaining wall directly behind the existing wall, 2) removing and replacing the fill behind the existing wall with non-expansive material along with replacing the back drain. It was advised that the do-nothing scenario would lead to expanding wall cracks, wall reinforcement corrosion with subsequent spalling and eventual localized wall failure.

Northern California Power Agency (NCPA) Sulfur Platform

Senior Structural Engineer

NCPA | NCPA Geothermal Plant 2 - Middletown, CA

As Senior Engineer, designed a two-story steel vacuum filter building for NCPA located at the geothermal power plant east of Middletown, CA. The existing filter building was badly corroded due to a mixture of sulfur and water in the sulfur extraction process that formed dilute sulfuric acid. The replacement building was 1,020 square feet and designed to support filtration equipment in the second level. The lower-level slab on grade was detailed to support metal bins that collected the sulfur for removal. The roof diaphragm consisted of metal deck. The second floor consisted of grating and used tension tie rod bracing as a diaphragm. The lateral load resisting system consisted of wide flange moment frames.

241 Plant Road

Senior Structural Engineer Mendocino Transit Authority | Ukiah, CA

As Senior Structural Engineer, designed a maintenance facility, fuel storage pad with canopy and detail canopy for TLCD Architecture. The single-story maintenance facility with a mezzanine measured 76 feet by 170 feet. Its superstructure was composed of steel moment frames supporting a metal roof deck utilizing a tension tie rod braced diaphragm. The roof was composed of metal decking supported by open web steel joists. Surrounding the perimeter of the building was a 10-foot-tall cantilever masonry wall. The fuel storage pad with canopy measured 44 feet by 52 feet. The canopy was composed of ordinary steel moment frames. The clean detail canopy measured 16 feet by 30 feet and was tie rod braced.

Montgomery Bridge Sewer Main Protection

Senior Structural Engineer City of Santa Rosa | Montgomery Drive Bridge, Santa Rosa, CA

As Senior Structural Engineer, evaluated and designed supports for an existing sewer main to withstand loads from debris impact and debris build-up during high flows in the Santa Rosa Creek. The sewer main consisted of a 12-inch diameter ductile iron pipe that spans over the Santa Rosa Creek suspended from the Montgomery Drive Bridge. The sewer main spanned between bridge abutments and the center pier creating two segments approximately 56 feet in length each. The sewer main was under the 100-year flood top of water elevation. Evaluation using finite element analysis showed that the main had sufficient capacity to support design loads provided pipe supports were added and/or strengthened. Work was done in compliance with the 2016 California Building Code.

525 Golden Gate Office Building

Senior Structural Engineer City of San Francisco | San Francisco, CA

As Senior Structural Engineer, performed peer review of a 350,000-square-foot office building. Construction consisted of a 12-story steel concentric braced frame structure supported on a subgrade two-level concrete parking structure. The building was unique in that the upper steel structure was base isolated from the remaining structure. Peer review was conducted during the design development phase of the project.

Mission Bay Block 28

Senior Structural Engineer City of San Francisco | San Francisco, CA

As Senior Structural Engineer, played a key role in the design of a six-story, 280,000-square-foot office building

in the China Basin District of San Francisco. The building's gravity load resisting system consisted of concrete two-way flat-slab construction supported by concrete columns that rest on pile foundations. The building's lateral load resisting system utilized a dual system consisting of reinforced concrete shear walls and reinforced concrete special moment resisting frames. Responsibilities included creating and running ETABS, SAP2000, and SAFE analysis models for the building and its components, as well as performing detail design. Miscellaneous elements, such as steel canopies, guard railings, and various mechanical equipment supports were also designed. Additionally, provided technical support to architects and construction contractors during the construction administration phase such as responding to RFI's and reviewing shop drawings.

Mission Bay Blocks N1 and N3

Senior Structural Engineer City of San Francisco | San Francisco, CA

As Senior Structural Engineer, assisted in the design of several 17-story, 440,000 to 660,000-square-foot mixed-use buildings in the China Basin district of San Francisco. The gravity load resisting system consisted of flat-slab construction supported by concrete columns that rest on pile foundations. The buildings' lateral load resisting system utilized a dual system consisting of reinforced concrete shear walls with coupling beams and reinforced concrete special moment resisting frames. Responsibilities included modifying and running an ETABS analysis model for Block N3, as well as performing detail design of the lateral load resisting system for all structures from the schematic through to the construction document preparation phases.

Bel Marin Keys Pump Station No. 5

Senior Structural Engineer Bel Marin Keys | Novato, CA

As Senior Structural Engineer, performed the structural design for facilities at a 2,000-square-foot pump station. Facilities consisted of a 10-foot diameter by 20 feet deep wet well, a nine-foot by six-foot by six feet deep valve vault, a six-foot diameter by six feet deep meter box, and miscellaneous mechanical and electrical equipment pads. Structures were designed as either cast-in-place or as precast items. Additionally, a 50-foot tie back anchored retaining wall retaining approximately 15 feet of earth was designed to prevent the site from sloughing into an adjacent bay estuary. The retaining wall and dead man were composed of driven steel sheet piles. The tie backs were composed of threaded bars with turnbuckles and the waler was composed of steel wide flange shapes.

Craig Camp

Technical Director



Location

Irvine, CA

Experience

40 years

Qualifications/Accreditations

- BS, Mining Engineering, University of Idaho, Moscow, ID, 1979

Key technical skills

- Project Manager
- Cost Estimator
- Drill and Blast Tunneling
- Trenchless Methods for New Pipeline Installation
- Pipe Bursting and Trenchless Pipeline Replacement
- Trenchless Pipeline Rehabilitation
- Geotechnical Data and Interpretive Reports
- Prepare Geotechnical Baseline Report
- Shaft Design and Construction

Memberships

- Construction Management Association of America (CMAA)
- North American, Society for Trenchless Technology (NASTT)
- American Society of Civil Engineers (ASCE)
- Society of American Military Engineers (SAME)
- Society of Mining Engineers (SME of AIME)
- Western Chapter of NASTT (WESTT)

Relevant experience summary

Craig Camp has over 40 years of experience in underground construction. His expertise encompasses all phases of microtunneling and other trenchless construction methods including conceptual design reviews, preliminary design reports based on anticipated ground conditions, production estimates, specification reviews, drawing reviews, Geotechnical Baseline Reports (GBR) reviews, project cost estimating, and resolution of project issues. He has been involved in over 100 trenchless construction projects installing over 250,000 feet of pipelines throughout North America, including Miami International Airport in FL; JFK International Airport in New York; Nimitz Reconstructed Sewer in Honolulu, Hawaii; and Novelty Hill Sewer in Seattle, Washington. Craig has worked with contractors, engineers, and owners in both the public and private sector markets to assist in the resolution of project issues.

Third Street Light Rail Transit Ductbanks at Mission Creek and Islais Creek Project

**Trenchless Technical Expert
San Francisco Municipal Railway; San Francisco Public Utilities Commission (SFPUC) | San Francisco, CA**

Served as Technical Expert for trenchless final design and construction of 5 undercrossings located below groundwater and containing various combinations of high-voltage (230kV), mid-voltage (15kV), and communication ducts: 1) one 194-foot undercrossing of Union Pacific Railroad (UPRR) twin track using 54-inch Outside Diameter (OD) steel casing, 2) two 115-foot undercrossings of twin SFPUC light rail track using 36-inch OD steel casing, 3) one 45-foot undercrossing of single UPRR rail track using 36-inch OD steel casing, 4)

three 160-foot undercrossings of single UPRR rail track and twin stormwater reinforced concrete boxes using 36-inch OD steel casing, and 5) one 160-foot undercrossing of twin SFPUC light rail track and single stormwater reinforced concrete boxes using 36-inch OD steel casing. Scope of work included finalizing included plans, specifications, soils report, and revising proposed trenchless construction method of microtunneling with Pilot Tube Method (PTM) plus Horizontal Anger Boring (HAB) and HAB with dewatering due to rock fill in the tunnel alignment.

Sky Canyon Sewer Project

**Trenchless Technical Expert
Eastern Municipal Water District | Perris, CA**

Served as Technical Expert for trenchless design review for 36-inch Inside Diameter (ID) Vitrified Clay Pipe (VCP)

gravity sewer. Reviewed two potential undercrossings - arterial surface street and seasonal creek. Street crossing is for 240 linear feet of a 60-inch steel casing for the gravity sewer with shafts of 26 and 20 vertical feet. Creek crossing is for 67 linear feet of a 60-inch steel casing for the gravity sewer with shafts of 14 and 20 vertical feet. Review included plans, specifications, soils report, and proposed trenchless construction method of Horizontal Anger Boring (HAB).

Orange County Loop Segments O, P, and Q |

Technical Specialist

Orange County | Orange County, CA

Served as Technical Specialist for reinforced concrete box jacking for UPRR and Burlington Northern Santa Fe Corporation (BNSF) railroad undercrossings for Orange County's loop bike way during preliminary design. The two 8-foot by 12-foot box jacks will pass under the entire railroad right of way. The two crossings are approximately 120 and 180 feet, respectively. Both undercrossings are immediately next to and parallel a concrete lined box creek channel that the railroads pass over on bridge structures. Additional tasks include gaining acceptance from both railroads for the undercrossings.

Capuchino High School Vicinity Sewer Capacity Upgrade

Trenchless Technical Expert

City of Millbrae | Millbrae, CA

Served as Trenchless Technical Expert for Millbrae's Capuchino High School Vicinity Sewer Capacity Upgrade project located in a residential neighborhood in the South San Francisco community. Reviewed design documents including geotechnical investigation for pipe bursting constructability. Project included replacement of approximately 3,030 feet of 6- and 8-inch diameter sewer main with new High-Density Polyethylene (HDPE) pipe. Contractor proposed a change in method to pipe reaming, a replacement technique that removes rather than structurally failing pipe. Reviewed the contractor's submittals for compliance with the contract requirements. Successful low bidder was approximately \$1,147,475.

XUMU 17-1098B1 2018 Coast Road Culvert Repair

Trenchless Technical Expert

Vandenberg Air Force Base | Vandenberg Village, CA

Developed technical concept to remove failing Corrugated Metal Pipe (CMP) storm drain buried in man-placed earthen fill. CMP was failing with joint separation, buckling, and failed invert leading to two sinkholes with one sinkhole preventing use of a critical road. Developed

contract documents for CMP replacement using tunneling including specifications, drawings, and engineer's estimated cost of construction. Reviewed contractor's submittals including work plan, proposed design changes, and tunneling construction equipment. Project required construction of approximately 240 feet of 12-foot rib and lag circular tunnel with seven-foot ID concrete storm pipe grouted in-place. Revised alignment removed existing grade breaks using a 4.87% downgrade. Alignment included a 110-foot radius with an arc length of 94 feet. Design included shield abandonment 55 feet below existing ground surface at an underground concrete bulkhead.

Moulton Niguel Water District Regional Force Main Replacement

Trenchless Design Review Technical Expert

Moulton Niguel Water District | Laguna Niguel, CA

Served as Trenchless Design Review Technical Expert for 20- and 24-inch parallel Techite pressure pipelines with each over 7,320 feet in length (total of 14,640 feet). Scope of work was limited to reviewing five creek undercrossings using HAB to install 72-inch steel casing for two 24-inch ID by 28.0-inch OD HDPE pipe. The first undercrossing is 135 linear feet with shafts of 22 and 25 vertical feet. Second and third drives use a common center shaft. The drives are 235 and 185 linear feet with shafts of 28, 27, and 31 vertical feet. The fourth undercrossing is 90 linear feet with shafts of 21 and 22 vertical feet. The fifth undercrossing is 160 linear feet with shafts of 33 and 25 vertical feet. Review included Preliminary Design Report (PDR), plans, specifications, soils report, and proposed trenchless construction method of HAB.

Browns Valley Trunk

Trenchless Expert

Napa Sanitation District | Napa, CA

Served as Trenchless Expert for Napa Sanitation District's Browns Valley Trunk project. Reviewed the alignment and alternatives, geotechnical information, shaft, and pipeline design and provided comments regarding trenchless method, constructability, cost, and schedule. Project included the new construction of three miles of sanitary sewer trunk main ranging in size from 15- to 48-inch diameter. Project included two microtunneling reaches for approximately 345 feet of gravity sewer within two reaches. The downstream, or Reach 1, was mostly upsizing 1,600 feet to 30 inches ID. The upstream, or Reach 2, was mostly upsizing 300 feet of 15-inch into 30-inch ID steel casing. The trenchless portion of reach one was mostly located within Old Sonoma Road and the trenchless portion of Reach 2 was under SR 29.



Julia Clark

Local Intelligence Analyst



Location

Eureka, CA

Experience

8 years

Qualifications/Accreditations

- BS, Environmental Science (Geospatial Science), Humboldt State University, Arcata, CA, 2015
- Esri ArcGIS Desktop Professional Certification, 2022
- Esri ArcGIS Online Administration Specialty Certification, 2022

Key technical skills

- Geographic Information Systems (GIS)
- Digital Data Collection
- Web GIS Management

Memberships

- North Coast GIS Users Group
- Urban and Regional Information Systems Association

Relevant experience summary

Julia is a Spatial Analyst with experience using GIS in multidisciplinary county, state, non-profit, and educational projects, often supporting environmental documentation, restoration, and a broad range of natural resources improvements and studies. She has supported digital data transformations for improved efficiency of field data collection efforts, conducted multi-criteria analysis for site selections, and has generated cartographic presentations for a wide range of disciplines.

Eureka Stormwater Resource Plan

**Environmental Scientist, GIS Analyst
Humboldt Community Service District | Eureka, CA**

Conducted smoke-testing of sewer networks to identify potential leaks in connections to residential units; collected field data for stormwater resource locations using sub-meter GPS receiver and ArcGIS Collector.

City of Eureka Stormwater Resource Plan

**Lead GIS Analyst
City of Eureka | Eureka, CA**

Assisted in the development of a Eureka Area Stormwater Resources Plan, including data acquisition and evaluation, multi-criteria analysis to identify optimal locations for projects, and field work involving stormwater data collection.

City of Trinidad LID Planning and Construction

**GIS Analyst
City of Trinidad | Trinidad, CA**

Provided GIS analysis for a grant proposal for conducting LID for the City of Trinidad. Performed data management and map design.

Redway Community Services Collection System Evaluation Study

**GIS Analyst
Redway Community Services | Redway, CA**

Provided assessment of existing wastewater spatial data and worked with the project team to develop a data collection plan to build a new wastewater GIS database. Prepared Survey123 form to collect field data from accessible locations and supported field staff in a full sewer manhole assessment.

McKinleyville Community Services District Highway 101 Sewer Crossing Retrofit

**Lead GIS Analyst
McKinleyville Community Services District | McKinleyville, CA**

The goals and objectives of this project are to retrofit three Highway 101 sewer crossings that drain sewage from the east side of Highway 101 to the west side where the District's treatment facility is located. GHD assisted the District with geotechnical and environmental studies used to complete the engineering design. Responsibilities included producing maps for

environmental reports and supporting field staff in data collection.

Humboldt Bay Trail South

GIS Analyst
County of Humboldt | Eureka, CA

Provided mobile GPS data collection resources and support to field biologists and botanists conducting environmental surveys. Managed data versioning and transfers between engineering plan sets and GIS. Assisted in the development of permitting and report map sets.

Low Impact Development (LID) and Stormwater Outfall Improvement

GIS Analyst
Tolowa Dee-ni' Nation | Smith River, CA

Provided GIS analysis for a grant proposal for conducting LID for the Tolowa Dee-ni' Nation. Performed data management and map design.

John Campbell Memorial Greenway Trail

GIS Analyst
City of Fortuna | Fortuna, CA

Provided cartographic maps to support project details and descriptions in grant applications. Utilized visual design skills and data management practices.

Manila Highway SR 255 Shared-Use Path

GIS Analyst
Humboldt County, Department of Public Works | Manila, CA

Provided GPS support for field data collection and developed cartographic products to support site assessment reports and permit applications.

Eel River Groundwater Management Plan

Lead GIS Analyst
Humboldt County Department of Public Works | Eureka, CA

GHD provided the appropriate data, analysis, modeling, planning, and documentation to satisfy the specific requirements under the Sustainable Groundwater Management Act for the Eel River basin. Assisted the Eel River Valley Basin Groundwater Sustainability Agency, led by the County, to develop a Groundwater Sustainable Management Plan that was technically defensible and that met the Department of Water Resources (DWR) components and reporting requirements.

Professional Environmental, Engineering, and Related Support Services

Lead GIS Analyst
Nordic Aquafarms California, LLC | Samoa, CA

Assisted project team with spatial data regarding environmental documentation and permitting. Provided Trimble and Environmental Systems Research Institute Collector GPS technical support and setup for field data collection by GHD ecologists. Assisted in data and versioning management, as well as provided cartographic visuals of project plans and information on conditions of surrounding area.

City of Rio Dell Sanitary Sewer Evaluation Study

Lead GIS Analyst
City of Rio Dell | Rio Dell, CA

Provided assessment of existing wastewater spatial data and worked with the project team to develop a data collection plan to build a new wastewater GIS database. Prepared Survey123 form to collect field data from accessible locations and supported field staff in a full sewer manhole assessment. Compiled field data to provide an updated wastewater network system and assisted client in identifying areas of high and low data confidence.

City of Rio Dell Water Infrastructure Improvements

GIS Analyst
City of Rio Dell | Rio Dell, CA

Assisted the City of Rio Dell in improving upon their existing water utility infrastructure database by developing a comprehensive schema format, cross-checking, and supplementing datasets with information from historic engineering reports, digitizing previously undocumented features, and validating system connections. Developed a database that can easily be exported into modeling software and can be maintained as an asset management system.

Lower Paxton Township Authority Mini-Basin Program

GIS Analyst
Lower Paxton Township Authority | Colonia Park, PA

Migrated field inspections from paper forms to digital. Increased efficiency in the field, reduce data entry time, and prepared automated report generation from the office. Developed a digital manhole inspection form, which included ability to markup diagrams and an automated report function. Developed a stormwater outfall field screening form, and an automated report function to improve field to office data collection.



Andrea Hilton

Project Manager



Location

Eureka, CA

Experience

18 years

Qualifications/Accreditations

- MS, Natural Resources (Watershed Management), Humboldt State University, Arcata, CA, 2006
- BA, Environmental Studies, Bard College, Dutchess County, NY, 1999

Key technical skills

- CEQA/NEPA
- Clean Water Act Permitting
- CDFW Permitting
- Coastal Zone Permitting
- Section 7 ESA Consultations

Relevant experience summary

Andrea Hilton is a project manager and environmental planner with 18 years of experience and an extensive technical background in hydrology and streamflow management, with an emphasis on management for special-status anadromous fish species. Andrea frequently conducts regulatory permitting, California Environmental Quality Act (CEQA), and National Environmental Policy Act (NEPA) support for a wide variety of projects, including public access facilities, trails, and public infrastructure improvements, among others. On a daily basis, she works with the U.S. Army Corps of Engineers, National Marine Fisheries Service, California Department of Fish and Wildlife, US Fish and Wildlife Service, North Coast Regional Water Quality Control Board, California Coastal Commission, and the Humboldt County Planning Department to ensure compliance with applicable federal, state, and local regulations including the Clean Water Act, Coastal Act, as well as the federal and state Endangered Species Acts.

Environmental Planner

First Slough Fish Passage and Habitat Improvement Project | City of Eureka | Eureka, CA

Prepared project permit applications to the Regional Board, US Army Corps of Engineers, National Marine Fisheries Service, and California Department of Fish and Wildlife. Prepared CEQA Categorical Exemption for small-scale habitat restoration projects.

Environmental Planner

Waste Water Regulatory Support | City of Eureka | Eureka, CA

Provided technical and regulatory support to ongoing NPDES permitting for the City's waste water effluent disposal, focusing on evaluation of required enhancement activities in the Elk River estuary.

Environmental Planner

Eureka Bay to Zoo Trail | City of Eureka | Eureka, CA

Prepared Project Description and CEQA ISMND for an urban trail in Eureka, California that includes crossing coastal

wetlands and sensitive stream habitat. Provided review and oversight of technical wildlife, botanical, wetland, and cultural resource evaluations.

Nordic Aquafarms Humboldt CEQA and Permitting

Environmental Planner

Nordic Aquafarms Humboldt | Samoa, CA

Prepared CEQA IS/MND and EIR. Coordination and reviewed numerous technical studies, including biological, botanical, noise, cultural, numeric modeling (dilution), and marine resources. Permitting lead for the North Coast Regional Water Quality Control Board (NCRWQCB) NPDES compliance for the ocean discharge. Worked closely with the lead agency (Humboldt County) and independent peer reviewers. Prepared project permits, including applications to the California Coastal Commission, Humboldt County, and the North Coast Unified Air Quality Management District.

Environmental Team Lead

Highway 101 Sewer Crossing Retrofit Project | McKinleyville Community Services District | McKinleyville, CA

Coordinated preparation of biological, botanical, wetland, and cultural resources technical studies. Prepared CEQA IS/MND and lead NEPA support conducted by Cal OES and FEMA.

Environmental Planner

Hiller Lift Station Improvement Project | McKinleyville Community Services District | McKinleyville, CA

Prepared a CEQA Categorical Exemption and Coastal Development Permit application to support necessary upgrades to a sewer lift station.

Humboldt Bay Eureka Slough Sea Level Rise Planning

**Environmental Planner
Humboldt County Department of Public Works | Eureka, CA**

Developed a sea level rise adaptation plan for the Eureka Slough hydrologic unit. Effort focused on existing regulatory constraints and development of proposed projects prioritized to increase sea level rise resiliency.

Environmental Planner

Samoa Waste Water Treatment Facility Development Support | County of Humboldt | Eureka, CA

Prepared funding application to finalize design and support construction of the Samoa Waste Water Treatment Facility via the California State Water Resources Control Board. Coordinated with the State Water Resources Control Board and U.S. Department of Agriculture to complete environmental compliance requirements for the project.

Environmental Team Lead

North Marin Wastewater Treatment Upgrade Project | North Marin Water District | Dillon Beach, CA

Coordinated the environmental project team with engineering staff to delineate wetlands, document on-site biological resources for FEMA, and complete a CEQA Categorical Exemption for upgrades to a public wastewater treatment facility.

Rohnerville Road Fire Station

**Project Manager
Fortuna Fire Protection District | Fortuna, CA**

Prepared a project description and CEQA IS/MND for construction of a proposed fire station on Rohnerville Road in Fortuna. The project is coordinated with planning staff at the City of Fortuna, as the City is the lead agency for the project.

Highway 101 Kenmar Road Interchange

**Environmental Team Lead
City of Fortuna | Fortuna, CA**

Served as Environmental Team Lead for Caltrans District 1 Local Assistance project. Managed environmental support activities for GHD and subcontractors, including the PES, biological, wetland, cultural resource, visual resource, and various other technical studies, as well as a CEQA IS/MND and NEPA support documentation. Worked in close coordination with project management and environmental staff at Caltrans District 1.

Rio Dell Water Improvement Project

**Environmental Planner
City of Rio Dell | Rio Dell, CA**

Prepared a project description and CEQA IS/MND for municipal drinking water infrastructure upgrades, including horizontal directional drilling under the Eel River Status Species and Clean Water Act permitting.

Fortuna Treatment and Effluent Percolation System Upgrade

**Environmental Lead
City of Fortuna | Fortuna, CA**

Prepared a project description and CEQA IS/MND for municipal wastewater treatment upgrades, including horizontal directional drilling under the Eel River. Prepared responses to agency comments in the Final IS/MND. Subsequently obtained a California Coastal Commission CDP Waiver for geotechnical drilling in the Eel River.

Old Arcata Road Rehabilitation & Pedestrian/Bikeway Improvements

**Environmental Team Lead
City of Arcata | Arcata, CA**

Served as Environmental Team Lead for Caltrans District 1 Local Assistance project. Prepared a project description and CEQA IS/MND and subsequent EIR for road rehabilitation, upgraded bicycle lanes, extended pedestrian walkway, cross walks, curbs and gutters, speed humps, and a new roundabout. Project includes wetland impacts and requisite compensatory mitigation.



Jane Ashdown Cipra

Senior Botanist



Location

Eureka, CA

Experience

18 years

Qualifications/Accreditations

- MA, Biology, Humboldt State University, Arcata, CA, 2007
- BS, Zoology, Weber State University, Ogden, UT, 1996

Key technical skills

- Plant Identification
- Geographic Information System (GIS) Data Collection and Mapping
- Habitat Identification

Memberships

- California Native Plant Society

Relevant experience summary

Jane Cipra is a biologist with diverse experience and expertise in plant identification, botanical surveys, ecological restoration, and wetland delineation. She is an expert at performing biological evaluations and has written extensive guidance documents for navigating different jurisdictional requirements. She has managed field biologists and performed field surveys for utility projects and contributed to the Temblor Range Wildlife and Botanical Inventory for the Bureau of Land Management. In addition, Jane worked for the National Park Service for ten years, most recently serving as the Botanist at Death Valley National Park. At Death Valley, she contributed to environmental assessments, the Wilderness and Backcountry Management Plan, and wrote an Exotic Plant Management Plan. Jane also managed annual rare plant surveys and burned area restoration projects in Death Valley.

Arcata Sunset Roundabout Project

Botanist

City of Arcata | Arcata, CA | 11/2022 - Present

Conducted wetland delineation, contributed to the biological resource report, and wrote the wetland delineation report in support of this project.

Contributed to the biological constraints memorandum by conducting desktop review of potential vegetation, and aquatic resource impacts.

Trinidad Water System Drought Resiliency Project

Botanist

City of Trinidad | Trinidad, CA | 10/2022 - 12/2022

Conducted rare plant surveys, Sensitive Natural Community mapping, and wetland delineation. Contributed to the biological resource report and wrote the wetland delineation report in support of this project.

Fortuna 12th Street Interchange Project

Botanist

City of Fortuna | Fortuna, CA | 11/2022 - Present

Conducted rare plant surveys, Sensitive Natural Community mapping, and wetland delineation. Contributed to the biological resource report and wrote the wetland delineation report in support of this project.

Gasquet North Fork Waterline Extension Project

Botanist

Gasquet Community Service District | Gasquet, CA | 10/2022 - Present

Conducted rare plant surveys and Sensitive Natural Community mapping and contributed to the biological memo in support of this project.

Trane FLASHES - Hogback Ridge

Botanist

Lake County | Clear Lake, CA | 11/2022 - 12/2022

Russ Creek Environmental Impact Report (EIR)

Botanist
Humboldt County Resource Conservation District | Eureka, CA | 8/2022 - 12/2022

Wrote the Biological chapter for the EIR for this wetland restoration and sea level rise resiliency project.

First Slough Fish Passage

Botanist
City of Eureka | Eureka, CA | 8/2022 - Present

Developed restoration plan including invasive species removal and native plant restoration along a freshwater stream in a public park in Eureka, California. Conducted and wrote the Wetland Delineation.

Rio Dell-Eel River Trail

Botanist
City of Rio Dell | Humboldt County, CA | 9/2022 - Present

Performed botanical survey, Sensitive Natural Community mapping, and wetland delineation. Wrote the Biological Memorandum and Wetland Delineation Report in support of this project.

Nordic Aquafarms Off-Site Mitigation

Botanist
Nordic Aquafarms | Humboldt County, CA | 6/2022 - Present

Developed scope and work plan for implementation of mitigation measures including invasive species removal and native plant restoration in coastal dune habitats on the Samoa Peninsula in Humboldt County.

Oswald Road and State Route (SR) 99

Botanist
Sutter County Development Services Department | Sutter County, CA | 9/2022 - 10/2022

Performed desktop botanical and wetland scoping. Contributed to the Natural Environment Study (Minimal Impacts) for this project in Sutter County, California.

Napa Outfall Project

Botanist
Napa Sanitation District | Napa, CA | 9/2022 - 10/2022

Performed wetland delineation, rare plant surveys, and Sensitive National Community mapping and analysis. Wrote the vegetation section of the Biological Memorandum and the Wetland Delineation Report for this project in Napa County, California.

Manila Drainage Project

Botanist
Manila Community Services District | Manila, CA | 3/2022 - 7/2022

Performed rare plant surveys, wetland delineation, Sensitive National Community and Environmentally Sensitive Habitat Area analysis. Wrote the vegetation section of the Biological Resource Report and the Wetland Delineation Report for this extensive project in Manila, Humboldt County, California.

Humboldt Bay Municipal Water District Coastal Development Permit

Botanist
Humboldt Bay Municipal Water District | Manila, CA | 3/2022 - 7/2022

Performed rare plant surveys, wetland delineation, Sensitive National Community and Environmentally Sensitive Habitat Area analysis. Wrote the vegetation section of the Biological Resource Report and the Wetland Delineation for this maintenance project on 6.6 acres of coastal dunes and wetlands in Humboldt County.

“We Are Up” Community Project

Botanist
M. Keehn | McKinleyville, CA | 3/2022 - 6/2022

Performed rare plant surveys and wrote a Botanical Memorandum of findings on 16 acres of coastal prairie in Humboldt County.

Felt Ranch Restoration Project

Botanist
Buckeye Conservancy | Freshwater, CA | 3/2022 - 7/2022

Performed rare plant surveys, mapped Sensitive Natural Communities, and wrote a Biological Resources Report and Wetland Delineation report for the restoration of tidal influence and drainage into 40 acres of coastal pasture in Humboldt County.

Agricultural Conservation Easement Program - Wetland Reserve Easements

Botanist
Humboldt County Resource Conservation District | Eureka, CA | 3/2022 - 4/2022

Compiled a Biological Report summarizing nine years of botanical surveys and wetland delineations on the Eel River Estuary Preserve and private ranch lands in support of the Agricultural Conservation Easement Program - Wetland Reserve Easements in Humboldt County. Performed rare plant survey and wetland delineation on an expansion of the study boundary.



Patrick Sullivan PE

Senior Engineer



Location

Eureka, CA

Experience

25 years

Qualifications/Accreditations

- MS, Environmental Engineering, University of Vermont, Burlington, VT, 1999
- BS, Environmental Resources Engineering, Humboldt State University, Arcata, CA, 1996
- Civil Engineer, CA #69599
- Occupational Safety and Health Administration (OSHA) 40-Hour Hazardous Site Worker Training

Key technical skills

- Stream / Wetland Restoration Design
- Hydrologic Run-Off Analyses
- Open Channel and Pipeline Hydraulic Design, Water Treatment / Distribution Design, Erosion, And Sediment Control
- Bridge / Culvert Design and Construction Management

Memberships

- American Society of Civil Engineers, North Coast Branch

Relevant experience summary

Patrick Sullivan is a California Licensed Civil Engineer with over 25 years of experience as a design engineer and project manager, working with a wide range of clients, such as private landowners, special districts, Tribes, municipalities, and non-profit organizations, from project conception to completion. These two decades have broadly involved stream/wetland restoration design, hydrologic run-off analyses, open channel and pipeline hydraulic design, water treatment/distribution design, erosion and sediment control, bridge/culvert design, and construction management/oversight for all related projects. As Hydrogeology Service Line Coordinator for GHD's West Coast, he specializes in water resources with an emphasis in numerical modeling (air, hydraulic, and hydrogeologic), mathematical optimization, and applied geostatistics. Mr. Sullivan has served the Environmental Protection Agency, Department of Defense, Department of Energy, local municipalities, and private clients in air, surface water, hydrology and hydraulic analysis, groundwater, environmental monitoring, river/wetlands restoration, and fish passage. He is currently lead hydrologist for the Salt River Ecosystem Improvement project, within the Coastal Zone of Humboldt County.

Elk River Estuary Enhancement Project

Project Engineer
City of Eureka | Eureka, CA

The City of Eureka Elk River Estuary Enhancement Project entailed creation or enhancement of 98 acres of underperforming wetland or pasture to a highly functioning tidal wetland. Mr. Sullivan performed construction oversight, inspection, coordination with multiple agencies (Coastal Commission, CDFW, USFW, CalTrans, Humboldt County, HCSD), revegetation and permit compliance. Fostering a collaborative relationship with the Wiyot Tribe during the construction phase of the project was essential for project success.

Trinidad Area of Special Biological Significance (ASBS) Stormwater

Project Engineer, Construction Manager
City of Trinidad | Trinidad, CA

The City of Trinidad is located on the Northern California coast. The City was ordered to discontinue its stormwater discharge to Trinidad Bay, which was listed as an ASBS. GHD was contracted to evaluate the site, design and develop alternatives, prepare design and bid documents, and perform construction oversight. During the site investigation stage of the project, led the hydrology and hydrogeology studies. Studies included

installing 20 groundwater wells, geologic field mapping, geophysical imaging (seismic refraction / reflection and electrical resistance), and geotechnical slope stability modeling. The project design included the use Low Impact Development (LID) stormwater design with swales, rain gardens, treatment, and infiltration chambers. The design required the development of hydrology, hydraulics, 3D groundwater, and slope stability models.

Mad River Pipeline

Project Engineer, Construction Management City of Eureka | Eureka, CA

The City of Eureka is in the process of upgrading the water delivery system from a water wholesaler (Humboldt Bay Municipal Water District). The project entails the installation of more than a mile of water force main 24-inch ductile iron pipe, four inter-ties to the existing system, and multiple air release and blow-off valves. The duties of the inspector include overseeing the pipeline installation, materials verification, compaction oversight, traffic plan compliance, coordination with team partners, and permit compliance. The pipeline alignment runs through the Humboldt County and City of Eureka right of way along a major artery road. Work on this project has required both day and night work, due to heavy traffic patterns. This project is currently under construction with an expected completion date in early March 2017.

Cross-Town Interconnector Emergency Sewer Line Repair Project

Project Engineer City of Eureka | Eureka, CA

Project Engineer and Construction Management. The City of Eureka had a failed 18" ductal iron pressure sewer main. The emergency repair entailed installing a temporary bypass, trenching, failed pipe removal, new pipe installation, cathodic protection, backfill, and paving.

City of Trinidad Water Treatment Plant Upgrades

Project Engineer, Construction Management Lead Inspector City of Trinidad | Trinidad, CA

The City of Trinidad is located on the Northern California Coast. The City water supply comes from Luffenholtz Creek and is treated and pumped to storage tanks up the hill from the City. The City's water treatment plant consists of three mixed media pressure filters. The filters rapidly become fouled and require back washing during the winter months when frequent storms cause the turbidity of the source water in the creek to rise. The upgrades to the water treatment system included the

installation of flocculation mixer and settling basin to reduce the turbidity prior to the raw source water entering the filters. The project also entailed the installation of chlorine contact chamber that would allow the proper treatment prior to the water entering the delivery system and an emergency generator. Served as the Lead Inspector on this project and was responsible for construction oversight, project schedule, materials testing, project budget and billing, contractor coordination, site safety, and public outreach. The project construction was efficiently managed which enabled much of the contingency budget to be used for project alternatives such as: backwash sediment drying bays, site security fencing upgrades, and automated monitoring equipment. The project was completed in 2015 and functioned well since completion.

Wildwood Avenue Street Improvement

Project Engineer, Construction Manager City of Rio Dell | Rio Dell, CA

Served as the Lead Inspector for the Wildwood Avenue Street Improvement project. This project entailed many upgrades to the main thoroughfare through the City, including installing median planters, directional drilling of utilities, paving, gateway signage, irrigation system installation, and planting.

Salt River Ecosystem Restoration

Construction Services Humboldt County Resource Conservation District | Humboldt County, CA

Provided constructability reviews and construction oversight for this ongoing project, which includes restoration of the lower 7.7-mile reach of the Salt River corridor and 450 acres or tidal salt marsh in the Eel River estuary. Project objectives include removal of salmonid migration barriers, improvements to geomorphic stream function, increased riparian buffers, increased tidal exchange and habitat diversity for avian and aquatic listed species. Responsibilities have entailed leading the project team through development of permit applications, channel design, Environmental Impact Report (EIR) support, and development of construction documents and construction management for this \$34 million restoration project.

Runway Safety Area Improvements

Project Manager Border Coast Regional Airport Authority | Crescent City, CA

Project manager for environmental oversight of airport improvements and associated on-site mitigation. Led a team of biologists monitoring construction activities in federal endangered species and coastal dune and wetland habitat over a two-year period. The on-airport work was completed ahead of schedule and within budget in 2015.



Proposal For
Humboldt Community Services District
On-Call Consulting Services

Prepared for:

Humboldt Community Services District
5055 Walnut Drive
Eureka, CA 95503

Attn: Brenda Franklin, Administrative Services Manager, Humboldt Community
Services District

January 27, 2023



ONTIVEROS & ASSOCIATES
INC.
CONSULTING ENGINEERS AND SURVEYORS

404 N. Fortuna Blvd., Fortuna CA 95540
(707) 725-7410 Ontiveros.Assoc@att.net

Humboldt Community Services District

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

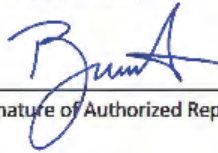
Attachment B

COVER SHEET

For use by Prospective Consultant for
On-Call Consulting Services
Bid No. 2023-01

Name of Person, Business or Organization:	ONTIVEROS & ASSOCIATES, INC.
Type of Entity: (e.g. Sole Proprietorship, Partnership, Corporation, Non-Profit, Public Agency)	S CORPORATION
Federal Tax ID Number:	71-0925097
Contact Person - Name	Brian K. Ontiveros
Contact Person - Address	404 N. Fortuna Blvd, Fortuna, CA 95540
Contact Person - Phone Number	707-725-7410
Contact Person - Email Address	Ontiveros.Assoc@att.net

By signing this Cover Sheet I hereby attest that: I have read and understand all the terms listed in the RFQ; have read and understand all terms listed in this SOQ; I am authorized to bind the listed entity into this agreement; and that should this SOQ be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFQ as published by the Humboldt Community Services District, including any amendments or addenda thereto except as explicitly noted or revised in my submitted SOQ.



Signature of Authorized Representative

Brian K Ontiveros

Printed Name of Authorized Representative

1/27/23

Date

Mailing: Post Office Box 158 • Cutten, CA 95534 • tel (707) 443-4558 • fax (707) 443-0818
Physical Address: 5055 Walnut Drive, Eureka, CA 95503

Table of Contents

Section	Page
1. Cover Letter	1
2. Executive Summary	3
3. Team Organization/Staffing Plan	7
4. Experience and Qualifications	9
Appendices	
A. Resumes	13
B. Estimated Fee Schedule (Separate Sealed Envelope)	N/A

(This page intentionally left blank)

1. Cover Letter

January 27, 2023

Brenda Franklin, Administrative Services Manager, Humboldt Community Services District
Humboldt Community Services District
5055 Walnut Drive
Eureka, CA 95503

RE: Qualifications for Humboldt Community Services District On-Call Consulting Services

Dear Ms. Franklin:

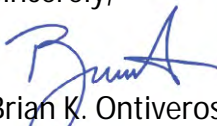
Ontiveros & Associates, Inc. (O&A) is pleased to submit this Proposal in response to the *Request for Statement of Qualifications (SOQ) for Humboldt Community Services District On-Call Consulting Services*. O&A is confident that we can provide the District high quality professional services in a timely manner and at a reasonable cost. Our proposed team has the necessary capabilities, experience, and qualifications to successfully complete the Scope of Services outlined in the Request for Statement of Qualifications (SOQ), see specifics in the Executive Summary.

Our Proposal is organized according to the requirements identified in the SOQ and we are submitting in electronic and hard copy format as requested. We have thoroughly reviewed the SOQ and we believe we fully understand the requirements of the project.

By submitting this Proposal, O&A agrees to meet all Local, State, and Federal requirements as well as to comply with the insurance requirements as noted in the SOQ. Please consider this Proposal valid for 90 days, commencing on January 27, 2023. We appreciate the opportunity to submit this Proposal to the Humboldt Community Services District and look forward to bringing our experience and expertise to the District.

O&A and its proposed project team are ready and available to commence work immediately after execution of a contract. I will be the project manager and individual authorized to negotiate the contract on behalf of the firm. If you have any questions or require any additional information, please feel free to contact me at (707) 725-7410.

Sincerely,



Brian K. Ontiveros, P.E.

Principal

Ontiveros & Associates, Inc.

(This page intentionally left blank)

2. Executive Summary

O&A was founded in 1996 by Brian Ontiveros, PE and Karl Prebor, PLS. We are located on the North Coast of California in the friendly city of Fortuna. Our company is small in size, with a high commitment for quality work. We are devoted to personal service, quick response, and successful projects. Ken Johnston, PLS joined the firm in 2015 after obtaining his licensure as a Professional Land Surveyor. Ken is a former Deputy Humboldt County Surveyor, and is currently the City Surveyor for the City of Eureka and the City of Fortuna.

O&A has completed numerous engineering, surveying, design, and planning assignments. As a result, we have developed a broad range of expertise in dealing with site specific engineering and surveying problems. Through these many projects O&A has developed a strong base in working with various Agencies and Departments.

Agencies and utilities we have successfully worked with on various projects:

Local: The Cities of Fortuna, Eureka, Arcata, Rio Dell, and Ferndale. Humboldt County.

Humboldt Community Services District. McKinleyville Community Services District.

State (CA): Dept. of Fish & Wildlife, Water Resources Control Board, CAL FIRE, CALTRANS.

Federal: Army Corp of Engineers, Environmental Protection Agency

Utilities: Pacific Gas & Electric, AT&T, Suddenlink.

We provide the following civil engineering and surveying services:

Civil Engineering Services

- Subdivision Design
- Road Design
- Grading Plans
- Erosion & Sediment Control Plans
- Storm Water Drainage and Detention Design
- Waste Water and Sewage Disposal System Design
- Construction Inspection
- Structural Design and Analysis for Residential & Commercial Projects
- Retaining Wall Design and Analysis
- Shoring Design and Analysis
- Project Management Services

Surveying Services

- Boundary Surveying Services
- Right-Of-Way Surveying Services
- Subdivision Maps, Parcel Maps and Record of Surveys
- Topographic Surveying and Mapping, including terrestrial lidar scanning
- FEMA Flood Elevation Certificates and flood mapping

- Construction Staking
- GeoTracker Well Surveys
- Land Planning
- Aerial Base Mapping Services and ground targets
- FAA Certification Surveys

Surveyors with O&A are familiar with local coordinates, state plane coordinates (CCS27 and CCS83), NGVD29, NAVD88, the upcoming 2022 Datum, Global Navigation Satellite Systems, using both passive benchmarks and Online Positioning User Service, Geographic Information Systems, knowledge of standard methods, techniques, and practices used in the design and construction of a variety of public works projects, and knowledge of current land surveying practices and techniques, including, but not limited to, the ability to prepare legal property descriptions, exhibits, and plats.

Surveyors with O&A are familiar with the particular challenges of surveying in Humboldt County, including the extensive vegetation cover that can preclude the use of GNSS on certain projects, the lack of set monumentation in certain areas, constant and continuous land movement, and are ready to work with the District to use procedures and techniques that are most accurate and efficient for the required tasks.

The primary contact person for Engineering Services will be:

Brian Ontiveros, PE

404 N. Fortuna Blvd., Fortuna, CA 95540

(707) 725-7410

E-mail: Brian.Ontiveros@att.net

The primary contact person for Surveying Services will be:

Ken Johnston, PLS

404 N. Fortuna Blvd., Fortuna, CA 95540

(707) 725-7410

E-mail: K.Johnston@suddenlinkmail.com

O&A has worked on private projects within the Cities that they perform City Engineering and City Surveying duties and are mindful of potential or the appearance of potential conflicts of interest. O&A mitigates this by not taking certain work and utilizing a Deputy City Engineer and/or a Deputy City Surveyor to perform project review where appropriate.

O&A is operating under a legitimate business license in the cities of Eureka, Fortuna, and Ferndale. O&A has had no litigation history within the past 10 years.

O&A carries insurance and amounts as required by the District, and will be able to provide a Certificate of Insurance upon request.

List of Potential Services that O&A is prepared to furnish as identified in the SOQ:

1. Public Works

- b. Preparation of plans (and specifications) for Public Works projects including, but not limited to the following:
 - i. Water distribution.
 - ii. Wastewater collection.
 - iii. Stormwater management, conveyance, and treatment.
- c. Construction management and inspection for the aforementioned projects.

2. Engineering

- a. Municipal infrastructure design.
- b. Development review.

3. Surveying

- a. General Survey services.
- b. Topographic Survey.
- c. Construction Staking.

4. Development Services:

- a. Conceptual Designs of various projects.
- b. Provide District with expert advice regarding long term planning.
- c. Preparation of Development Services staff reports, studies, and/or correspondence.
- d. GIS.

(This page intentionally left blank)

3. Team Organization/Staffing Plan

O&A is a small 6-person office where each person performs multiple tasks. Brian Ontiveros is the principal engineer and Ken Johnston is the project surveyor. Additional tasks of design, drafting and administrative are delegated to all individuals as required. We are prepared to provide the necessary workforce as required and in a timely manner to perform the tasks as required by the District.

Key Personnel:

- **Brian K. Ontiveros**, PE, Principal Engineer at O&A. Mr. Ontiveros is a registered civil engineer with over 25 years of experience. In addition to being the company co-founder of O&A, he serves as the company's principal civil engineer. Brian is also the City Engineer for the City of Ferndale. He specializes in the structural design of residential and commercial structures, hydrology and drainage planning, storm water management, grading, land development, infrastructure improvement and sewage disposal system design. It has been through his expertise that O&A has developed a reputation for a quality product and innovative solutions. Expert usage of the latest AutoCAD software enables Brian to optimize designs and make design changes efficiently. Brian has worked with a variety of (city, county, and state) jurisdictions & municipalities complying with layers of code to provide success for multi-faceted projects. In all aspects of project implementation from initial scoping and design to construction administration Brian has engaged in civil engineering with excellence.
- **Ken Johnston**, LS, Surveyor at O&A. Mr. Johnston is a licensed land surveyor in the state of California with over 15 years of experience in surveying and project management. Ken is a former Deputy Humboldt County Surveyor and is currently the City Surveyor for the City of Eureka and the City of Fortuna. Ken has expertise in Boundary and Cadastral Surveying, Right of Way Surveying, Topographic Surveying, Construction Stakeout, Land use and Planning, and Project Management. Prior to working for O&A, Inc., Ken worked for 8 years with the County of Humboldt working as a survey party chief and chainperson. During his time with the county, he coordinated closely with various departments within the county such as Engineering, Environmental, and Planning. Ken also performed map checking duties for the County Surveyor, including map checking subdivisions. In his current position as City Surveyor for the City of Eureka and the City of Fortuna Ken reviews applicant submitted Tentative & Final Subdivision Maps (including both Parcel Maps and Major Subdivision Final Maps), reviews Lot Line Adjustments, reviews Lot Mergers, and reviews other documents as necessary including Legal Descriptions, Title Reports, and Right of Way documents.

O&A has experience with municipal clients and gives precedence to municipal clients when projects are time sensitive. As the City of Ferndale Engineer and the City of Eureka and City of Fortuna Surveyor Brian and Ken have had to prioritize critical projects, in coordination with the needs of the City, on a

case-by-case basis. Additionally, when there is no critical priority identified, O&A still strives to turn projects around in a reasonable timeframe.

O&A has dedicated office and field staff to assist with survey fieldwork, drafting support, and process point clouds from terrestrial lidar scanning (available in house) and aerial lidar scanning. The dedicated staff is available to move from field support to office support to design support on an as needed and project by project basis.

When projects are assigned O&A will commence project delivery planning, will make sure the project adheres to established standards, will work with the District to provide clear assignments of tasks and responsibilities, will track and document the project, and will use qualified staff.

All projects are reviewed by the Principal Engineer and Staff Surveyor in responsible charge of the project before delivery, and double checked by the other professional in the office. The methods, procedures, and tolerances of Survey fieldwork are determined by the needs of the project and the standard of care of professional work product and local practice. All projects will be given the care ordinarily exercised in like cases by duly licensed professional engineers and land surveyors in good standing.

Team Organization:

Brian Ontiveros, PE, Principal Engineer

Zack Glidden, Project Manager
Bryce Ontiveros, Head Drafter
Brianna Ontiveros, Drafter
Brenda Ontiveros, Office Manager

Ken Johnston, LS, Project Surveyor

Zack Glidden, Instrument Person
Both Bryce and Brianna also assist with surveying drafting support and will assist with survey fieldwork on an as-needed basis.

4. Municipal Experience and Qualifications

O&A has had numerous successful municipal projects. Here is a partial list of projects undertaken recently, and the consultant work performed:

City Engineer; City of Ferndale, 2019 - Present

City engineer tasks include review of Parcel Maps, Improvement Plans, and easement descriptions. City infrastructure design projects have included design of the Washington Street Culvert Replacement and 4th Street and Shaw Avenue Intersection Improvements. Partial list of engineering projects included herein.

City Surveyor, City of Eureka, 2013 - Present

City Surveyor for multiple projects including Mapchecking, Legal Description Review, Lot Line Adjustment Review, Subdivision Map Review and Approval, Topographic Surveys, Construction Stakeout, and Monument Preservation. Partial list of surveying projects included herein.

City Surveyor, City of Fortuna, 2021 - Present

City Surveyor for multiple projects including Mapchecking, Legal Description Review, Lot Line Adjustment Review, Subdivision Map Review and Approval, Topographic Surveys, Construction Stakeout, and Monument Preservation. Partial list of surveying projects included herein.

'P' Street Road and Drainage Reconstruction, City of Fortuna

Design Engineer for the reconstruction of the P Street roadway and new drainage facilities to alleviate the drainage problems contributing to the roadway failure. Tasks include project management, meetings and coordination, topographic survey, drainage report, initial construction cost estimate and engineering design including plans and estimates.
Design on hold.

Water Line Zone 4 / 6 Connection, City of Fortuna

Design Engineer for the connection of Zone 4 water system to the Zone 6 water system which are served by different reservoirs and are at different pressures. Tasks include topographic survey including verifying the as built elevations of the existing reservoirs and engineering design including plans and estimates. This project was desired by the City to allow a Zone served by an undersized reservoir to be connected to a Zone with adequate capacity.
Design Completed: 2019, Construction Completed 2020.

Washington Street Storm Drain Replacement, City of Ferndale

Design Engineer for the reconstruction of existing drainage facilities and construction of new drainage facilities to alleviate the drainage problems in the vicinity of Washington Street and Nichols Way in Ferndale. Tasks include project management, meetings and coordination, topographic survey, drainage report, initial construction cost estimate and engineering design including plans and estimates.

Design and Construction Completed 2020.

4th Street & Shaw Avenue Intersection Improvements, City of Ferndale

Design Engineer for the construction of new drainage facilities and installation of new stop signs to alleviate maintenance problems at 4th Street and Shaw Avenue in Ferndale. Tasks include project management, meetings and coordination, topographic survey, drainage report, initial construction cost estimate and engineering design including plans and estimates.

Design and Construction Completed 2020.

K Street Lift Station Sewer Project, City of Eureka

Provided legal description and exhibit for an easement for utilities, ingress, and egress for a proposed new sewer line to replace an existing sewer lift station. Project also included determining existing City Right of Way and proposed easement alignment evaluation for tree interference.
Project in Progress

New Gymnasium Building at Eureka High School, City of Eureka

Provided legal description and exhibit for a public access easement to proposed sidewalks for the new EHS Gym project.
Project in Progress

Sequoia Park Zoo Canopy Walk and Expansion Project, City of Eureka

Provided Topographic Survey and Engineering Design for various improvements to the Zoo Perimeter Trail, Sequoia Park ADA Improvements, Glatt Street and W Street ADA Improvements, and Sequoia Park Restroom Addition.
Project in Progress

Elk River Estuary and Tidal Enhancement, City of Eureka

Provided Topographic Survey and Engineering Design for various improvements for the Elk River Estuary and Tidal Enhancement project. The project included converting an existing rail corridor into a walking path, new walking paths, tidal ridges, and new tidal channels.
Project Completed in 2022

Bay to Zoo Trail, City of Eureka

Provided Survey support for project including establishing project control, locating trees in identified areas of concern, and analyzing and locating some easements. Project is still in preliminary stages.
Project in Progress

Eureka Veterans Memorial Building Seismic Repairs Project, City of Eureka

Provided construction stakeout for the sidewalk construction and Corner Record for resetting monuments that were destroyed prior to O&A being involved in the project. Project included coordination with the County of Humboldt and their contractor.
Project Completed: 2019.

In-N-Out Signal Improvements, City of Eureka

Provided construction stakeout for the new signal at Vigo Street and Broadway Street as designed by the City of Eureka. Project included coordination with multiple contractors working for the City of Eureka and the private development, multiple consultants working for the private development, and Caltrans.
Project Completed: 2019.

Eureka Corporation Yard, City of Eureka

Topographic survey and laser scan, determined Right of Way, determined Property Boundaries, determined easements, and determined FEMA Flood Zone AE extents on the existing City of Eureka Corporation Yard.
Project Completed: 2018.

Eureka Proposed Corporation Yard Relocation, City of Eureka

Topographic survey, determined Right of Way, determined Property Boundaries, and determined easements for the proposed City of Eureka Corporation Yard.
Project Completed: 2017.

References:

Jesse Willor, PE

City Engineer, Deputy Director of Public Works, City of Eureka

(707) 441-4031

jwillor@ci.eureka.ca.gov

Brian Gerving

Director of Public Works, Chief Building Official, City of Eureka

(707) 441-4152

bgerving@ci.eureka.ca.gov

Merritt Perry, PE

City Manager, City of Fortuna

(707) 725-7650

mperry@ci.fortuna.ca.us

Brendan Byrd

Director of Public Works, City Engineer, City of Fortuna

(707) 725-7650

bbyrd@ci.fortuna.ca.us

Jay Parrish

City Manager, City of Ferndale

(707) 786-4224

citymanager@ci.ferndale.ca.us

Bob Bronkall, PE, PLS

Deputy Director Land Use, Deputy Director Roads, County Surveyor, County of Humboldt

(707) 445-7205

bbronkall@co.humboldt.ca.us

Ron Garton, PLS

SR. Transportation Surveyor, Branch Chief (acting), Caltrans District 1 – Right of Way Engineering

Former County Surveyor, County of Humboldt

(707) 815-3668

Ron.Garton@dot.ca.gov

Tony Seghetti

Deputy Director Engineering, County of Humboldt

(707) 445-7377

tsegchetti@co.humboldt.ca.us

Appendix A: Resumes

BRIAN K. ONTIVEROS, PE C55968

Principal Engineer

Mr. Ontiveros is a registered civil engineer with over 25 years of experience. In addition to being the company co-founder of O&A, he serves as the company's principal civil engineer. He specializes in the structural design of residential and commercial structures, hydrology and drainage planning, storm water management, grading, land development, infrastructure improvement and sewage disposal system design. It has been through his expertise that O&A has developed a reputation for a quality product and innovative solutions. Expert usage of the latest AutoCAD software enables Brian to optimize designs and make design changes efficiently. Brian has worked with a variety of (city, county and state) jurisdictions & municipalities complying with layers of code to provide success for multi-faceted clients. In all aspects of project implementation from initial scoping and design to construction administration Brian has engaged in civil engineering with excellence.

EXPERTISE

- Layout and design of subdivision improvement projects
- Plans, specifications, and bidding documents for civil projects
- Construction coordination/oversight for civil projects
- Hydraulic analysis and design of sewer and water systems
- Structural design of residential and commercial structures
- Design of Civil Infrastructure Improvements including roadways, sidewalks and drainage
- SWPPP QSD & QSP

EDUCATION

Humboldt State University, B.S., Environmental Resources Engineering – Soil Mechanics, 1993

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers (ASCE)
The National Society of Professional Engineers (NSPE)
Structural Engineering Institute (SEI)
American Institute of Steel Construction (AISC)
Steel Tube Institute (STI)
International Code Council (ICC)
City Engineer for the City of Ferndale

KEN JOHNSTON, PLS 9194

Land Surveyor

Mr. Johnston is a licensed land surveyor in the state of California with over 15 years of experience in surveying and project management. Ken is a former Deputy Humboldt County Surveyor, and is currently the City Surveyor for the City of Eureka and the City of Fortuna. Ken has expertise in Boundary and Cadastral Surveying, Right of Way Surveying, Topographic Surveying, Construction Stakeout, Land use and Planning, and Project Management. Prior to working for O&A, Ken worked for 8 years with the County of Humboldt working as a survey party chief and chainperson. During his time with the county he coordinated closely with various departments within the county such as Engineering, Environmental, and Planning. Ken also performed map checking duties for the County Surveyor, including map checking subdivisions.

EXPERTISE

- Boundary and Cadastral Surveying
- Right-Of-Way Surveying
- Subdivision Maps, Parcel Maps, and Record of Surveys
- Topographic Surveying and Mapping, including terrestrial lidar scanning
- FEMA Flood Elevation Certificates and flood mapping
- Construction Stakeout
- Aerial Base Mapping Services and ground targets
- FAA Certification Surveys
- Land Planning

EDUCATION

Navy Nuclear Power Training Command, Nuclear Power School, 1997
College of the Redwoods, A.S., 1994

PROFESSIONAL AFFILIATIONS

Past President and current member California Land Surveyors Association, Humboldt Chapter
City Surveyor for the City of Eureka, CA
City Surveyor for the City of Fortuna, CA

Appendix B: Current Fee Schedule

See Attached Sealed Envelope.



Statement of Qualifications

On-Call Consulting Services Bid # 2023-01



PREPARED FOR:

Humboldt CSD
5055 Walnut Drive
Eureka, CA 95503

DATE:

January 2023

PREPARED BY:

SHN
812 W. Wabash Ave.
Eureka, CA 95501

#022000.096

This page is intentionally blank.



Reference: 022000.096

January 27, 2023

Ms. Brenda Franklin
Humboldt Community Services District
5055 Walnut Drive
Eureka, CA 95503
Via email: bfranklin@humboldtcsd.org

**Subject: SHN Statement of Qualifications for On-Call Consulting Services,
Bid #2023-01**

Dear Selection Team and Ms. Franklin:

Thank you for the opportunity to continue our successful relationship with the Humboldt Community Services District (HCSD, or "the District"). SHN understands our on-call role as trusted advisors to the District, and we are available to work as much or as little as the District requires. We also understand the financial constraints that the District faces, and its practice of using District staff as much as possible to save on consulting services. Over the years, SHN and District staff have developed channels of communication that allow clear boundaries on our scopes of work, and we are proud to have achieved this level of teamwork with the District's General Manager and staff.

SHN is available to work as much or as little as the District requires, and we enjoy the teamwork with District staff.

SHN understands how the District functions based on many years of experience. We first assisted HCSD in 1993, when the District needed assistance in revenue forecasting. SHN was involved in many historical (1993 to 2010) District projects, including groundwater assessment in the Elk River aquifer; embankment failures investigations on Beechwood and Walnut streets; a sanitary sewer survey in King Salmon; topographic surveys for Ivy Lane, the Humboldt Hill tank, the King Salmon right-of-way, Mike Lane, and Sea Avenue; a noise evaluation for the Humboldt Hill water tank booster station; and spoils and fill studies at Brauning Lane, the Goat Farm site, and Artino Avenue.

In 2014, HCSD designated SHN as their on-call District Engineer, providing both engineering and permitting support as needed. Services have ranged from providing general technical advice and construction support, to engineering services for the Pine Hill Bridge water main below Swain Slough, installed via horizontal directional drilling (HDD). A representative planning scope was the Langlois Lane



annexation project (CEQA exemption and in-house environmental review). SHN has also reviewed and approved traffic control plans for all District repair and replacement projects, and we recently completed the Year Three and Final Monitoring Report for the Sea Avenue project.

SHN and our municipal partners are familiar with ways to stretch project budgets, such as phasing projects as funding becomes available and using new technologies such as HDD and cured-in-place pipe. SHN planners were the first in Humboldt County to develop a full cost-recovery ordinance for permit applications, further stretching municipal/district budgets. On-call arrangements are also budget friendly because when funding is delayed, the District can similarly delay consultants' contracts.

For this SOQ, SHN is able to provide all services requested, with the exception of mechanical and electrical engineering and cultural resources documentation. Should those services be required, we can assist the District in contacting firms with whom we have close and successful relationships. In addition, SHN proposes to include Jacobs as a subcontractor to provide services on select projects when special expertise is needed. The District is familiar with our proposed points-of-contact, Jared O'Barr, PE (SHN Civil Engineering Principal) and Stein Coriell, AICP (SHN Senior Planner).

Again, SHN thanks the District for trusting us with projects from ongoing retainer contracts, and we very much wish to continue our relationship with the District. Please contact us if you have any questions or comments on our SOQ.

Respectfully,

SHN



Jared O'Barr, PE
Civil Engineering Principal and Project Manager



Stein Coriell, AICP
Senior Planner and Project Manager

JSO/SC:dla

Enclosures: 2 hardcopies with fee schedule in separate envelopes
1 electronic copy without fee schedule, via email



Statement of Qualifications

On-Call Consulting Services Bid # 2023-01

Prepared for



Humboldt Community Services District

5055 Walnut Drive
Eureka, CA 95503

January 2023

Prepared by:





Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

This page is intentionally blank.



Table of Contents

Section 01	Section 02	Section 03	Section 04	Section 05	Section 06	Section 07	Section 08	Section 09	Section 10
HCS D's Cover Sheet	Organizational Chart	Firm Description	Key Personnel	Firm Experience	Reference Projects	Litigation History	Understanding & Management	Value and Fee Schedule	Other Requirements

Cover Letter i

01. HCS D's Cover Sheet..... 1-1

02. Organizational Chart2-1

03. Firm Description3-1

- o Description of Firms (Prime and Sub)..... 3-1
- o SHN Firm History 3-2
- o Current Workload..... 3-2

04. Key Personnel4-1

05. Firm Experience5-1

- o Public Works, Engineering, and Survey 5-2
- o Development and Environmental 5-14

06. Reference Projects..... 6-1

- o Client References 6-17

07. Litigation History7-1

08. Understanding and Management8-1

- o Understanding and Management..... 8-1
- o Responding to Task Orders 8-4
- o Management Strategies 8-4
- o Quality Controls and Senior Oversight.. 8-4
- o Approach to Providing OC Services 8-5

09. Value and Fee Schedule9-1

10. Other Requirements..... 10-1

- o Evaluation Criteria 10-1

Selected Client Testimonials

"SHN's work product is and always has been routinely prompt, thorough, and within budget, regardless of the scope or complexity of any given project."

*Glenn Bernald, Public Works Supervisor
City of Blue Lake*

"They provided us with several well written environmental reports and also provided expert advice and insights in navigating our project through the CEQA process. I couldn't have asked for a better partner both in terms of their expertise and professionalism. The icing on the cake is that they're really great people who are fully engaged and passionate about what they do."

*David Estes, General Manager
Cypress Grove Chevre*

"SHN has provided quality work on our projects. In every case, the projects were completed within or under budget and on time. The SHN engineers and staff have been a pleasure to work with."

*Mike Kelley, District Superintendent
Mendocino City Community Services District*

"SHN's commitment to the success of the project and the health of the Humboldt Bay environment has been very apparent. Work was always completed in a timely manner and they were always very responsive to us as a client. I can wholeheartedly recommend their services."

*S. Kullmann, Natural Resources Director (Former)
Wiyot Tribe*

"Probably one of the most conscientious and easy-to-work-with group of professionals that we have the privilege to work within our creative endeavors. We would recommend Trever, Bob and the entire staff as top notch professionals who make environmental issues tenable to the uninitiated. We have profited by our association and been extremely pleased with their product."

*Steve Paine, General Manager (Former)
Willow Creek Community Services District*

Table of Contents



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

This page is intentionally blank.



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Humboldt Community Services District

RFQ: On-Call Consulting Services

Humboldt Community Services District

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

Attachment B

COVER SHEET

For use by Prospective Consultant for

On-Call Consulting Services

Bid No. 2023-01

Name of Person, Business or Organization:	SHN
Type of Entity: (e.g. Sole Proprietorship, Partnership, Corporation, Non-Profit, Public Agency)	California "C" Corporation
Federal Tax ID Number:	94-2571944
Contact Person - Name	Jared O'Barr, PE (Principal Engineer)
Contact Person - Address	812 W. Wabash Avenue, Eureka, CA 95501
Contact Person - Phone Number	707-441-8855 (Office) / 707-267-4039 (Mobile)
Contact Person - Email Address	jobarr@shn-engr.com

By signing this Cover Sheet I hereby attest that: I have read and understand all the terms listed in the RFQ; have read and understand all terms listed in this SOQ; I am authorized to bind the listed entity into this agreement; and that should this SOQ be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFQ as published by the Humboldt Community Services District, including any amendments or addenda thereto except as explicitly noted or revised in my submitted SOQ.

Jared O'Barr, PE (Principal Engineer)

Signature of Authorized Representative

Printed Name of Authorized Representative

January 27, 2023

Date

Mailing: Post Office Box 158 • Cutten, CA 95534 • tel (707) 443-4558 • fax (707) 443-0818
Physical Address: 5055 Walnut Drive, Eureka, CA 95503

HCSD's Cover Sheet



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

This page is intentionally blank.



2. Organizational Chart

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Organizational Chart

SHN's multi-disciplinary staff has a wide variety of expertise and experience. Our group (as presented in the organizational structure provided on the following page) is experienced in providing on-call professional services, including nearly all of the potential services as described in the RFQ.

SHN has elected to include Jacobs as a subcontractor to provide services on select projects when special expertise is needed. SHN and Jacobs (including the previously-acquired CH2M Hill) have enjoyed a productive working relationship spanning more than 35 years. Collaborative efforts include:

- NPDES Compliance Project, Fortuna, CA
- Engineering Services for the City of Eureka's Wet Weather Improvement Plan, Eureka, CA
- Design and Construction Management for Coos Bay WWTP No. 2, Coos Bay, OR
- Digester Maintenance Improvements at the Tom Cooke WWTP, Fortuna, CA
- Upgrades to the Cogeneration System at the Elk River WWTP, Eureka, CA
- Engineering Services for the Redwood Marine Terminal-II Feasibility Study, Eureka, CA

Please note that we are not including electrical and cultural resources services as part of our team because they are needed infrequently. We have trusted subcontractors who we will recommend to the District, when needed to satisfy project goals.

2. Organizational Chart



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Humboldt Community Services District

Jared O'Barr, PE

- Co-Project Manager
- Principal Engineer

Stein Coriell, AICP

- Co-Project Manager
- Senior Planner

Mike Foget, PE

- Quality Assurance and Quality Control (Public Works/Engineering/Survey Services)

Bob Brown, AICP

- Quality Assurance and Quality Control (Development and Environmental Services)

Public Works/Engineering/Survey Services – Team Leader: Jared O'Barr, PE

<p>John Dailey, PE, GE</p> <ul style="list-style-type: none"> ■ Sr. Geotechnical Engineer 	<p>Gary Simpson, CEG</p> <ul style="list-style-type: none"> ■ Sr. Engineering Geologist 	<p>Giovanni Vadurro, CEG</p> <ul style="list-style-type: none"> ■ Sr. Engineering Geologist
<p>Matt Herman, PLS</p> <ul style="list-style-type: none"> ■ Senior Land Surveyor 	<p>Richard Culp, PE</p> <ul style="list-style-type: none"> ■ Senior Engineer 	<p>Jordan Ludtke, PE</p> <ul style="list-style-type: none"> ■ Project Engineer
<p>Chuck Swanson, EIT</p> <ul style="list-style-type: none"> ■ Staff Engineer 	<p>Pieter Gustavson, PE</p> <ul style="list-style-type: none"> ■ Project Engineer 	<p>Gwen Erickson, PG</p> <ul style="list-style-type: none"> ■ SW Compliance Manager
<p>Dave Gonzales</p> <ul style="list-style-type: none"> ■ Materials Tester/Inspector 	<p>Natalie McLaughlin</p> <ul style="list-style-type: none"> ■ Grant Writing Specialist 	<p>Justin Sousa</p> <ul style="list-style-type: none"> ■ GIS Lead

Development and Environmental Services – Team Leader: Stein Coriell, AICP

<p>Bob Brown, AICP</p> <ul style="list-style-type: none"> ■ Principal Planner 	<p>Trever Parker, AICP</p> <ul style="list-style-type: none"> ■ Senior Planner 	<p>Garry Rees, AICP</p> <ul style="list-style-type: none"> ■ Senior Planner
<p>Ethan Lawton</p> <ul style="list-style-type: none"> ■ Associate Planner 	<p>Gretchen O'Brien</p> <ul style="list-style-type: none"> ■ Senior Biologist 	<p>Joseph Saler</p> <ul style="list-style-type: none"> ■ Project Botanist

Jacobs (Subconsultant)

- Engineering Support Services



3. Firm Description

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Description of Firms (Prime and Sub)



812 West Wabash Avenue
Eureka, CA 95501

T: 707-441-8855
F: 707-441-8877

jobarr@shn-engr.com

SHN is a multidisciplinary, full-service engineering firm providing civil engineering, geosciences, planning/permitting, environmental, survey and unoccupied aerial vehicle (UAV), biological, and materials testing and inspection services throughout northern California and southern Oregon.

Founded in 1979, SHN has more than 110 professionals of diverse talents, education, training, and backgrounds to serve its clients from the firm's seven regional offices. By applying both time-tested and contemporary methods, SHN offers its clients efficient, practical, sustainable solutions to challenging problems. Through its services, SHN strives to contribute to a socially responsible, dynamic, and rewarding environment for its clients, employees, and community at large.

SHN pledges to meet HCSD's needs, as we have done in the past, and will always be honest and open about our ability to finish work we take on in a timely manner.



Jacobs is an international multidisciplinary firm providing a full range of engineering, planning, construction and program management, as well as management consulting services for over 50 years to local and state governments, public utilities, federal agencies and the private (industrial and commercial) sector.

Jacobs' areas of expertise include water/wastewater distribution, collection and treatment; industrial process design; waste management; transportation, geotechnical/tunneling; civil design; architecture; community/urban planning; and land development. By combining diverse talents with deep client-application experience and digital intelligence, Jacobs analyzes complex problems from multiple perspectives to deliver more complete, higher value solutions for clients and communities around the world.

3. Firm Description



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
----------------------------------	------------------------------------	--------------------------------	-----------------------------	-------------------------------	----------------------------------	----------------------------------	--	--------------------------------------	----------------------------------

SHN Firm History

In 1979, the original partners incorporated the company as Selvage & Heber, but shortly thereafter, Jeff Nelson joined the firm and the company name changed to Selvage, Heber, Nelson Consulting Engineers. We continued expanding our services, merging with a geosciences/geotechnical engineering firm (Northern Geotechnical, Inc.) in 1989, making SHN the first full-service engineering and geotechnical consultant on the north coast.

The company name changed to SHN Consulting Engineers & Geologists in 1993. SHN formalized a teaming relationship with a surveying and engineering firm in Willits, merging the two firms in 2003. In April 2016, SHN and Streamline Planning Consulting of Arcata merged, augmenting SHN's planning and biological services.

Our history indicates our commitment to innovation and high quality performance. SHN's innovative approach is demonstrated by our willingness to embrace emerging technologies, such as mechanically stabilized embankments, trenchless technologies such as cured-in-place pipe and horizontal directional drilling, in-situ hazardous sites remediation, trench scanning, and unmanned aerial vehicles. Our many returning clients are indicative of our high quality performance, as is our 42 years in business, weathering five economic recessions since 1979.



Small and rural communities are a key client sector for SHN. This map represents a selection of SHN's special district clients who come to us when they need engineering, geologic, planning, environmental, and surveying services.

Current Workload

The number of current projects in SHN's Eureka office is approximately 300 per year and project size varies from a single compaction test to the design of city wastewater treatment plant disposal system. SHN pledges to meet HCSD's needs, as we have done in the past, and will always be honest and open about our ability to finish work we take on in a timely manner.

HCSD is one of SHN's key municipal clients and we will make every effort to meet HCSD's needs for prompt and excellent service.



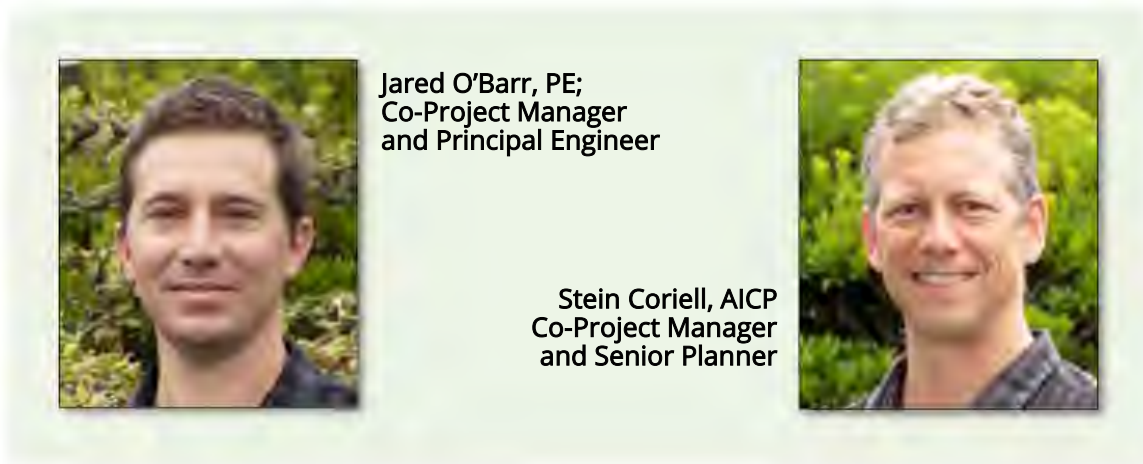
4. Key Personnel

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Key Personnel

SHN proposes two senior professionals who will co-manage this effort. Depending on the project's focus, SHN's project managers will be:

- Jared O'Barr, PE, for public works, engineering, and survey services; and
- Stein Coriell, AICP, for development and environmental services.



The following pages present brief resumes that describe our proposed team's qualifications to provide services to HCSD, as specified in the RFQ's scope of work.

Detailed resumes are available upon request.

4. Key Personnel



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Jared O'Barr Principal Civil Engineer

Years of Experience: 17
Years with SHN: 17

Education

B.S., Civil Engineering,
University of Washington;
2005

Professional Registrations & Trainings

Professional Civil Engineer,
#76125, CA

ASCE Buried Pipe Training

NASTT No-Dig Conference

Jared is a licensed civil engineer with more than 17 years of professional experience. He excels on complex projects that require collaboration between various disciplines. Jared is experienced in municipal infrastructure evaluation, design, and construction; site development, ADA accessibility, stormwater mitigation; and funding acquisition. He takes pride in developing a collaborative and engaged approach in working with his clients and projects partners.

Representative Projects

- District Engineer, Various Projects, Humboldt CSD, Eureka, CA
- Project Manager / Senior Engineer, Lundbar Hills Water Pump Replacement, City of Eureka, CA
- Project Manager / Senior Engineer, Broadway/Del Norte Sewage Lift Station Replacement, City of Eureka, CA
- Project Manager / Senior Engineer, Outfall Inspection and Evaluation, City of Eureka, CA
- Project Manager / Senior Engineer, Fortuna Sewer System Evaluation Survey (SSES), City of Fortuna, CA

Stein Coriell Senior Planner

Years of Experience: 20
Years with SHN: 11

Education

M.A., Biological Sciences,
Humboldt State University,
Arcata, CA; 2003

B.A., Biological Sciences, UC
Santa Cruz, CA; 1996

B.A., Environmental Studies,
UC Santa Cruz, CA; 1996

Memberships/Certs

American Institute of Certified
Planners

American Planning
Association

Association of Environmental
Professionals

Stein's professional expertise focuses on planning, permitting and environmental documentation related to federal, state, and local project-development processes, including coastal development, water and wastewater systems, stormwater compliance, historic resources, and wetlands delineations. His experience includes project management, development of project descriptions, permit acquisition, regulatory agency liaison, preparation of CEQA and NEPA documentation, environmental mitigation management, biological monitoring, grant-funding processing, noise studies, construction observation, stormwater pollution-prevention plans, and erosion-and sediment-control plans.

Representative Projects

- Senior Planner, Sphere of Influence Update, HCSD, Eureka, CA
- Senior Planner, Sea Ave. Sewer Main Project, HCSD, Eureka, CA
- Senior Planner, Walnut Yard Master Plan, HCSD, Eureka, CA
- Senior Planner, Various Emergency Permits, HCSD, Eureka, CA
- Senior Planner, General Plan Update, City of Eureka, CA



4. Key Personnel

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Mike Foget, PE Senior Civil Engineer

Years of Experience: 29
Years with SHN: 25

Education

M.S., Environmental
Engineering; Washington
State Univ., Pullman, WA;
1992

B.S., Environmental
Resources Engineering;
Humboldt State University;
1989

Professional Registrations

Professional Civil Engineer,
#54123, CA

Mike has more than 29 years of experience in civil and consulting engineering for both public agencies and private sector clients. He has been responsible for design, review, and completion of a wide range of engineering projects, including municipal utility projects. His design engineering experience includes wastewater treatment facilities, stormwater drainage, construction management, and analysis of drainage facilities for stormwater.

Representative Projects

- Project Manager, Wet Weather Improvement Plan, City of Eureka, Eureka, CA
- Project Manager, Wastewater Treatment Plant Facilities Improvements, City of Blue Lake, Blue Lake, CA
- Project Manager, Wastewater Facilities Design and Sanitary Sewer Evaluation, Loleta CSD, Loleta, CA
- Project Manager, Town of Scotia Infrastructure Rehabilitation and Replacement Project and NPDES Preparation
- Project Engineer, Site Investigation and Remediation Services at the Halvorsen Site, City of Eureka, Eureka, CA

Bob Brown, AICP Principal Planner

Years of Experience: 39
Years with SHN: 39

Education

B.S., Natural Resource
Planning; Humboldt State
University, Arcata, CA; 1981

Land Use and Environmental
Planning Certificate,
Extension program,
University of California at
Davis; 2005

Memberships

American Institute of Certified
Planners

American Planning
Association

With over 39 years of experience, Bob is the Principal Planner for SHN. He is a member of the American Institute of Certified Planners (AICP) since 1990. Bob served as the City Planner for the cities of Trinidad and Blue Lake for over 27 years. He was a primary author of the City of Blue Lake's Sphere of Influence/Annexation Study, its Fiscal Analysis, and its CEQA Initial Study. He has also provided planning services to the City of Arcata, the City of Eureka, the City of Crescent City, and the CSDs of Redway and Willow Creek.

Representative Projects

- Principal Planner, Arcata Wastewater Treatment Facility Upgrade CEQA/NEPA, City of Arcata, CA
- Principal Planner, On-Call Planning, City of Crescent City, CA
- Project Manager, Land Use Planning and Master Planning Project, Tolowa Dee-ni' Nation, Smith River, CA
- Project Manager, McKay Ranch Draft Initial Study: 325-Unit Mixed Use Development, Humboldt County, CA
- Project Manager, Trinidad-Westhaven Integrated Coastal Watershed Management Plan for 7 watersheds

4. Key Personnel



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

John Dailey, PE, GE Sr. Geotechnical Engineer

Years of Experience: 47
Years with SHN: 14

Education

B.S., Civil Engineering,
University of California at
Davis, CA; 1975

Professional Registrations

Professional Civil Engineer
#C30345, CA

Geotechnical Engineer,
GE256, CA

Professional Engineer / Civil
and Geotechnical, #79564, OR

John is a senior geotechnical engineer with SHN. He is expert in the assessment of complex soils engineering and the development of practical solutions. Due to the frequent soils challenges associated with projects in this area, John has developed solutions for a variety of challenging sites, including the design and installation of remediation systems, stabilizations systems, and monitoring systems. He has extensive experience with deep foundation systems for a variety of infrastructure improvements, and has worked with many pile and pier support systems.

Representative Projects

- Sr. Geotechnical Engineer, Waterfront Drive Extension Project, City of Eureka, Eureka, CA
- Sr. Geotechnical Engineer, Fisherman's Terminal Geotechnical Investigation, City of Eureka, Eureka, CA
- Sr. Geotechnical Engineer, Industrial Arts Building Geotechnical Investigation, Eureka City Schools, Eureka, CA
- Sr. Geotechnical Engineer, Pine Hill Road Bridge Replacement, County of Humboldt, Eureka, CA

Gary Simpson, CEG Principal Geologist

Years of Experience: 33
Years with SHN: 23

Education

M.S., Geology, Humboldt
State University, Arcata, CA;
1990

B.A., Geology, Humboldt
State University, Arcata, CA;
1985

Professional Registrations

Professional Geologist,
#6000, CA

Certified Engineering
Geologist, #2107, CA

Member, Geological Technical
Advisory Committee to the
State Licensing Board

Gary is a Certified Engineering Geologist with more than 33 years of professional experience. He specializes in the application of Quaternary Geology and geomorphology to geotechnical and geohazard evaluations. Gary has a wide range of experience in engineering geological analyses pertaining to slope stability, earthquake faults, and overall site development. These studies are used in assessments for critical infrastructure, roads and highways, schools, hospitals, and a variety of other developments.

Representative Projects

- Engineering Geologist, Rohnerville Airport Access Road, Fortuna, CA
- Engineering Geologist, Royal Crest Mobile Home Park Bluff Assessments, Fortuna, CA
- Engineering Geologist, Riverview Terrace Landsliding, Fortuna, CA
- Engineering Geologist, McLean Center Geotech, Fortuna, CA
- Engineering Geologist, PG&E Pipe 177A Pipeline Assessment Projects, Humboldt and Trinity Counties, CA



4. Key Personnel

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Giovanni Vadurro, PG Senior Geologist

Years of Experience: 24
Years with SHN: 11

Education

B.S., Geology; Humboldt State University, Arcata, CA; 1993

Professional Registrations

Professional Geologist.
#7437, CA

Certified Engineering Geologist, #2554, CA

Giovanni is a Senior Engineering Geologist with SHN Geosciences group serving northern California and southern Oregon. He has over 24 years of professional experience on the North Coast working within the bedrock of the local Franciscan Complex. Prior to working in northern California, Giovanni worked for the United States Geological Survey performing fault hazard assessments for the permitting of a nuclear waste repository in southern Nevada. He is a Certified Engineering Geologist in both California and Oregon and regularly performs complex geotechnical site investigations for large State, municipal and private industry clients.

Representative Projects

- Engineering Geologist, CALFIRE HeliTac Runway Rehabilitation, Fortuna, CA
- Engineering Geologist, Geotechnical Investigation for Loleta CSD Water Tank Assessment, Loleta, CA
- Engineering Geologist, Open Door Fortuna, CA
- Engineering Geologist, Nordic Aquafarms Site Development Geotechnical Investigations, Humboldt Bay, CA

Matt Herman, PLS Principal Surveyor

Years of Experience: 28
Years with SHN: 18

Education

A.A., Civil Engineering Technology, Santa Rosa JC

Professional Registrations

Professional Land Surveyor,
#8335, CA

Matt is SHN's Surveying Principal. He has more than 28 years of experience providing land surveying, civil engineering and planning services throughout the Northern California. He has been the responsible surveyor in charge of field crews involved in collecting and processing raw field data into boundary, utility, and topographic maps. Matt participates in construction staking, topographic mapping, boundary determination, record searches and deed preparation, analyzing and preparing Subdivision Maps and Record of Surveys performed by staff.

Representative Projects

- Senior Surveyor, Bridge Replacement Projects, County of Humboldt, CA
- Senior Surveyor, St. Joseph Hospital Master Planning, St. Joseph Hospital Network, Eureka, CA
- Senior Surveyor, Lafayette and Alice Birney Elementary Schools, Eureka City Schools, Eureka, CA
- Senior Surveyor, Boat Launch Ramp and Parking Facilities Project, Noyo Harbor District, Fort Bragg, CA

4. Key Personnel



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Richard Culp, PE Senior Engineer

Years of Experience: 29
Years with SHN: 3

Education

B.S., Civil Engineering, West Virginia University, Morgantown, WV; 1978

Professional Registrations

Professional Civil Engineer, #51419, CA

Richard has more than 29 years of experience as a licensed civil engineer. His experience includes water/wastewater infrastructure, roadways, landfills, residential site development, storm drains, irrigation, landscaping, erosion control, water wells, pumps, motors, construction plans and specifications, cost estimates, bid documents, permitting, grants, construction management, inspection, and change order negotiation. Richard was also the construction manager for HSU during the school's \$17-million infrastructure improvement project.

History of Previous Employment

- Senior Engineer, Rural Community Assistance Corporation (RCAC), Eureka, CA
- General Manager, Shelter Cove Resort Improvement District, Shelter Cove, CA
- Field Engineer for construction of gas turbine power plants, CBI Services
- Project Engineer, SHN, Eureka, CA

Jordan Ludtke, PE Project Engineer

Years of Experience: 7
Years with SHN: 6

Education

B.S., Environmental Resources Engineering; Humboldt State University; 2017

Professional Registrations & Trainings

Professional Civil Engineer, #91819, CA

Caltrans Resident Engineering Academy

Jordan is a licensed civil engineer with more than 7 years of experience in the disciplines of resident engineering, survey, design, field work, and construction management/oversight of projects including roadway enhancements, bridge replacements, and pipeline replacements. She has completed the Caltrans Resident Engineering Academy and has provided construction management on several municipal projects. Jordan has performed numerous materials tests (compaction testing, concrete sampling) and special inspections at bridges, public buildings, pipelines, roads, driveways, and medical facilities.

Representative Projects

- Assistant Resident Engineer, Jacoby Creek Bridge Construction Management, County of Humboldt, Bayside, CA
- Construction Inspector, Waterline Improvements and Rehabilitation Projects, City of Eureka, CA
- Construction, CIPP Inspector, Sanitary Sewer Infiltration Reduction Project, City of Arcata, CA
- Staff Engineer/Construction inspector, Annie and Mary Rail Trail Phase 1, City of Blue Lake, CA



4. Key Personnel

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Chuck Swanson, EIT Staff Engineer

Years of Experience: 10
Years with SHN: 7

Education

M.S., Environmental Systems,
Environmental Resources
Engineering option;
Humboldt State University;
Arcata, California; 2015

B.S., Environmental
Resources Engineering;
Humboldt State University;
Arcata, California; 2013

Professional Registrations

Engineer-in-Training
Certificate, #147315, CA

Chuck is a staff engineer with 10 years of experience in wastewater permitting, engineering design, construction, and operation. He has a range of experience including local and state wastewater discharge permitting for public and private facilities, financing assistance for public entities, and project management. Chuck brings expertise in water quality data collection and analysis, constructed wetland wastewater treatment and operation, hydraulic modeling, and application of geographic information systems for water quality.

Representative Projects

- Project Manager, Water Storage Tank Replacement Project, Loleta Community Services District, Loleta, CA
- Project Manager, Sanitary Sewer Rehabilitation Project, Loleta Community Services District, Loleta, CA
- Staff Engineer, Ocean Outfall Report of Waste Discharge/ NPDES Permit Application, Town of Samoa, Samoa, CA
- Staff Engineer, WW Facilities Plan and Sanitary Sewer Evaluation Project, Loleta CSD, Loleta, CA

Pieter Gustavson, PE Staff Engineer

Years of Experience: 7
Years with SHN: 7

Education

B.S., Environmental
Resources Engineering;
Humboldt State University;
Arcata, California; 2016

Professional Registrations

Professional Civil Engineer,
#93464, CA

Pieter is a project engineer with 7 years of professional experience in water and wastewater treatment systems, infiltration and inflow studies, infrastructure evaluations and analyses, and site monitoring. His expertise is focused on infiltration and inflow, pump stations, cured-in-place pipe rehabilitation, and water treatment systems.

Representative Projects

- Staff Engineer, Lundbar Hills Booster Station Pump Replacement, City of Eureka, Eureka, CA
- Staff Engineer, Ocean Outfall Inspection, City of Eureka, Eureka, CA
- Staff Engineer, Sanitary Sewer Evaluation Study, City of Fortuna, Fortuna, CA
- Staff Engineer, Plant Improvements and Recycled Water System, Mendocino CSD, Mendocino County, CA
- Staff Engineer, Mule Creek State Prison Stormwater Investigation, Lone, CA

4. Key Personnel



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Gwen Erickson, PG, QSD/P Stormwater Compliance

Years of Experience: 23
Years with SHN: 11

Education

M.S., Geology, Humboldt State University, Arcata, CA; 2008

B.A., Geology, Humboldt State University, Arcata, CA; 1999

Memberships/Certs

Professional Geologist, CA, #8578

Qualified SWPPP Developer/ Practitioner (QSD/P), CA, #21366

CASQA CGP/IGP ToR

Gwen is a licensed professional geologist with expertise in compliance monitoring at industrial and legacy pollution sites, projects with NPDES permits, waste discharge requirements (WDR), and stormwater compliance for construction and industrial projects. She has been implementing sediment and erosion controls at construction sites for 23 years, preparing plans that manage sediment and erosion control for 14 years, and preparing stormwater pollution prevention plans in accordance with the Construction General Permit for the past 13 years. Ms. Erickson also has 8 years of experience providing pollution prevention trainings on construction sites in accordance with the Construction General Permit.

Representative Projects

- Water Quality Compliance Lead, Martin Slough Interceptor Project, HCSD/City of Eureka, CA
- Water Quality Manager, Salt River Ecosystem Restoration Project, Ferndale, CA
- Project Manager, QSD/P, Drinking Water Improvement Project, Garberville Sanitary District, Garberville, CA
- QSP, Open Door Community Health Center, Eureka, CA

Dave Gonzales Materials Lab Manager

Years of Experience: 22
Years with SHN: 22

Education

Fortuna Union High School, CA; 1996

Memberships/Certs

International Code Council
Division of the State Architect

American Concrete Institute

American Welding Society

American Society of
Nondestructive Testing

Dave has more than 22 years of special inspection and materials testing experience. He worked in the materials testing lab for the first 9 years of his career at SHN performing a plethora of soil, concrete and aggregate testing. Dave is also a DSA- and ICC- certified special inspector in structural masonry and has worked with masonry building contractors to ensure materials compliance for mortar, grout, and block. He is a Certified Welding Inspector and provides both ultra sonic and magnetic particle (UT/MT) testing on steel.

Representative Projects

- Materials Tester/Special Inspector, Martin Slough Interceptor Project, HCSD/City of Eureka, Eureka, CA
- Materials Tester/Special Inspector, Elk River WWTP Digester Catwalk Repair Project, Eureka, CA
- Materials Tester/Special Inspector, Humboldt County Juvenile Hall Replacement Project, Eureka, CA
- Materials Tester/Special Inspector, Veteran's Building Seismic Retrofit, Eureka, CA



4. Key Personnel

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Natalie McLaughlin Grant Writing Specialist

Years of Experience: 14
Years with SHN: 3

Education

Orland High School, Glenn County, CA; 2009

Expertise

Grant writing
Grant management
Federal procurement
Program administration
State and Federal Labor Standards

Natalie has more than 14 years of experience in writing, implementing, and administering State and Federal grants. Her expertise includes data analysis, project management, program administration, and state and federal labor standards. Natalie has managed more than \$5M in Federal grant program awards while ensuring adherence to all local, State, and Federal regulations and requirements.

Representative Projects

- Grant Administrator, Active Transportation Program/Safe Routes to School Projects, City of Fort Bragg, CA
- Grant Administrator, Residential Care for the Elderly, Parents and Friends, Inc., Fort Bragg, CA
- Grant Administrator, CIPP Project, City of Fort Bragg, CA
- Labor Standards Compliance Administration, Wastewater Treatment Plant Upgrade, City of Fort Bragg, CA
- Environmental Review and Labor Standards Compliance, 1.5 Million Gallon Water Tank Installation Project, City of Fort Bragg, CA

Justin Sousa GIS Lead

Years of Experience: 20
Years with SHN: 20

Education

B.S., Music, Humboldt State University, Arcata, CA; 2000

Continuing Education

Post-graduate studies in Computer Programming, Humboldt State University; 2000-2001

AutoCAD Civil Design software professional coursework, College of the Redwoods; 2001

Justin Sousa has 20 years of CAD drafting experience and 14 years of GIS experience in the consulting planning, engineering, surveying, and biological fields. His primary role is generating high-quality comprehensive report figures drawing on his experience with data from all disciplines including surveying, planning, engineering, architectural, biological, botanical, wetland, stormwater, soil, photogrammetric, and historical. He also provides spatial analysis and data management services to project managers, professionals, technical staff, and clients.

Representative Projects

- GIS Lead, Last Chance Grade Project, Highway 101, Del Norte County, CA
- GIS Lead, Aquaculture Expansion Project, Coast Seafoods, Humboldt Bay, Eureka, CA
- GIS Lead, Comprehensive Community and Land Use Plan, Resighini Rancheria, Klamath, CA
- GIS Lead, SWPPP Wetland and Other Waters Delineation Report, Royal Gold LLC, Arcata, CA

4. Key Personnel



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Trever Parker, AICP Senior Planner

Years of Experience: 22
Years with SHN: 22

Education

M.S., in Natural Resources (Watershed Management), Humboldt State University, Arcata, CA; 2011

B.S., in Natural Resources Planning, Zoology Minor, Applied Mathematics Minor, Magna cum laude, Humboldt State University; 2000

Memberships/Certs

American Institute of Certified Planners

American Planning Association

Trever’s experience includes a broad spectrum of writing environmental documents (CEQA/NEPA), agency and stakeholder coordination, project permitting oversight, and grant writing and management. She successfully navigates through the difficulties of multiple-agency permitting, balancing the needs of diverse and conflicting opinions while focusing on the priorities of the client. Trever serves as the City Planner for the City of Trinidad as well as the City’s OWTS (septic) Administrator.

Representative Projects

- City Planner, Contract City Planning, City of Trinidad, CA
- Senior Planner, Caltrans District 1 Permitting and Environmental Impact Assessment Project, Eureka, CA
- Senior Planner, Park Master Plan and CEQA Documentation, Willow Creek Community Services District, CA
- Senior Planner, State Water Board EIR for Removal of Klamath Dams, Siskiyou County, CA
- Senior Planner, Trinidad/Westhaven Integrated Coastal Watershed Management Plan, Trinidad, CA

Garry Rees, AICP Senior Planner

Years of Experience: 16
Years with SHN: 16

Education

B.S., Natural Resource Planning; Humboldt State University, Arcata, CA; 2002

Memberships/Certs

American Institute of Certified Planners

American Planning Association

Garry’s expertise focuses on planning, permitting, and environmental documentation related to obtaining local, state, and federal permits for a variety of residential, commercial, and industrial development projects. His primary role has been as project manager overseeing CEQA/NEPA work. He also currently serves as the City Planner for the City of Blue Lake. His experience includes project management, permit processing and regulatory agency liaison, preparation of CEQA/NEPA documents, mitigation monitoring, tribal consultation, noise and lighting studies, and grant writing and administration.

Representative Projects

- Senior Planner, The Lodge at Eureka Low-Income 50-Unit Senior Housing Project, Eureka, CA
- City Planner, Contract City Planning, City of Blue Lake, CA
- Senior Planner, Creekside Homes Annexation, Arcata, CA
- Senior Planner, Strategic Growth Council Grant, City of Blue Lake, CA
- Senior Planner, Royal Gold Soil Operation, Glendale, CA



4. Key Personnel

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Gretchen O'Brien Senior Biologist

Years of Experience: 22
Years with SHN: 4

Education

B.A. Wildlife, Humboldt State University, Arcata, CA; 2000

Certifications and Trainings

Certified Wildlife Biologist status with The Wildlife Society; 2020

Northern California Bat Ecology and Field Techniques Workshop; September 2018

Foothill yellow-legged frog Ecology & Conservation Workshop; October 2018

Gretchen is a senior biologist whose expertise lies in wildlife survey techniques, habitat assessment, data management and report writing. Knowledgeable about threatened and endangered species concerns and survey protocols. Her responsibilities include conducting natural resources / biological assessments, analyzing impacts from project-related activities, assisting with CEQA and NEPA documents.

Representative Projects

- Senior Biologist, Pre-Construction Nesting Bird Surveys, Willits Bypass Project, Willits, CA
- Senior Biologist/Community Development Specialist, Biological Monitoring for Humboldt Bay Trail North Project, City of Arcata, Arcata, CA
- Senior Biologist, Foothill Yellow-Legged Frog Surveys and Permit Preparation for Gravel Extraction and Habitat Restoration Project on the Mad River, Humboldt County, CA
- Environmental Specialist, Construction Design and Permitting for Arcata Marsh Amphitheater Project, Arcata, CA

Joseph Saler Project Botanist

Years of Experience: 8
Years with SHN: 8

Education

B.A. Botany, Humboldt State University, Arcata, CA; 2013

Joseph is a botanist with more than 8 years of professional experience. His expertise focuses on botanical research, surveying, and consulting, as well as ecological restoration, wetland delineation and LID design. Joseph has conducted threatened and endangered plant surveys, wetland delineations, and analyses to minimize environmental impacts and provide ecologically responsible solutions while accomplishing project goals. He has worked on plans and prepared environmental documents related to CEQA and NEPA.

Representative Projects

- Staff Botanist/Environmental Support, McKay Tract Biological Report and Wetland Mitigation Report, Eureka, CA
- Staff Botanist/Environmental Support, Sequoia Park Zoo Natural Resource Assessment, City of Eureka, CA
- Staff Botanist/Environmental Support, Powers Creek Revegetation Plan and Habitat Design, City of Blue Lake, CA
- Staff Botanist/Environmental Support, Highway 101 Bypass Mitigation Monitoring, California Department of Transportation, Humboldt County, CA

4. Key Personnel



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Ethan Lawton Associate Planner

Years of Experience: 8
Years with SHN: 6

Education

B.A., Interdisciplinary Studies,
(Psychology-Counseling &
Inter-Cultural Studies); San
Diego Christian College,
Santee, CA; 2014

Memberships and Volunteer Positions

American Indian Science and
Engineering (Member)

National Congress of
American Indians (Member)

Association on American
Indian Affairs (Member)

Native Americans in
Philanthropy (Member)
Present

Ethan provides strategic guidance on the consideration and inclusion of tribal issues in development of projects, plans, programs, and policies. He has been responsible for correspondence between tribal and non-tribal entities and coordinates meetings with tribal governments and tribal community engagement. As key tribal contact, he facilitates tribal consultations (Section 106, SB 18, and AB 52), conflict management, and best practices. Specializing in cultural resources, tribal cultural resources, and trust assets Ethan, having lived on the Reservation, reviews project concepts and plans, analyzes impacts, and develops mitigations unique to Reservations and tribal communities.

Representative Projects

- Associate Planner, Development Services for the City of Crescent City, Crescent City, CA
- Associate Planner, Land Use Plan for Resighini Rancheria, Resighini, CA
- Associate Planner, Cultural Resources Element for General Plan Update, Trinidad, CA
- Associate Planner, Cultural Ordinances for City of Trinidad, Trinidad, CA
- Associate Planner, CEQA EIR for Dignity Health Pavilion, Redding, CA

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Firm Experience

This section provides narrative descriptions of demonstrated capabilities and past relevant projects. We are describing only the services and experience that we would expect to perform for the District on its upcoming on-call consulting services retainer.

Please note that for this on-call contract, SHN will not propose to provide the following services: electrical and mechanical engineering, and/or cultural resource documentation.



5. Firm Experience



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Public Works, Engineering, and Survey Services

Development of Grant Applications

SHN has assisted our clients in obtaining grants that funded planning, design, and construction of numerous roadway development and capital improvement projects. Many of these grant funding agencies pose specific and detailed reporting and invoicing requirements; SHN has experience in communicating information in formats required by these agencies. Winning grant funding requires a knowledge of grant cycles and how best to fit the work needed with the grant criteria. Once awarded, managing the staff hours, their rates, and invoices and billings is another specialized area of expertise that we have; without that experience, reimbursement of funds can be delayed or even denied.

Please note that SHN has many examples of design and management of grant funded projects of which our team has applied and received awards. The following table presents a selection of SHN's funding-assistance experience with various funding programs and agencies.



These photos present the City of Blue Lake's Annie & Mary Bike Pedestrian Trail. SHN assisted the City to acquire \$983k via the Active Transportation Program.



5. Firm Experience

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

SHN's Funding Assistance Experience		
Funding Program or Agency	Project Title	Amount of Grant Funding
Active Transportation Program (ATP)	City of Blue Lake, Annie & Mary Bike Pedestrian Trail	\$983,000
State Water Resources Control Board (SWRCB) Prop 1	Alturas WWTP Planning	\$500,000
	Lake Shastina CSD, Wastewater Planning Study	\$500,000
	Town of Fort Jones Wastewater Services	\$348,000
	Etna WWTF Planning Grant Application	\$410,000
SWRCB Prop 84	Trinidad Stormwater Management Improvements	\$2.5 Million
Cal-OES, Hazard Mitigation Grant Program (HMPG)	City of Blue Lake, Water Tank Project	\$1.67 Million
California Department of Boating and Waterways (DPW)	Noyo Harbor Boat Launch Facility Project	\$1.4 Million
SWRCB Clean Water State Revolving Fund	Loleta CSD, Sanitary Sewer Rehabilitation Project	\$1.15 Million
	Point Arena Sewer Collection System Planning and Permitting	\$436,000
Local Administration (on behalf of US EPA)	Tuluwat Village (Humboldt Bay's Indian Island) Cleanup Brownfield Project	\$200,000
California Dept. of HCD, CDBG, Planning/Technical Assistance Grant	City of Blue Lake, Powers Creek District Improvement Program	\$70,000

5. Firm Experience



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Water Treatment, Storage, and Distribution Systems

SHN has been providing municipal water supply services throughout northern California for 40 years. Our water system experience includes distribution system design, groundwater investigations, source and supply expansion, water system modeling and analysis, design water storage facilities, water treatment plant analysis and design, surface water intake design, and planning and permitting of water-related projects. We understand that water systems are critical, and our technical expertise can identify solutions that lead to project success that best meet the needs of our clients.



SHN was the project engineer for the City of Arcata's Upper California tank (welded steel).



5. Firm Experience

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Representative Water Treatment, Storage, and Distribution Experience		
Project	Client	Description
Various Projects as District Engineer	Humboldt CSD	Provided design services on various water distribution and storage projects as the District's engineer.
Lundbar Hills Domestic Water Booster Pump Replacement	City of Eureka	Provided design services for the replacement of a domestic water booster pump station.
Construction Management for Annual Water Distribution System Improvements		Provided construction management services for the City's annual water system upgrades (2016, 2017, 2018, and 2019).
Upper Panorama and California Water Tanks	City of Arcata	Replaced aging redwood water storage tanks with welded steel tanks.
Campbell Creek Water Treatment Plant	Hoopa Valley Public Utilities District	Providing design services for a new microfiltration water treatment system for HVPUD's Campbell Creek WTP.
Cyanotoxin Water Treatment System		Provided design services for the installation of an ultra-violet/advanced oxidation process (UV/AOP) system at the District's water treatment plant to treat for cyanotoxins.
Elk River Water System Survey	Humboldt Redwood Company	Established a general engineering protocol for investigation and development of 10 specific, individual, on-site potable water supply systems.
Water Distribution and Treatment Improvements	Scotia CSD	Replacement/rehabilitation of 37,000 lineal feet of water distribution line in and consolidated the existing fire supply and domestic water supply into distribution system. Assessed and provided recommendations to existing water treatment plant.
CALFIRE Water System Improvements	Various CAL FIRE sites in Northern CA	Design services for various CAL FIRE sites in Northern California. Services have included well installation, water treatment, and water storage.
FEMA Project	City of Bay City, OR	FEMA Disaster Prevention funded project to install three under river crossings for potable water lines using HDD.

5. Firm Experience



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Wastewater Collection and Treatment

SHN offers a wide variety of wastewater collection and treatment services. We have designed new wastewater treatment plants, upgrades to existing treatment plants, and both large and small scale wastewater collection systems. We have also performed flow analyses, capacity analyses, plant operational audits, and sludge management plans. This experience helps SHN in identifying practical solutions when evaluating and upgrading facilities for compliance with current regulations.

SHN designed modifications for the City of Blue Lake's wastewater treatment plant (WWTP). As Blue Lake's City Engineer, SHN provided municipal engineering services that have improved the community's wastewater infrastructure. SHN was tasked with the design and construction oversight of the WWTP repairs and improvements to the City's wastewater ponds. Instead of installing a new mechanical WWTP, SHN suggested improving the existing WWTP, coupled with implementing a pretreatment program for commercial dischargers connected to the City's WWTP. The cost of the improvements was one-tenth the price compared to installing a new traditional mechanical WWTP.



As an on-call consultant to the City of Eureka, SHN provided engineering services for a lift station rehabilitation at the corner of Eureka's Broadway and Del Norte Streets.



5. Firm Experience

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Representative Wastewater Collection and Treatment System Projects		
Project	Client	Description
Various Projects as District Engineer	Humboldt CSD	Provided design services on various sewage collection projects, including: force main design (HDD), and lift station modifications and upgrades.
Wastewater Outfall Inspection and Evaluation	City of Eureka, CA	Conducted a condition assessment of the City's outfall pipe. Services included a diving inspection (subcontractor), bathymetric survey, and physical inspection of the above-water features.
Broadway/Del Norte Sewage Lift Station Replacement		Converted the City of Eureka's dry well sewage lift station into a wet-well lift station.
Sanitary Sewer Evaluation Survey	City of Fortuna, CA	Conducted a sanitary sewer evaluation survey. Efforts included the installation of flow meters, flow-poking, and CCTV coordination and evaluation.
Wastewater Treatment Plant Improvements	City of Willits, CA	\$28 million improvements include a new influent pump station, headworks, and a free-water surface wetland treatment which allows irrigation with reclaimed water.
Wastewater Management Facility	McKinleyville CSD, CA	Reclamation study, disposal study, 20-year facilities plan, feasibility study to identify top alternatives for upgrading the existing treatment and disposal system, and outfall permitting and design.
Wastewater Treatment Plant Improvements	City of Blue Lake, CA	\$300,000 project included dike repair, modified discharge to rock filter, addition of baffle curtain to primary pond, and replacement of three aerators. SHN's alternative was a cost-effective solution compared with installing a \$5 million mechanical WWTP.
Wastewater Treatment Plant Improvements	Scotia CSD, CA	Improvement to existing trickling filter WWTP to improve effluent quality and meet NPDES permit requirements.
Sewer Collection System Improvements		Replacement/rehabilitation of 23,000 lineal feet of failing sewer pipe in County streets.
Wastewater Treatment Plant Improvements	Loleta CSD, CA	Prepared facilities plan that identified alternatives for upgrading pre-existing collection, treatment, and disposal system.

5. Firm Experience



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Stormwater Management, Conveyance, and Treatment

SHN's stormwater team and design engineers are strong proponents for low impact development (LID) design, utilizing the expertise of engineers, soil scientists, and native plant specialists. SHN works with municipalities, industrial facilities, and private landowners to integrate LID stormwater treatment elements into new and existing developments and redevelopment projects. We design LID features to meet municipal separate stormwater sewer system (MS4) requirements, and Area of Special Biological Significance waterfront management requirements. We also manage stormwater at industrial facilities, meeting peak flow mitigation requirements. SHN will design and oversee the successful construction of stormwater management, conveyance, and treatment features. SHN is often called when facility LID features fail due to improper planning and/or installation.

Some of SHN's premier LID designs include:

- Grace Hudson Museum Nature Education Facility located in Ukiah
- Open Door Community Health Center's facilities in both Eureka and Fortuna
- Trinidad Rancheria Tribal Office and the Trinidad Harbor (Area of Special Biological Significance)
- Arcata Pool parking lot
- Cypress Grove Cheese Creamery in Arcata
- Several features throughout Humboldt State University (14th and B street, Union and 17th, Library)
- Noyo Harbor Parking Lot, Fort Bragg

SHN's professionals stay current with the many programs that regulate water quality and stormwater discharges, and that affect stormwater planning, design, management, and compliance. Our institutional knowledge and our good standing with the local regulators allow us to provide effective, efficient water quality and stormwater compliance management services for our clients.



This photo presents a regraded and paved parking area with bioretention swale capturing and treating 100% of paved area runoff. The Noyo Harbor Boat Launch Facilities project was honored with a Merit Award from the American Council of Engineering Companies of California (ACEC).

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Construction Management and Inspection

An effective construction manager must be able to communicate with many people, simultaneously, and in a timely manner. It is the responsibility of the construction manager (CM) to protect the Owner's interests by ensuring the project runs efficiently and its schedule and budget are maintained. SHN's approach to construction management is to provide and cross-train our CMs with both construction management skills and materials testing and inspection skills. This allows our CMs to provide additional assistance when needed. Our experience validates this approach.

SHN's CMs have experience in inspection and testing, construction documentation, and reporting. We assure that their certifications are maintained so that when special inspections are required, the inspections can occur quickly, which limits "down time" that can delay construction.

SHN personnel provided full-time construction management services for the County of Humboldt's Jacoby Creek Bridge Rehabilitation project in 2018, and the City of Eureka's Waterfront Drive Extension project in 2019.

Also, our team is overseeing the replacement/rehabilitation of the majority of sewer, stormdrain, water, and road infrastructure throughout the Town of Scotia.



SHN provided construction management services for the County's Jacoby Creek Bridge rehabilitation.



SHN provided construction management services on the City of Eureka's Waterfront Drive project in 2019.

5. Firm Experience



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Municipal Infrastructure Design

Providing design services for municipal infrastructure within the north coast region has been one of SHN's core services since our inception in 1979. We have provided engineering services for nearly every city or services district in Humboldt, Del Norte, and Mendocino counties.

Our municipal infrastructure design experience includes the general areas listed below.

- Water treatment, storage, and distribution
- Wastewater collection and treatment
- Stormwater collection and treatment
- Site development
- Roadway design
- Geotechnical engineering
- Surveying (traditional and UAV)
- Materials testing and inspection



SHN has provided municipal engineering for various North Coast clients, including the Town of Scotia and HCSD.



5. Firm Experience

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Geotechnical Services

SHN offers the largest, most technically competent geosciences staff in Humboldt County. At SHN, geosciences is not considered a niche or specialty market — it is a core competency, and we offer a full team of highly qualified professionals. Our geosciences staff composition reflects our long-time philosophy of a team approach, which involves collaboration between geotechnical engineers and engineering geologists. The geology of California's north coast is some of the most active and challenging in the US. SHN prides itself on staffing a team of geologists that have completed most of their geology education locally. Nearly all of SHN's geologists have graduated with degrees and post graduate degrees from HSU, where learning geology means utilizing the geology of Humboldt County as their classroom.

Subsequently, careers have been developed with continued education and collaboration with a peer group that has developed in that same challenging geologic environment. SHN geologists know the geology and the geotechnical challenges, and have a peer group with decades of experience working in our market areas that we feel is invaluable. SHN built its Geosciences group with this in mind and it has proven to be a huge asset to our clients. These "value added" characteristics can save our clients money by decreasing the time required for us to understand, evaluate, and solve geologic or geotechnical problems.



SHN's Geosciences group is accustomed to working in remote and rugged conditions.

5. Firm Experience



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
---	---	---------------------------------------	------------------------------------	--------------------------------------	---	---	---	---	---

Materials Testing/Special Inspection

For more than 25 years, SHN has provided materials testing and inspection services for many projects throughout Northern California. SHN offers comprehensive soil testing services to support geotechnical investigations and materials testing services during construction.

We maintain numerous accreditations from a variety of federal and state organizations and foster relationships with testing and inspecting agencies that allow us to stay current on industry standards.

SHN's laboratory certifications will provide the District with the confidence that SHN has the capabilities of performing verification testing and quality assurance during construction activities.



SHN's materials testing laboratory (located in Eureka) is a high volume lab that processes 1,000 to 1,500 samples per year.

SHN maintains three fully-accredited materials testing laboratories in Northern California and Southern Oregon. Our California laboratories are certified through the American Association of State and Highway Transportation Officials (AASHTO) and the Caltrans Independent Assurance (IA) program for soil, concrete, aggregate and HMA testing.

The tables below summarize SHN's laboratory certifications and special inspection capabilities.

SHN's California Laboratory Certifications
Caltrans Certified Lab & Technicians <ul style="list-style-type: none"> Lab #114 & #219
AASHTO Accreditation Program (AAP) <ul style="list-style-type: none"> Materials Reference Laboratory (AMRL) Cement and Concrete Reference Laboratory (CCRL)
California Division of the State Architect (DSA) <ul style="list-style-type: none"> #125 & #250
American Concrete Institute (ACI)
National Institution for Certification in Engineering Technologies (NICET)

SHN Special Inspections
Caltrans <ul style="list-style-type: none"> Concrete Aggregate HMA Earthwork
International Code Council (ICC) <ul style="list-style-type: none"> Reinforced Concrete Structural Masonry Spray-Applied Fire Proofing Structural Bolting
California Division of the State Architect (DSA) <ul style="list-style-type: none"> Masonry Special Inspector
American Welding Society <ul style="list-style-type: none"> Visual Weld Inspection Non-Destructive Testing of Welds (NTD)

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Survey Services (Topographic, Construction Staking, Drones, etc.)

SHN has provided surveying services for over 35 years, and we are now also providing services related to use of UAVs, also known as "drones." In a quickly evolving field, SHN surveyors, pilots, and information technology staff are creating new methods of mapping, measurement, and visualization using drones and supporting data management systems.

SHN's drone program is different because our licensed pilots are professional licensed surveyors and geologists. We combine our expertise in mitigation monitoring, restoration planning, and large-scale earth and materials movement with drones and traditional surveying techniques. We use aerial imagery and video to engage the public and better describe projects.

Traditional surveying services continue to be in demand. Our surveying experience covers a range of land uses, including residential, commercial, and industrial development; urban and rural roads, streets, and bridges; highways; subdivisions; water and wastewater treatment facility sites; private and public forest lands; public and private landfills; and wetlands, estuaries, and bays and rivers (bathymetric surveying).

The following is a partial list of SHN's surveying services.

- Records of Survey; legal descriptions
- ALTA land title surveys
- Bathymetric surveying
- Construction staking and surveying
- Topographic mapping
- Aerial photography control
- Parcel maps and major subdivisions; easement preparation
- Property line surveys and adjustments; boundary surveying



This image presents a UAV drone aerial from a flight over the City of Eureka's Hikshari' Trail.



SHN's UAV equipment includes multi-rotor vehicles, as pictured above. The spatial accuracy, high resolution, and surface modeling obtained from processing UAV data is a powerful asset for survey services.

5. Firm Experience



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

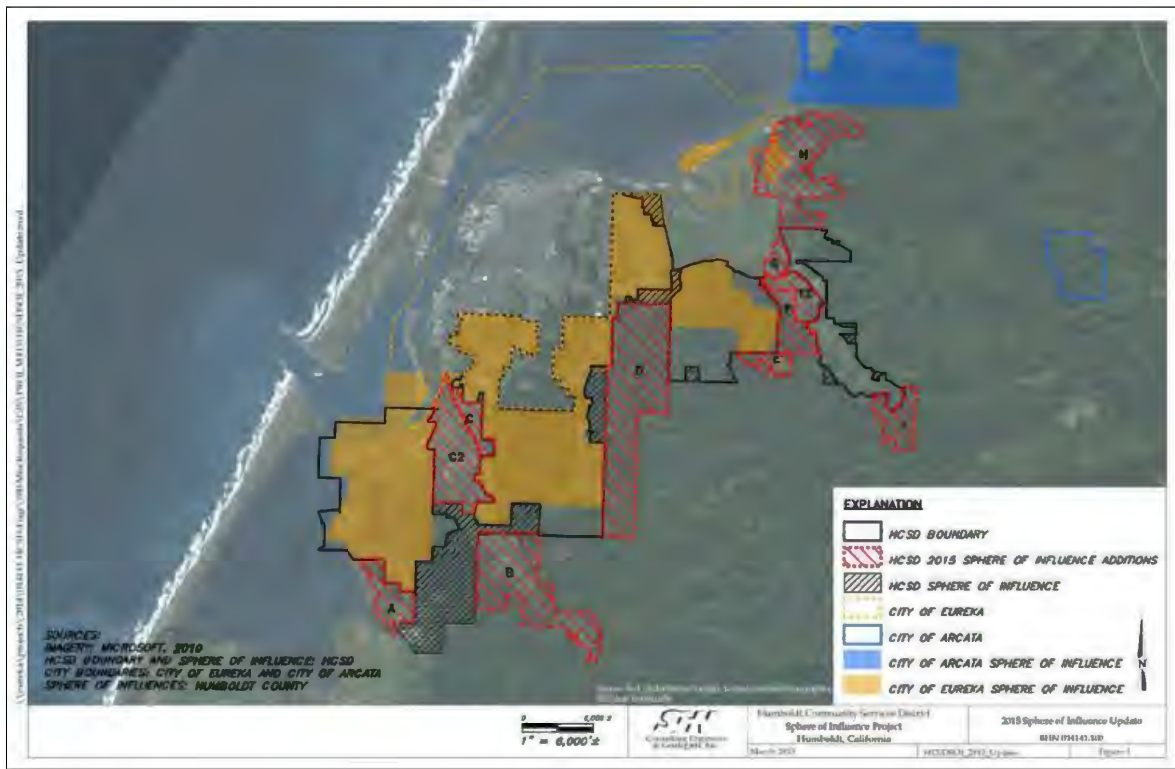
Development and Environmental Services

Conceptual Designs

In its role as a municipal planner, SHN regularly works with applicants to develop conceptual site plans addressing major issue and development restrictions of the our clients' ordinances. SHN's strategy has been to promote and assist good projects through the review process. SHN also has the familiarity with software programs to develop a rendering or superimpose a proposed development elevation onto photographs or site plans onto aerial photos, whatever is necessary to provide our clients the tools to help evaluate a project.

Long Term Planning

SHN's planning staff will assist HCSD with long term planning, depending on and informing the District's long term infrastructure plans, taking into consideration District goals, anticipated private development, evolving regulations, and anticipated future funding opportunities. Various examples of SHN's collaborative long-term planning efforts with HCSD include the 2013-14 Sphere of Influence Update, service extensions, annexations, and the Walnut Corp Yard Master Plan. SHN is also aware that HCSD will require long-term planning for upcoming anticipated infrastructure repairs/maintenance so that the District does not overuse the emergency permitting processes.



This graphic presents a boundary map from the 2013-14 HCSD sphere of influence update.



5. Firm Experience

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Preparation of Development Services Staff Reports, Studies, Correspondence

SHN's staff has prepared staff reports, special studies, and associated correspondence in its role as City Planners for the Cities of Trinidad, Blue Lake, and Crescent City, in addition to various other municipal clients. Our expertise is primarily supported by the hundreds of permit applications and CEQA/NEPA documents that we have authored and/or reviewed, and that have successfully allowed projects to proceed with avoided, minimized, and mitigated impacts. Our expertise is also supported by American Institute of Certified Planners (AICP) certifications held by four of our senior planners. Two of our senior planners are or have been class instructors for the upper division Environmental Impact Analysis (CEQA/NEPA) class offered in the Environmental Resources' Engineering and Sciences majors at HSU.

By selecting SHN, the District will have access to an 8-staff-member planning department to cover workload increases, yet as workloads shrink, the District can quickly reduce SHN's assistance. Our planners are specialists in CEQA/NEPA, coastal development permits, cannabis, housing, as well as federal and state permitting. Using SHN's other services areas, the District will have direct access to geologists, biologists, wetland scientists, civil engineers, hazardous materials specialists, surveyors, and drone pilots who are available to provide input on an as-needed basis. We also work directly with local archeologists, cultural experts, and historians, and subcontract with them based on their availability.

Planning-related Scope of Services Provided to Select Municipal/CSD Clients	City of Eureka	City of Arcata	City of Blue Lake	City of Trinidad	City of Crescent City	City of Redding	Trinity County	Shasta County	Loleta CSD	Weott CSD	Scotia CSD/TOS
	Services to process conditional use/special permits and other projects	✓	✓	✓	✓	✓	✓		✓	✓	✓
Manage environmental review process		✓	✓	✓	✓	✓		✓	✓	✓	✓
Prepare staff reports			✓	✓	✓	✓		✓			
Prepare enviro. docs and technical studies to meet CEQA/local regs	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
Attend public hearings		✓	✓	✓	✓	✓		✓	✓	✓	✓
Perform site inspections	✓		✓	✓	✓	✓		✓			
Manage project appeals			✓	✓	✓			✓			
Prepare cultural resource studies, biological and road assessments	✓		✓	✓	✓			✓	✓	✓	✓
Engagement with other agencies	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
Engagement with applicants	✓		✓	✓	✓	✓		✓			

The table above describes some of the development services included in the District's potential scope of work, and how the SHN team has provided those services to other municipal/district clients.

5. Firm Experience



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

◆

We are experienced with implementing zoning ordinances, subdivision ordinances, general plans and local coastal plans. We are familiar with application completeness requirements, noticing requirements, referrals, and CEQA determinations. Our team quickly adapts to the needs of planning directors, planning commissions, city councils, and the County Board of Supervisors, and we either assist City and County staff or present the staff report on their behalf. SHN is experienced and recognizes the need for presentations at all levels: applicant meetings, community workshops, public hearings, appeal hearings, and depositions. We also maintain excellent working relationships with our responsible and trustee agencies.

Our current workload is flexible and we are experienced in handling multiple project deadlines simultaneously. In over 33 years of handling and processing applications and permits, we reliably meet the numerous Permit Streamlining Act and public noticing deadlines and city council and planning commission meeting schedules. Within the last year, SHN has welcomed a Senior Planner to our team, who was formerly with the County of Mendocino and City of Fort Bragg planning departments.

Geographic Information Systems

In a quickly and constantly evolving field, SHN surveyors and information technology staff are up-to-date and are creating new methods of land mapping, measurement, and visualization through drone aerial photography and video. Drafters and IT staff are experienced in Geographic Information Systems (GIS), database management, and Light Detection and Ranging (LIDAR).

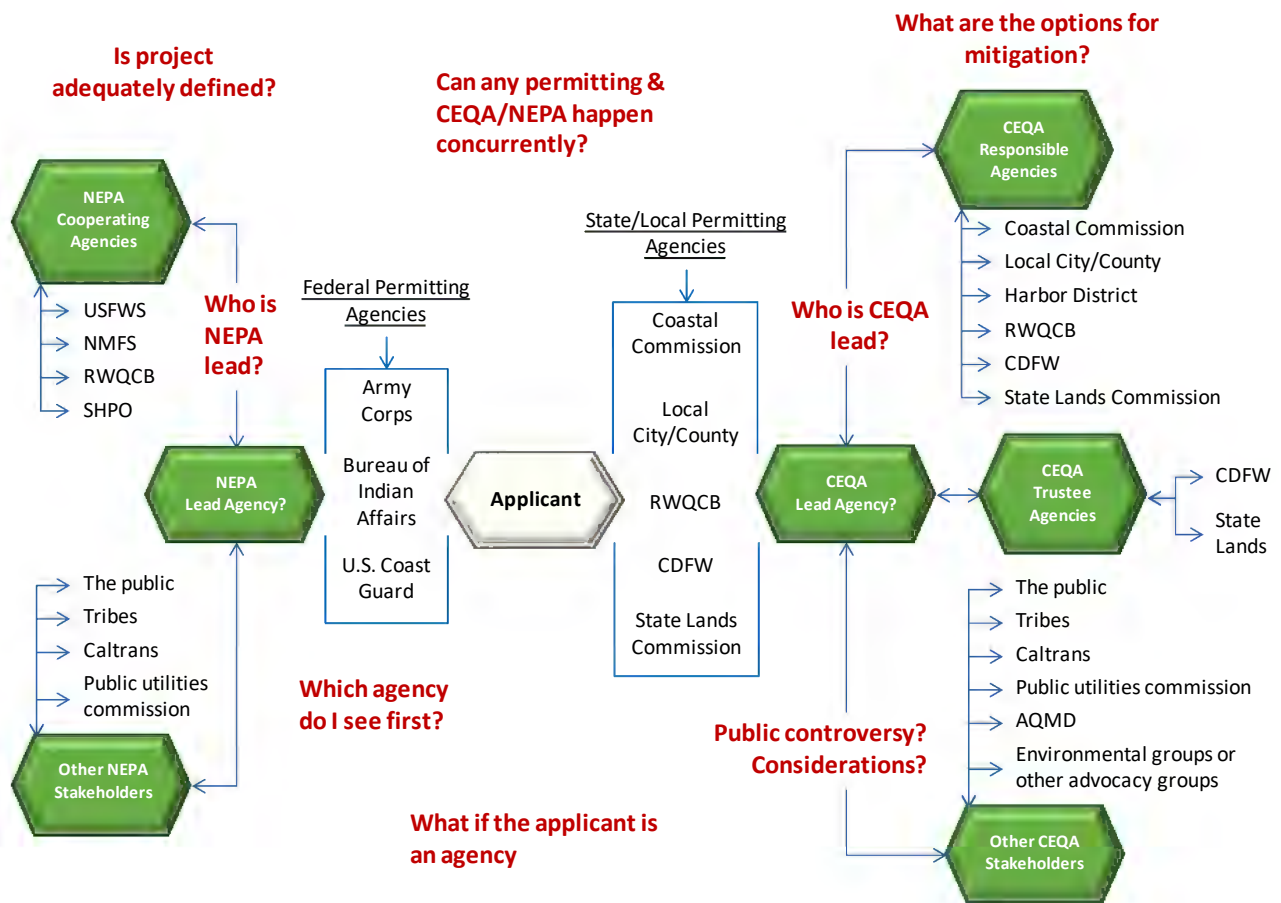
SHN staff is experienced in:

- Collection of data with hand-held GPS units
- Developing/managing GIS systems for municipalities
- ESRI add-ons: Spatial Analyst, 3D Analyst, and Arc Hydro, etc.
- Seamless integration with AutoCAD or other drafting programs

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

CEQA and NEPA Compliance Documents

SHN has provided municipalities with full CEQA services for over 30 years. SHN is available to work with the District to complete all the tasks outlined in the RFQ. SHN staff has worked with a number of projects, including gateway design plans, LID stormwater designs, road realignments, trail designs, NEPA compliance for numerous low-income and senior housing development, and Brownfield investigations. Along with its CEQA experience, SHN offers five service areas of expertise for developments or review of special studies or applicant submittals; these service areas include civil engineering, environmental compliance, geology, biology, and surveying. As the District's need for these disciplines arise, SHN has the expertise, which the District can add as a part of individual contracts on an as-needed basis. No other local firm offers the depth of services that SHN can provide.



As presented in this graphic, our team understands the circuitous nature of the permitting and CEQA documentation process. More importantly, we know how to “untangle the knot” and provide straightforward solutions to our clients’ planning, permitting, and environmental documentation needs.

5. Firm Experience



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

We have experience preparing Initial Studies, Negative Declarations, Mitigated Negative Declarations and Environmental Impact Reports for our public agency, development, and industrial clients to assist them in meeting their regulatory obligations under CEQA. Our planners have prepared numerous CEQA and NEPA compliance documents that evaluate potential impacts on the environment; consider various project alternatives; provide recommendations to avoid, minimize, and/or mitigate environmental impacts; and address comments raised by stakeholders, including federal, state, and local regulatory agencies, landowners, and the public at large.

SHN's ability to successfully plan for individual project needs is based on our ability to integrate our technical expertise with our understanding of broader client goals and objectives. We believe that our success is based on our technical knowledge of resources, grasp of regulatory requirements and setting, and practical knowledge of engineering and construction. Our experience includes completing joint CEQA/NEPA documents, supplemental documents, addenda, public participation programs, legal notices and filings, and resource agency coordination.

Environmental Permitting Documents

SHN has assisted HCSD with permitting a variety of projects over the last 8 years including the aforementioned emergency repair projects, Sea Avenue Sewer Main Project, and forecasting the permitting requirements associated with the Walnut Yard Master Plan. SHN has assisted with LAFCO coordination on several annexation projects and prospective projects.

Our knowledge of federal, state, and local laws and regulations allows us to effectively manage the planning process. The value that we bring to a project includes expertise in complex regulatory situations; the personnel, infrastructure, and facilities to respond quickly and efficiently to all contingencies; and the ability to design and implement unique cost and time saving approaches to our client's needs. Our team has a solid reputation for producing high-quality technical work completed on time and within budget, and has an excellent reputation and working relationship with key agencies.

Wetland and Biological Surveying Documentation

Accurate, current, and relevant biological information is critical to the success of a project. SHN's in-house biological resource professionals and biological monitors offer valuable expertise. Our surveys are done in a timely manner and according to agency protocol to ensure that standards are met. Our resource specialists and biologists have expertise with numerous sensitive California species, as well as species protected by the federal Endangered Species Act.

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

We currently have agency authorization to assess occurrence on habitat needs of many species in California. Because of the diverse experience of our biologists, we have been very successful in obtaining necessary authorizations from regulatory agencies to handle and move sensitive species out of project construction and staging/laydown areas. Our staff can also assist in negotiating mitigation measures and mitigation banking agreements to compensate for unavoidable impacts. SHN provides wetland and biological surveys and documentations for cities, counties, Tribes, and special districts, as well as private clients.



Fish relocation for highway construction at the Willits Bypass project.

CEQA Lead Agency Responsibilities

SHN has been providing full CEQA Lead Agency services to local municipalities for more than 33 years. This has included city or District-generated projects, review of private applicant projects, and commenting as a responsible agency. These services have included initial scoping, conducting (or requesting) necessary special studies, preparation of initial studies, determining screening process and pathway for meeting CEQA requirements, noticing, public review process, response to comments and filing all notices with the State Clearinghouse and County Clerk. SHN is familiar with both the District's CEQA review process and state requirements. We keep up with the latest CEQA case law and annually instruct municipalities on how the previous case law should affect their CEQA practices.

5. Firm Experience



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

◆

This page is intentionally blank.



6. Reference Projects

This section presents SHN's project and client experience. We first present a summary table of the type of projects and tasks we have performed for various municipal clients, followed by brief project description narratives. **Finally, a table including references and their contact information can be found on page 6-17.**

SHN's Relevant Experience Compared to HCSDs On-Call Services Scope of Work	Humboldt CSD Engineering	City of Eureka Engineering	Town of Scotia Various Disciplines	City of Blue Lake Engineering	City of Blue Lake Planning/Permitting	Loleta CSD Engineering/Planning	City of Fortuna Engineering	City of Arcata Engineering	City of Arcata Planning/Permitting	City of Trinidad Planning/Permitting	Harbor District Engineering
Public Works											
• Development of Grant Applications				✓	✓					✓	
◦ FRGP				✓	✓						
◦ Proposition 1						✓				✓	
◦ HMPG				✓	✓						
• Preparation of Plans for Public Works Projects											
◦ Water Treatment, Storage, and Distribution	✓		✓	✓	✓	✓	✓	✓	✓		✓
◦ Wastewater Collection and Treatment	✓	✓	✓	✓	✓	✓	✓				✓
◦ Stormwater Management, Conveyance, and Treatment			✓	✓	✓					✓	✓
◦ Transportation Improvements (Motorized & Non-Motorized)		✓		✓	✓		✓	✓	✓	✓	
• Designed/Managed Projects Funded by SHN-assisted Grants	✓	✓	✓	✓	✓			✓	✓		
Engineering											
• Municipal Infrastructure Design	✓	✓	✓	✓	✓		✓	✓	✓		✓
• Geotechnical Services	✓		✓					✓	✓	✓	
• Materials Testing	✓	✓	✓	✓	✓			✓	✓		
Surveying											
• General Survey	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
• Topographic Survey	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
• Construction Staking											
Development Services											
• Conceptual Designs	✓		✓	✓	✓						✓
• Expert Advice Regarding Long Term Planning		✓	✓	✓	✓					✓	✓
• Development Service Staff Reports, Studies, Correspondence		✓		✓	✓			✓	✓	✓	
• Geographic Information Systems	✓		✓	✓	✓	✓				✓	✓
Environmental Services											
• CEQA and NEPA	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
• Environmental Permitting Documents	✓	✓	✓	✓	✓	✓				✓	✓
• Wetland and Biological Surveying & Documentation	✓	✓	✓			✓		✓	✓	✓	✓
• CEQA Lead Agency Responsibilities	✓			✓	✓	✓		✓	✓	✓	

6. Reference Projects



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

On-Call Services for Humboldt Community Services District

In 2014, the Humboldt Community Services District (HCSD) designated SHN as the on-call District Engineer, providing services to support and assist the District as needed. Services have ranged from providing general technical advice and construction support, and providing engineering services to facilitate a new high-density polyethylene (HDPE) sewer force main that was installed using horizontal directional drilling. SHN also reviews and approves traffic control plans for all of the HCSD scheduled repair and replacement projects. Some of the services SHN has provided include:

Utility infrastructure services

- Water main replacement and re-routing assistance – SHN provided design and construction assistance
- Sewer force main replacement – SHN provided design services and construction oversight for this project, prepared technical specifications for HDD installation, and acted as the Engineer of Record
- Design recommendations for the repair of failing infrastructure
- Capacity evaluations of utility infrastructure to verify if existing utilities can support development
- HDD – SHN has provided design and construction oversight for a number of HDD projects.



Humboldt Community Services District

On-Call Consulting Services, Bid #2023-01

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

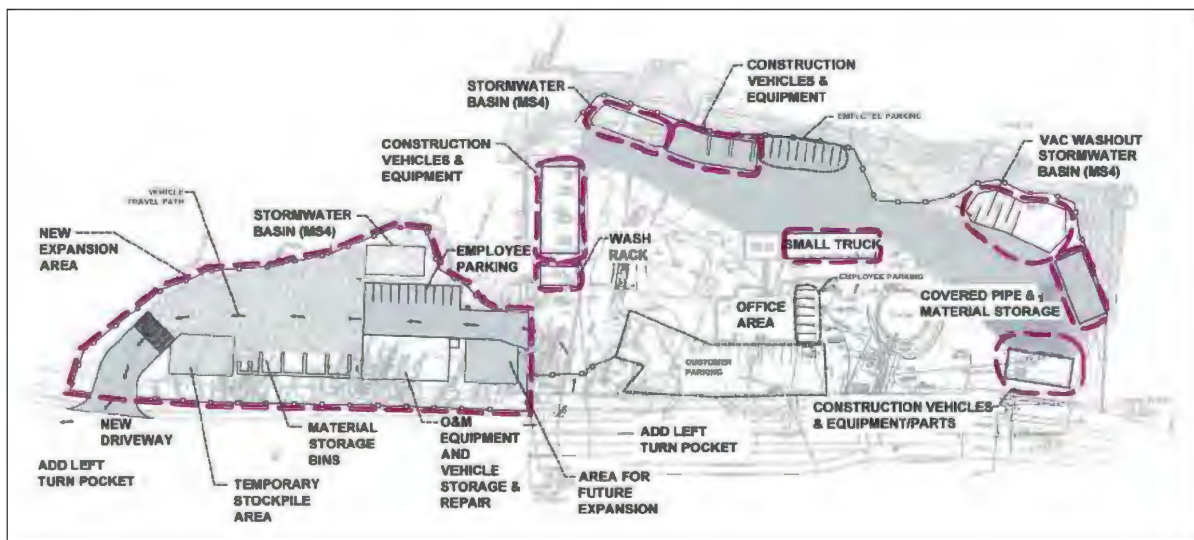
On-Call Services for Humboldt Community Services District (continued)

Slope stabilization – SHN designed a Hilfiker spiral nail wall as an emergency repair to a 25-foot-high slope that was failing and posing a threat to one of HCSD's water storage tanks.



Site development assistance consisting of:

- Utility fee assessment for subdivisions
- Evaluating various sites for their suitability as potential fill sites, and providing closure assistance for existing fill sites
- Fatal flaw evaluation of sites for potential development potential
- Developing master plan for HCSD's corporation yard expansion



Humboldt Community Services District

On-Call Consulting Services, Bid #2023-01

6. Reference Projects



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Engineering Services for the City of Eureka

SHN has provided various services in the areas of engineering, construction management, and aerial photography for the City of Eureka.

Water Main Replacement Projects (2016–2019)

The City implemented multiple water system improvement projects; one is a water main replacement that serves numerous medical facilities. As part of the construction management, SHN verified the processes and activities of the construction contractors, which included disinfecting the temporary service main line and laterals, compacting trenches, maintaining accessibility to businesses, maintaining traffic control and flow during peak hours, and properly installing pipe, valves and fittings. To provide continuous water supply during construction, SHN devised an installation plan of temporary main lines and laterals.



Elk River WWTP Outfall Inspection

The report summarizes surface and subsurface investigations of the outfall and provided recommendations for its future operation. Work included coordination with a underwater inspector to make a visual inspection of the outfall structure, including the diffuser ports, and to verify operational status of the outfall. SHN also conducted a bathymetric survey of the outfall, and an aerial survey of the spit which the outfall crosses. The benefit of using an UAV aerial survey was that the changes in topography, vegetation, and spatial extent of this dynamic system could all be measured with a much higher degree of accuracy than ever before.



Lundbar Hills Water Boosting Pump

The City required replacement of an aging domestic water booster pump system serving a 167-residence subdivision. The existing system had insufficient redundancy and excessive cycling due to the lack pressure management. SHN produced a basis of design report evaluating current and projected demand flows for sizing of a packaged booster skid with variable speed drive. SHN developed the project plans and specifications for installing the new skid, electrical and communication upgrades, and selective demolition and repair of the building to accommodate the new system.



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Broadway/Del Norte Sewer Lift Station

One of the City's last remaining pneumatic sanitary sewer lift stations required replacement due to a lack of available replacement parts, inefficient operation, and challenging maintenance procedures. SHN developed a basis of design report to determine pumping design parameters, and then produced plans and specifications for converting the existing structure into a modern wetwell with efficient submersible pumps and a prefabricated slip-in fiberglass liner with hydraulically optimized base. SHN worked closely with the City to coordinate a new control system with the required customization and integration, and also to coordinate the visual design of the new station which was of particular importance due to its location at a major intersection. SHN also performed observation and documentation of the construction work which included a new forcemain installed via horizontal directional drilling, new discharge manhole, valve vaults and control enclosures with generator hookup.

Aerial Photography Projects

SHN has provided aerial photographic, video and survey services on a variety of City projects including:

- Emergency erosion rip-rap repair of the waterfront property to protect a wastewater line
- Pre-evacuation aerial photos for Eureka Police Department on the waterfront between the Bayshore Mall and the Del Norte Pier
- Under-canopy aerial photographs of a portion of the proposed alignment of the Bay to Zoo trail
- Cooper Gulch park
- The Myrtle Grove Memorial Cemetery
- Aerial video of the entire length of the Waterfront Trail
- Helped to facilitate the Lidar and Imagery services of Access Geographic.
- Wetland Delineations and/or Reduced Buffer justifications for:
 - Hilfiker Lane
 - Sunny Avenue
 - Waterfront Drive at the Samoa Bridge boat launch
 - 7th Street and Myrtle Ave
 - Eureka Zoo wetland and Biology.



6. Reference Projects



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Engineering Services for the Town of Scotia

Town of Scotia, LLC (formerly Pacific Lumber Company), is maintaining its historical nature as a former lumber town, while subdividing the town into parcels for sale to individual owners and providing public utilities and facilities. In addition to planning/permitting and special studies, SHN has provided services on various civil engineering projects for the community.

Utility Design/Modeling

Rehabilitating the TOS's infrastructure to meet current standards has been a challenging task due to the condition of existing infrastructure, and the uncertainty of infrastructure locations. The main challenges for this project are to keep the TOS's existing infrastructure operational and minimize conflicts while installing the new infrastructure.

Additional relevant work performed by SHN includes hydraulic modeling of storm drain, drinking water, and wastewater collection and distribution systems. SHN designed the new infrastructure, prepared the bid documents (including plans and specifications), provided an Engineer's Estimate, and provided bidding assistance to the project owner.



Wastewater Compliance

SHN prepared a 20-year facility plan for the entire treatment, storage, and disposal system. SHN successfully worked with TOS to eliminate summertime discharges to the percolation ponds adjacent to the Eel River and to use the existing log pond to manage summertime effluent flows. SHN has made recommendations for more improvements at the WWTP, and also prepared the WWTP's O&M manual.

Roads and Sidewalks

Adding to the complexity of the project are narrow streets that pre-date the automobile. SHN incorporated ADA requirements into the existing sidewalk system, as well as coordinated with Stanwood Murphy Elementary School on critical elements such as location of crosswalks, bus stops, parking, and signage.

Construction Management and Inspection

As the project Resident Engineer, SHN has overseen the Contractor as they demolished existing domestic and fire water, sanitary sewer, storm drain, and abandoned steam utility structures and appurtenances. While this work was being done, SHN has coordinated with the Contractor to keep existing operational utility infrastructure in service to all areas while constructing new water-related infrastructure.



6. Reference Projects

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Engineering Services for the City of Blue Lake

As City Engineer for the City of Blue Lake, SHN has provided various services in the areas of engineering, wastewater improvements, roadway improvements, City planning, construction management, and funding assistance. SHN has also represented the City at Humboldt County Association of Government's Technical Advisory Committee for 10+ years.

Wastewater Treatment Plant Improvements

SHN's cost-effective solution for improving the WWTP saved the rate payers an estimated \$5-7 million by strategically addressing the City's wastewater issues on multiple fronts, including pre-treatment, permit negotiation, and WWTP improvements. Improvements included installation of a baffle curtain in the treatment pond, and replacement of aeration equipment. SHN also prepared plans, specifications, and oversaw the dike repair of the existing WWTP levees.

Roadway and Pedestrian Improvements

The City of Blue Lake has limited funds for pedestrian and roadway improvement projects. In addition, the City's sidewalk and storm drain collection systems are intermittent. The challenge is to provide safe pedestrian access and storm drain features that are both aesthetically welcoming and fit the limited budgets. SHN has been using a priority list established for the City through the Technical Advisory Committee (TAC). Several roadway and pedestrian projects have been identified, and SHN has been securing funding and addressing problematic areas over time.

Services for the Annie & Mary Trail

SHN provided permitting, design, and construction management services for the Blue Lake segment of the trail, which was completed in 2020. Also, we have prepared conceptual designs for the trail segment from Blue Lake to Glendale. Additional work includes community outreach, bike and pedestrian counts, and preparing preliminary plans and cost estimates.

Construction Management

SHN has provided construction management for various projects for the City, including the WWTP dike repair, "I" Street pedestrian improvements, and Greenwood Avenue pedestrian improvements.



Humboldt Community Services District

On-Call Consulting Services, Bid #2023-01

6. Reference Projects



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Planning Services for the City of Blue Lake

SHN's experience includes providing a wide range of municipal land use planning and CEQA and NEPA services for the City of Blue Lake for more than 30 years.

This has included processing both City and private applications, CEQA and NEPA determinations, completion of special studies, and numerous grant applications. We have provided stakeholder collaboration and many forms of public engagement (for example, City Council, Planning Commission, Community Visioning, informational workshops). We have facilitated over 400 public meetings, and processed and written staff reports for more than 200 permit applications.

Planning, Permitting and Environmental Services

As City Planner, SHN's services have included permitting development projects such as single and multi-family residential housing; and commercial, industrial, public utility, open space, recreational and public access projects. SHN continues to be instrumental in business district development, walkability and sustainability studies, creek restoration, general plan and zoning amendments, and annexation studies.

Powers Creek District Improvement Program: Specialized Studies and Grants

SHN obtained two Community Development Block Grants (CDBG grants) and two Humboldt County Headwater Fund grants so the City can develop its Powers Creek District, a former lumber mill site.



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
---	---	---------------------------------------	------------------------------------	--------------------------------------	---	---	---	---	---

Planning Services for the City of Blue Lake (cont.)

Powers Creek Fish Barrier Removal, Bridge Replacement, and Habitat Enhancement Project
SHN obtained a State River Parkway grant and a Habitat Conservation Fund grant for two separate but adjoining projects that enabled removal of salmonid fish barriers and construction of two bridges over Powers Creek.

SGC Grant Funded Climate Action Plan (CAP)

SHN and Redwood Coast Energy Authority developed a Climate Action Plan and Greenhouse Gas Inventory for Blue Lake. SHN updated relevant portions of the General Plan and zoning ordinance to incorporate sustainable development policies and standards.



In addition to the work previously described SHN has also assisted the City in:

- Annexation Study and Fiscal Impact Analysis related to the annexation of property in the City's Sphere of Influence
- Creation of a Mixed-Use (MU) Zone that was applied to the edges of the Downtown area to allow a variety of commercial and residential uses and promote a live-work type environment
- Revisions to the Zoning Ordinance to allow more principally permitted uses in commercial and industrial zones subject to performance standards
- Revisions to the Light Industry (ML) zone to allow retail commercial uses associated with craft-type manufacturing businesses in the Business Park
- Housing Element Updates to achieve compliance with State Housing Law
- Downtown Parking Study to focus on maximizing on-street parking and reducing off-street parking requirements
- Update of the General Plan Land Use and Circulation Elements as part of the SGC Grant
- Creation of a General Plan Energy Element as part of the SGC Grant
- Climate Action Plan and GHG Inventory as part of the SGC Grant
- Community Development Block Grant Planning & Technical Assistance (PTA) grant that included the preparation of studies and development plans for the Business Park

6. Reference Projects



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Engineering Services for Loleta CSD

SHN currently serves as the prime consultant for improving Loleta's wastewater treatment system.

Sanitary Sewer Evaluation Study

One of our tasks has been to complete a sanitary sewer evaluation for the purposes of addressing compliance related to the existing wastewater treatment facility (WWTF), addressing inflow and infiltration (I/I), and developing a long-term plan for effluent disposal.

LCSD maintains approximately 2.9 miles of sewer mains. The entirety of the collection and conveyance system consists of gravity sewer mains, 41 sanitary manholes, and several privately owned lift stations. For the evaluation, SHN divided the collection system into three subsystems and provided relevant details such as pipe locations and recommended upgrades.

The flow data for the WWTF indicated major I/I problems within the LCSD collection system. SHN conducted various methods of testing to determine and establish priorities for pipe rehabilitation and locations of I/I entering the system. SHN recommended cured-in-place pipe for pipe rehabilitation, coupled with lateral replacements. SHN's evaluation also included preparation of cost estimates for pipe replacement and rehabilitation.



WWTP Funding and Design

SHN is helping the Loleta CSD evaluate their wastewater collection, treatment, and disposal systems, and prepare a Clean Water State Revolving Fund (CWSRF) grant/loan application package. As a part of the WWTF evaluation, SHN assessed four biological treatment systems including facultative lagoons, extended aeration, sequencing batch reactors, and oxidation ditches, ultimately recommending an extended aeration system with ultraviolet disinfection.

SHN is currently completing federal "cross-cutters" for compliance with NEPA and CEQA requirements as a part of a grant/loan application package to the State Water Board's Division of Financial Assistance. The total project design and construction cost is estimated to be over \$6 million including rehabilitation of the District's sewer system.

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Engineering Services for the City of Fortuna

Sanitary Sewer Evaluation Study

In 2018, SHN conducted a thorough evaluation of the City of Fortuna's sewer collection system in order to identify sources of inflow and infiltration (I/I) throughout the City.

The City of Fortuna owns and maintains over 50 miles of sewer mains which are organized into seven gravity-segregated basins. Sewer flows measured at the City's WWTP indicated that significant sources of I/I exist in the system. A thorough CCTV evaluation of the entire system would have been cost prohibitive. Therefore, SHN worked with the City to select strategic areas in which to install continuous flow monitoring during the winter months. SHN also conducted flow poking efforts to locate areas with abnormally high flows and clear water. The data collected from the flow metering allowed SHN to narrow our focus to a single basin. Once a single basin was selected, approximately six miles of collection system piping were identified for CCTV evaluation.



Once the evaluation of the collection system was complete, SHN developed recommended projects for the rehabilitation of the sewer system. These recommendations included both cured-in-place pipe (CIPP) rehabilitation, and open-trench replacement of pipe in areas where CIPP was not suitable. SHN's evaluation also included construction cost estimates for the recommended projects.

Rohnerville Airport Connectivity Study

In 2017, the Humboldt County Association of Governments and City of Fortuna selected SHN and TJKM to provide a connectivity study and provide recommended alternatives to connect the Rohnerville Airport to State Highway 36. The goals of developing an alternative route to the airport were to establish a more direct route than currently exists and reduce impacts to residents by re-routing private, commercial, and emergency vehicles away from residential areas.



The SHN and TJKM team provided services encompassing preliminary engineering, geologic, environmental, and planning studies that were conducted to identify the various opportunities and constraints associated with potential access routes to the airport.

6. Reference Projects



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
---	---	---------------------------------------	------------------------------------	--------------------------------------	---	---	---	---	---

Engineering Services for the City of Arcata

SHN has provided various engineering services for the City, represented by these recent projects:

Old Arcata Road Design Charrette and Alternatives Analysis

In an effort to improve pedestrian, bicycle, and alternative modes of travel along Old Arcata Road, the City selected the SHN team to work with the community to understand the issues and challenges with the existing roadway, and develop community-driven design alternatives for possible roadway improvements. The result of this effort was a conceptual design that had significant community support. SHN's effort on this project was a key component to helping the City secure funding for moving this project forward.

Upper Panorama Water Tank and California Avenue Water Tank Projects

In the initial stages of this project, SHN assisted the City with identifying suitable sites for the potential installation of new water storage tanks. SHN assisted the City in identifying two preferred sites for the placement of new water tanks, conducted topographic surveys, and conducted a geotechnical investigation for these sites. SHN provided site civil design (plans and specifications), bidding assistance, construction administration services, materials testing, and inspection to facilitate the installation of the new welded steel tanks.

Annie and Mary Trail Connectivity Project, Arcata Segment

Teaming with Trail People, SHN provided various multi-disciplinary services for the City's project. The project involved an assessment of current opportunities and constraints for walking and biking between downtown Arcata, the Valley West neighborhood, and HSU; robust public participation; and development of concept design alternatives for a trail and/or on-street facilities for safe walking and biking connectivity between these important community destinations. One challenge was obtaining community support and support from the residents and business owners along the corridor. Our team addressed this challenge by thoroughly engaging with the community and allowing their input to help guide decisions.



Humboldt Community Services District

On-Call Consulting Services, Bid #2023-01

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Planning Services for the City of Arcata

SHN has provided various planning and permitting services for the City of Arcata, represented by these projects:

Arcata Wastewater Treatment Facility Upgrades Project

SHN was instrumental in developing the Initial Study/MND for this important upgrade project. SHN is also assisting the City in development of the NEPA EA, the SRF package and Coastal Development Permit application. The project included modeling for air quality and greenhouse gas emissions and addressing FEMA's Eight-Step planning process.



Arcata Gateway Project

Managed the policy planning and detailed site analysis as part of a group of consultants working together to redesign and enhance the gateway entrances into the City of Arcata. Responsible for coordinating activities of the design group. The project is designed to incorporate multimodal transportation alternatives and wayfinding concepts into the project that will reflect and enhance the unique environmental character of Arcata and the Redwood forest.



Additional Planning Services (since 1988)

- Permitting/CEQA Footprint Recycling Biodiesel Relocation
- Permitting/CEQA Cypress Grove Chevre Goat Cheese Manufacturing and Expansion
- Permitting/ NEPA/ CEQA for Plaza Point 23-Unit Senior Housing Complex
- Permitting/CEQA Robert Goodman Winery in the former Humboldt Machinery building
- Permitting/CEQA for Schmidbauer Lumber – Los Harbors 12-acre Mixed Use Business Park EA on Former Mill Site, Arcata, CA.



6. Reference Projects



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Planning Services for the City of Trinidad

SHN's experience includes providing a wide range of municipal land use planning and CEQA and NEPA services for the City of Trinidad since 1988. These aforementioned services include coastal development permits, subdivisions, annexations, trails plans, vegetation management plans, tribal consultations, water quality sampling, and septic management programs. Our team has provided stakeholder collaboration and many forms of public engagement. Our experience in Trinidad includes over 400 meetings and more than 100 permit applications.

General Plan. SHN is currently spearheading a comprehensive Trinidad General Plan update and updating the land use ordinances. We held over 50 public meetings and outreach activities for this project, and also received two Local Coastal Program update assistance grants from the California Coastal Commission.

Water Resiliency Planning. Trinidad has recently embarked on a series of projects to plan for droughts and increase resiliency in its water system. As part of these efforts, SHN authored a water demand assessment to characterize future water use. SHN also worked with the Planning Commission and other staff to develop policies for evaluating water connection requests from outside City limits. We also created a Water Shortage Contingency Plan, which was partially implemented during last year's dry season, prior to the plan being officially adopted. We are currently drafting an ordinance to fully implement the Water Shortage Contingency Plan. SHN will continue to participate in the City's ongoing water resiliency planning efforts.





6. Reference Projects

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Planning Services for the City of Trinidad (cont.)

Trinidad-Westhaven Integrated Coastal Watershed Management Plan. SHN has been involved in the submittal, administration, and/or implementation of \$500,000 in grant funding that supported this Integrated Coastal Watershed Management Plan.

SHN took a lead role in coordinating the planning process and preparing the plan, which is a comprehensive planning document that identified problems, solutions, and partnerships to address water quality within a 6,300-acre, 7 watershed area. With the City, we coordinated stakeholder collaboration with community members, City Council, Trinidad Rancheria, Westhaven CSD, California State Parks, Green Diamond, the Redwood Community Action Agency, GHD, property owners, and local, state and federal agencies. SHN was also involved in the submittal, administration, and/or implementation of an additional several million dollars in grant funding so the City could enact the Trinidad Watershed Action Plan. Viewpoints often different within the diverse group of stakeholders that included various state and federal agencies such as the California Coastal Commission, Coastal Conservancy, State Parks, North Coast Regional Water Quality Control Board, State Water Resources Control Board, State Department of Fish and Wildlife, Bureau of Land Management, Army Corps of Engineers, National Marine Fisheries Service, and local Tribal members.

The plans received a 2011 Comprehensive Planning Award from the California Chapter of the American Planning Association (APA).

In addition to the work previously described SHN has also assisted the City in:

- Trail litigation support and assistance
- Adopting and implementing a Views and Vegetation Ordinance
- Adopting a Nuisance Abatement Ordinance and supporting enforcement activities
- Writing CEQA documentation (as applicable) for City and private projects
- Permitting a wide range of projects from complicated infrastructure replacement (Trinidad Pier) to a simple sunroom addition on a house
- Providing support for the City's appeal of the Moss subdivision within the Luffenholtz Creek watershed, before the County Board of Supervisors in order to protect the City's water supply
- Developing and administering an onsite wastewater treatment system management program
- Achieving certification from the Coastal Commission on a short-term rental ordinance that has been cited as an example to follow by Coastal Commission staff
- Assistance with stormwater compliance and providing Low Impact Development (LID) policy and design guidance
- Trails planning, maintenance, and permitting
- Water quality sampling and assessment
- Watershed planning and assessment
- Outreach for major projects at community events such as the Trinidad Fish Festival

6. Reference Projects



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Engineering Services for the Humboldt Bay Harbor District

SHN has provided various services as the District Engineer for the Humboldt Bay Harbor, Recreation & Conservation District.

Assessment of Infrastructure at RMT-II (Water & Wastewater)

SHN lead a team that reviewed the condition of the existing infrastructure at the former pulp mill including the water treatment plant (clarifiers and filters), and the onsite disposal system.



Assessment of Ocean Outfall

The SHN team also assessed the ocean outfall at the former pulp mill including the condition of the discharge pumps, and the outfall. Assessment included reviewing existing plans, and inspection reports submitted by professional divers.



Assessment of Wastewater Loads from RMT-II

SHN assessed various scenarios for potential loads from potential development at RMT II including fixture counts, and potential industrial and commercial activities.

Development of Water Supply (System Supply Well)

As part of aquaculture development at RMT II, SHN installed a test well in order to supply saltwater for Aquaculture use. SHN's geosciences group provided the expertise and understanding of the regional geology on the Samoa peninsula to target the depth and desired well screen interval. The test well was installed using a mud rotary drill rig.



Permitting for Wastewater Sewer Lines (RMT-II/Samoa Peninsula)

SHN conducted the botanical and wetland special studies, and coordinated the cultural special studies as part of the permitting effort for installation of new sanitary sewer lines to run between RMT II and the new town of Samoa wastewater treatment plant. Permitting agencies included the Army Corp of Engineers, RWQCB, the California Coastal Commission, and the County of Humboldt.

Site Development of RMT-II for Aquaculture/Industrial/Commercial Use

As the District Engineer for the Harbor District, SHN has been involved in assessing different potential industrial commercial uses at RMT II including aquaculture, biofuels production, butane and CO2 storage, and the business park.



6. Reference Projects

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Client References

We have included the following references to highlight several project elements relevant to the scope of the District's RFQ. Please feel free to discuss our team's track record for reliability, effectiveness, and quality.

Our clients often tell us that we have saved them time, money, and headaches by helping them with their projects in a reliable and professional manner.

Client	Town of Scotia (Various Services)
Contact Name	Frank Bacik
Address	108 Main Street Scotia, CA 95565
Phone Number	707-845-4995 (mobile)
Email	fbacik@townofscotia.com

Client	City of Arcata (Engineering)
Contact Name	Netra Khatri
Address	736 F Street Arcata, CA 95521
Phone Number	707-825-2128
Email	nkhatri@cityofarcata.org

Client	City of Blue Lake (Engineering/Planning)
Contact Name	Amanda Mager
Address	P.O. Box 458 Blue Lake, CA 95525
Phone Number	707-668-5655
Email	citymanager@bluelake.ca.gov

Client	City of Trinidad (Planning)
Contact Name	Eli Naffah
Address	409 Trinity Street Trinidad, CA 95570
Phone Number	707-677-3876
Email	citymanager@trinidad.ca.gov

Client	City of Arcata (Planning)
Contact Name	David Loya
Address	736 F Street Arcata, CA 95521
Phone Number	707-825-2045
Email	dloya@cityofarcata.org

Client	City of Fortuna (Engineering)
Contact Name	Brendan Byrd
Address	P.O. Box 545 Fortuna, CA 95540
Phone Number	707-725-7650
Email	bbyrd@ci.fortuna.ca.us

Client	Loleta CSD (Engineering/Planning)
Contact Name	Manny Fonseca
Address	P.O. Box 236 Loleta, CA 95540
Phone Number	707-733-1717
Email	loletacsd@att.net

Client	City of Eureka (Engineering)
Contact Name	Kelly Allen
Address	531 K Street, Third Floor Eureka, CA 95501
Phone Number	707-443-4558
Email	kallen@ci.eureka.ca.gov

6. Reference Projects



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

◆

This page is intentionally blank.



7. Litigation History

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Litigation History

SHN opens approximately 900 projects per year. In the last 10 years, 0.06% of projects have resulted in some form of litigation.

As requested in the RFQ, the following section provides information regarding SHN's litigation history during the past 10 years.

- One wastewater infrastructure project resulted in litigation between SHN and a directional drilling contractor (Apex Drilling). The suit was settled before "going to discovery," so no judgment of fault was rendered. However, SHN's engineering, geotechnical, and construction inspection and management services on this project were recognized by the American Council of Engineering Companies, who awarded the client and SHN with a Commendation Award in February 2017.
- One water supply project resulted in litigation between SHN and the City of Rio Dell. The suit was settled before "going to discovery," so no judgment of fault was rendered.
- One water supply project resulted in litigation between SHN and the AECOM. The suit was settled before "going to discovery," so no judgment of fault was rendered.
- SHN is currently involved in a non-performance-related litigation brought by an individual; SHN ended its contract per the contract terms, which prompted action by the individual. The U.S. District Court in San Francisco dismissed the suit with prejudice.

7. Litigation History



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

◆

This page is intentionally blank.



8. Understanding and Management

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Understanding and Management

SHN understands that HCSD requires engineering and planning/permitting assistance that ranges from large comprehensive design projects to minor supporting assistance. SHN has demonstrated that we can adapt to both extremes based on HCSD's needs and desires. We also understand that many of HCSD's projects have limited budgets, and we work collaboratively with HCSD to take advantage of the resources that they have in-house. SHN has successfully helped many of our local communities and districts obtain funding for their projects and can help HCSD seek funding for larger projects that they wish to pursue.



We have been fortunate to have assisted HCSD since 1993, when the District needed assistance in revenue forecasting. SHN was involved in many historical (1993 to 2010) District projects; representative projects include:

- Water system modeling
- GIS research
- Underground storage tanks services on South Broadway and the corporation yard
- Groundwater assessment in the Elk River aquifer
- Embankment failures on Beechwood and Walnut streets
- Sanitary sewer survey in King Salmon
- Topographic surveys for Ivy Lane, Humboldt Hill tank, King Salmon right-of-way, Mike Lane, and Sea Avenue
- Noise evaluation for the Humboldt Hill water tank booster station
- Spoils and fill studies at Brauning Lane, Goat Farm site, Artino Avenue

8. Understanding and Management



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

In 2014, HCSD designated SHN as their on-call District Engineer, providing both engineering and permitting support as needed. Services have ranged from providing general technical advice and construction support, to engineering services for a new HDPE sewer force main installed via horizontal directional drilling (HDD). SHN has also reviewed and approved traffic control plans for all District repair and replacement projects.

Planning and permitting assistance provided by SHN includes:

- 2013-14 Sphere of Influence update, providing the Initial Study and Negative Declaration.
- Walnut Yard Master Plan, where we planned and forecasted the permitting requirements.
- Expedited emergency permitting of several emergency repairs, where we prepared Categorical Exemptions for the Elk River water main emergency repair, the Pine Hill Road sewer lift station bank failure, and Martin Slough wastewater pipe emergency protection project.
- Several annexations and LAFCO coordination, for the Indianola, Langlois Lane and Mitchell Road areas.
- Satisfying CEQA requirements for HCSD as the Responsible Agency, for the Sea Avenue project.



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Engineering assistance provided by SHN includes:

- Utility infrastructure services.
- Water main replacement and re-routing assistance, provided design and construction oversight.
- Sewer force main replacement, provided design services and construction oversight.
- Design recommendations for repair of failing infrastructure.
- Slope stabilization (Dana Lane Tank site).
- HDD design and construction oversight. SHN has assisted HCSD with a number of HDD projects.



Site development assistance

- Utility fee assessments for subdivisions
- Evaluated various sites for suitability as fill sites, and provided closure assistance for existing fill sites
- Fatal flaw evaluation of sites for potential development



8. Understanding and Management



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

Responding to Task Orders

Often, when HCSD contacts us for assistance, they need our assistance on a quick timeline. We are responsive to HCSD's urgent needs. On larger projects that have longer timeframes, SHN's first step is to develop a thorough understanding of what is needed for the project, and then map out a plan for the permitting, design, and construction of the project. SHN can adapt to the specific needs of each project.

We understand that on-call services can vary substantially in terms of discipline, level of effort, and urgency. Our role in providing on-call services for the District will be to help the District as is needed for each project. In some cases, our services may be very minor, where we may only be needed to provide assistance on a small portion of a larger project; and in other cases, the District may rely on us to provide a more comprehensive solution. The District will determine what role SHN should play on each project, and we will follow the direction of the District regarding how involved we get with each project.

We will view SHN as an extension of District staff and our role will be to augment the District's technical services when the need arises. We can help as much or as little as the situation requires.

Management Strategies

SHN staff work as a close, tight-knit group with frequent, open communication. Environmental projects can be complex from conceptualization to implementation; therefore, close communication is the key to effective project completion. SHN holds weekly staffing meetings to coordinate our staff, maintain project schedules, and keep over-lapping tasks moving forward.

Quality Controls and Senior Oversight

Our team has project management tools and stringent procedures that ensure the quality of our clients' projects. Senior professionals oversee all phases of the work.

SHN uses a series of internal project management tools that enable our project managers to more easily plan and execute their assignments. A quality advisor (QA) provides guidance, support, and quality assurance to the project manager throughout each project. SHN uses a system of peer and senior reviews at various stages of each project. SHN project managers attend a training academy that includes lessons and strategies for communication, scheduling and cost estimating, and a review of SHN's project management tools and resources that include the need for senior review to manage risks.



8. Understanding and Management

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Approach to Providing On-Call Consulting Services

The SHN team will provide on-call consulting services for the District with a team that will provide a wide variety of technical services and understands the role of serving the public. Our municipal clients' success is attributed to SHN's:

- **Engagement** – It is critical for the on-call consultant to work closely with District staff, providing immediate access via phone or email. By developing this strong and collaborative relationship with HCSD staff, SHN will better understand and anticipate the needs of the District.
- **Adaptability** – Our philosophy is to serve as a consultant who can adapt to varying needs. Some projects will require plans and specifications, others will require consultation in the field during construction, and some projects may be very conceptual and broad in scope and require more of a “big picture” approach.
- **Appropriate Solutions** – Choosing the right tool for the job is critical in ensuring the job gets completed as efficiently and effectively as possible. While SHN has the ability to provide high-end technical solutions, we strive to provide practical solutions that are appropriate for the need. A simple and pragmatic approach is often the most appropriate.
- **Experience and Expertise** – SHN offers a broad spectrum of services, and can cover nearly every aspect of a project from planning through construction. When unexpected conditions arise, we have the people to find the solution. Whether it is a geotechnical concern, or if contaminated soils have been encountered, we have the experience and expertise to help the District get the project completed.
- **Funding Knowledge** – SHN has been successful in obtaining and managing grant funds and low interest loans for municipal clients. We have assisted our clients in acquiring millions of dollars in grant funding and loans for various types of projects, including water and wastewater treatment and conveyance improvements, and transportation improvements.
- **Communication Skills** – Clear and consistent communication is the key to success on every project. Failure to communicate can doom even the most simple and straightforward projects. We commit to have open and honest correspondence with District staff on every project.
- **Project Management** – Jared O'Barr, PE, and Stein Coriell, AICP, are proposed as the Project Managers responsible for overall management of the on-call services contract. Depending on the type of project, Bob and Stein will be responsible for project budgets and timelines, and they will ensure that the necessary deliverables are provided to the District.

8. Understanding and Management



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

◆

This page is intentionally blank.



9. Value and Fee Schedule

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
-------------------------------------	---------------------------------------	-----------------------------------	--------------------------------	----------------------------------	-------------------------------------	-------------------------------------	---	---	-------------------------------------

Value and Fee Schedule

SHN intends to provide efficient, effective, timely, and cost-conscious services by:



1. **Being honest and upfront with the HCSD regarding our abilities.** If there is a project that we can't serve efficiently and effectively, SHN will be honest and upfront with the District. This may result in SHN proposing to team with another consulting firm in order to bring the necessary level of experience and expertise to the project, or it may result in SHN providing the District with a recommendation for another firm that can provide these services.



2. **Selecting the appropriate staff for each project.** SHN will staff projects with individuals who have the appropriate skills and experience to work on projects for the District.



3. **Coordinating closely with the District.** SHN will work closely with HCSD throughout the duration of all projects. We will seek to obtain District input and guidance at key milestones, and we will obtain District buy-in before moving forward with our efforts.



4. **Communicating well.** Communication is the key to success on every project. SHN understands this reality and we will strive to maintain good communication with the District and their staff on each project that we are involved with.

Fee Schedule

As requested in the RFQ, we have included our 2023 fee schedule in a separately sealed envelope.

9. Value and Fee Schedule



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

◆

This page is intentionally blank.



10. Other Requirements

Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
---	---	---------------------------------------	------------------------------------	--------------------------------------	---	---	---	---	---

Other Requirements

SHN affirms there are no known or potential conflicts of interest to HCSD for the On-Call Consulting Services project. We declare there are no business associations, interests, or other circumstances that could influence or appear to influence the judgment or quality of our team's services to the District.

Also, we affirm that SHN is operating under a legitimate business license and that we have all of the required insurance to work on the City's projects. Certifications will be furnished upon request. Finally, our cover letter has been signed by Jared O'Barr, an authorized representative of our firm.

Evaluation Criteria

As a summary of our submittal, we have provided the District's evaluation criteria and include elements within our SOQ which provide support for our team's responsiveness to the information requested by the District.

Evaluation Criteria	Pages where evaluation criteria are addressed	Key elements supporting evaluation criteria
Cover Sheet (5 pt)	At the beginning of document	In addition to the District's cover sheet, our cover letter outlines our interest in continuing our working relationship with HCSD.
Firm Experience and Qualifications (40 pt)	Throughout the SOQ, and our HCSD experience is shown on pages 6-2 and 6-3	Through our 29 years of experience with the District, our expertise in regard to scope related items, and our ability to be flexible in our approach, we are confident that we understand what the District requires for future projects.
Understanding/ Management (30 pt)	Pages 8-1 through 8-4	We understand that the District's on-call projects may have limited budgets and short timelines, which is why we advocate simple and pragmatic approaches, and use of District staff to the greatest extent possible.
Value and Fee Schedule (20 pt)	Value discussion on page 9-1; Fee Schedule provided separately	We also want to ensure that each task order is the right-fit for both SHN and the District so that the District receives the best possible services from its on-call partners. Our 2023 Fee Schedule is submitted with this SOQ in a separately sealed envelope.
Other Requirements (5 pt)	Page 10-1	We are a fully certified and insured firm that is ready to provide all services that the District may require.

10. Other Requirements



Section 01 HCSD's Cover Sheet	Section 02 Organizational Chart	Section 03 Firm Description	Section 04 Key Personnel	Section 05 Firm Experience	Section 06 Reference Projects	Section 07 Litigation History	Section 08 Understanding & Management	Section 09 Value and Fee Schedule	Section 10 Other Requirements
--	--	--	---------------------------------------	---	--	--	--	--	--

This page is intentionally blank.



This page is intentionally blank.



Eureka, CA | Fort Bragg, CA | Arcata, CA | Redding, CA | Willits, CA | Coos Bay, OR | Klamath Falls, OR

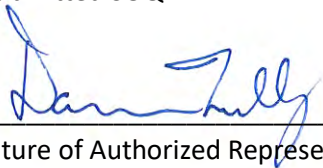
Attachment B

COVER SHEET

For use by Prospective Consultant for
On-Call Consulting Services
Bid No. 2023-01

Name of Person, Business or Organization:	Whitchurch Engineering, Inc.
Type of Entity: (e.g. Sole Proprietorship, Partnership, Corporation, Non-Profit, Public Agency)	S Corporation
Federal Tax ID Number:	68-0482707
Contact Person - Name	Darren Tully, PE
Contact Person - Address	716 Harris Street, Eureka, CA 95503
Contact Person - Phone Number	(707) 444-1420
Contact Person - Email Address	dpt@whitchurchengineering.com

By signing this Cover Sheet I hereby attest that: I have read and understand all the terms listed in the RFQ; have read and understand all terms listed in this SOQ; I am authorized to bind the listed entity into this agreement; and that should this SOQ be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFQ as published by the Humboldt Community Services District, including any amendments or addenda thereto except as explicitly noted or revised in my submitted SOQ.



Signature of Authorized Representative

Darren Tully

Printed Name of Authorized Representative

1/27/2023

Date

Mailing: Post Office Box 158 • Cutten, CA 95534 • tel (707) 443-4558 • fax (707) 443-0818
Physical Address: 5055 Walnut Drive, Eureka, CA 95503

January 27, 2023
Brenda Franklin
Administrative Services Manager, Humboldt Community District
5055 Walnut Drive
Eureka, CA 95503
bfranklin@humboldtcsd.org
Phone: (707) 443-4550

RE: Statement of Qualifications
On-Call Consulting Services

Ms. Franklin,

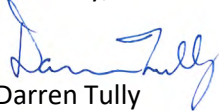
Thank you for the opportunity to provide the Humboldt Community Services District (HCSD) with our Statement of Qualifications for On-Call Consulting Services. Whitchurch Engineering, Inc (WEI) has reviewed the RFQ and is interested in providing our services to HCSD. WEI has been working in Humboldt County since 1996 and is locally owned and operated. We take pride in completing projects on time and under budget.

WEI has compiled an experienced civil engineering design team with a commitment to providing buildable solutions. Our talent pool has expanded over the years to include a Licensed Architect, Mechanical, Electrical & Plumbing (MEP) engineers, a Certified Building Official, and one of our engineers also hold a California Contractors license. WEI has partnered with Mad River Properties, LLC, as most work today typically requires a biological review of the lands prior to development. WEI can be found in two locations; 1) our home office located at 610 9th Street in Fortuna and, 2) our branch office located at 716 Harris Street in Eureka.

With our decades of work experience and broad team of professionals, we can provide HCSD with efficient, cost-effective designs and solutions that work in Eureka and Humboldt County. We have partnered with many of Humboldt County's construction firms on projects throughout the region and beyond.

Our team is eager to be involved with HCSD's coming projects and we look forward to assisting you in your goals.

Sincerely,



Darren Tully
Eureka Engineering Manager
716 Harris St.
Eureka, CA 95503
Office: (707) 444-1420
Fax: (707) 725-2959
Email: dpt@whitchurchengineering.com

Qualifications of Whitchurch Engineering, Inc.

Organizational Chart

See Attachment 1 for Whitchurch Engineering Organizational chart. The organizational chart provided shows the internal structure of the company , and includes our subconsultant Mad River Properties Inc (Mike Atkins, Owner).

Specialty Subconsultant – Mad River Properties, Inc.

WEI and Mad River Properties have been working on projects together since 2012. We have cooperated on projects ranging from Department of Fish and Wildlife 1600 stream alteration permits to biological assessments for large industrial parcels, to planting plans with the California Coastal Commission and PG&E.

Firm Descriptions

Whitchurch Engineering, Inc. (WEI)

716 Harris St

Eureka, CA 95503

(707)-444-1420 – phone

(707)-725-2959 – fax

admin@whitchurchengineering.com

Our Engineering services include Civil, Structural, Mechanical, Electrical, and Plumbing engineering. Our staff includes a licensed Architect and Certified Building Official. We specialize in Land Development, Structural Engineering, Building Permit Assistance, Architectural Building Design, Topographic Surveys, Storm Water Pollution Prevention Plans and Inspections, Grading and Drainage, Erosion Control, Construction Inspections, Coastal Development Permit Assistance, Residential/Commercial/Industrial/Municipal planning and development.

History

Whitchurch Engineering, Inc. started business in 1996 in Fortuna, California. WEI's services initially ranged from residential remodel and structures to commercial fuel stations and theater remodels. As our experience has grown, so has the company. Near the end of the 2000's, Leonard Whitchurch was hired to assist with the PGE Humboldt Bay Power Plant Decommissioning project. In a few years the company had grown from about 6 to 25 employees. In 2012, we assisted Humboldt Community Services District with the design and construction of the facility on South Bay Depot Road in Field's Landing. In 2018, we celebrated the opening of our Eureka office, and our services at PG&E Humboldt Bay Power Plant ended in 2022.

Offices

WEI has two offices for support of your District. The Eureka office will provide the main support for On-Call services which is located at 716 Harris Street, Eureka, California. The Eureka office is headed up by Engineering Manager, Darren Tully, P.E. Rebecca Morris is the Administrative Assistant and Receptionist and ensures the day-to-day processes are handled. The Eureka office staff includes; Darren Tully, Aaron Bennett, Zach Johnson, Robert "Chad" Pasquini, Leonard Cox, Flynn Manetta-Tomlinson, Matthew Buck, and Rebecca Morris. WEI Headquarters office is located at 610 9th Street, Fortuna and will be available for staffing assistance as needed.

Should the need arise, individuals shall be recognized and approved with HCSD staff for any replacement workers required.

Mad River Properties, Inc. (Specialty Subconsultant)

2660 Clay Road

McKinleyville, CA 95519

Office: 707-496-0054, Fax – N/A

Email: mike@madriverpropertiesinc.com

History

Mad River Properties Inc., is an environmental and resource management consultant and was established in 2011. The owner Michael Atkins is a Licensed Registered Professional Forester with 32 years of experience preparing and facilitating environmental, biological and resource management projects.

Current Eureka Office Workload

Due to our experience and the range of engineering services we provide, we have a wide variety of clients and project which are in progress. Below we have provided descriptions of our current substantial projects for the Eureka office:

Humboldt County Accessibility Projects

Whitchurch Engineering, Inc. Eureka office currently has a contract with Humboldt County for providing accessibility barrier removal for various projects throughout the County. We have provided an accessibility barrier removal design for the Clam Beach parking area from October 2020 to April 2021, which did not move into construction. We provided a revised parking, grading and accessibility barrier removal design for the California Redwood Coast – Humboldt County Airport temporary parking area from June 2021 to December 2021, which also did not move into construction. We are currently working on the Ferndale Veterans Hall for a grading and accessibility barrier removal as well as some interior remodel barrier removal items. Also, we just started working on the Big Lagoon Day Use and Camping area project. The Big lagoon project includes accessibility barrier removal for some of the camping sites, the restrooms, the day use picnic area as well as lighting and pay fee security designs. We started work on the Big Lagoon project in December of 2022. Currently we are about 75% complete with the Ferndale project and about 40% complete with the Big Lagoon projects.

United Indian Health Services

WEI Eureka office is currently providing consulting design services for the remodel of two commercial buildings into clinics. The projects will require mainly architectural, and MEP design with minor civil design if required. The MEP work is focused mainly on providing new facilities thus designs will not require a significant effort and we will ensure scheduling of any HCSD work will be coordinated.



Key Personnel

The WEI Eureka office will provide the contracting, project management, plan and design production, and communications with the HCSD contact. Please see Organizational Chart (Attachment 1) and resumes (Attachment 2).

WEI's key personnel for HCSD On-Call work will include:

Main Point of Contact

Darren Tully, P.E. Eureka Office Engineering Manager

Backup: Jeffrey Laikam, P.E. Fortuna Office Engineering Manager

Civil Engineering Project Manager

Zach Johnson, P.E. Civil Engineer and Project Manager

Backup: Aaron Bennett, P.E. Civil/Mechanical Engineer Office/Project Manager

Backup: Eric Allen, P.E. Mechanical Engineer and project Manager

Civil-Structural Project Manager

Brett Whitchurch, P.E. Structural Engineering

Backup: Ruben Ochoa, E.I.T

Building Official

Robert "Chad" Pasquini, CBO Code compliance Plan checker

Environmental Project Manager

Mike Atkins, R.F. Subconsultant for Biological, and Wetland studies

Experience

WEI's experience in the last 5 years includes a vast array of work. We have performed site investigations for feasibility, soils reports, septic investigations, percolation testing, septic design, residential/commercial/industrial structural designs, utility main extensions and reroutes, grading and drainage designs including Low Impact Development, Stormwater Detention/Retention designs, Mechanical/Electrical/Plumbing designs and investigations, Stormwater Pollution Prevention Plans and Inspections, Erosion control plans, lighting designs, Architectural design, and American Disability Act investigations and designs. In the past 5 years the local cannabis industry came online and there were many projects we provided engineering to that included the work above, as well as navigating the everchanging cannabis development laws.

We have partnered with Mad River properties, LLC, who can provide biological services for project developments that require this service. The biological component of today's development process is extremely important for understanding the area to be developed, as well as setting up timelines for project completion. We have worked with Mad River Properties on many projects from cannabis farms to commercial development to subdivisions that all required a biological component to the development.

WEI is an experienced full-service engineering firm with few limitations in the work we have done.

Reference Projects

Pacific Gas and Electric (PGE) Humboldt Bay Power Plant (HBPP) Decommissioning Project

1000 King Salmon Way

Eureka, CA

Reference Contact:

Joseph Leppek

PG&E - Construction Manager Specialist,

PMP Email: j511@pge.com

Phone: (707) 672-2162

Starting in 2009 until completion in 2022, WEI worked on and off site as the Civil Engineering lead for the decommissioning of the Humboldt Bay Power Plant, a nuclear facility. For this project, WEI provided civil and structural engineering support such as; designed containment structures and shipping boxes for radioactive waste, designed the radiological analysis lab, provided demolition engineering, infrastructure design, and obtained local governmental permits for this \$1 billion dollar project. The existing plant was not only located in a seismically active area (and over a fault line) but its proximity to the ocean and wetland required us to working closely with the California Coastal Commission and a multitude of other State & Federal agencies. Because of its unique characteristics and engineering solutions, visitors from around the world made on-site visits to review the engineering related projects. Below is a list of utility infrastructure projects related to the Plant performed by members of WEI's staff.

Staffing: Leonard Whitchurch, Brett Whitchurch, Darren Tully, Aaron Bennett, Jeffrey Laikam, P. Michael Gent, Derek Long, Zach Johnson, Terry O'Reilly, Leonard Cox, Matthew Buck, Rebecca Morris, Mad River Properties, Inc.

Fire Water Main Header Reroute

Project execution required extensive coordination of site access and multiple work groups to abandon multiple portions of the existing fire water loop and reconfigure associated valves, hydrants and post indicator valves while maintaining an active system to support decommissioning work and meet future activities planned at the neighboring Humboldt Bay Generating Station.

Domestic & Firewater Line Remove/Replace

Project execution required extensive coordination of site access and multiple work groups to abandon and replace 400' of 3" and 6" water main, Post indicator valve, back flow preventers and fire hydrants serving both domestic and fire water systems with 1600' of 3" and 6" C-900 piping material.

Cold and Dark Infrastructure Modification

Began the decommissioning effort by removing all electrical, demineralized water, domestic water, and service air supply systems to all structures proposed for decommissioning and rerouting entirely new versions of these utilities into all buildings. This effort required extensive modification and adaptation of existing structures to accommodate the utility rearrangement and permitted unimpeded abandonment and extraction of active systems proposed for decommissioning while preserving overall functionality of vital amenities required for habitation.

Sewer Lift Station Replacement

Resizing and reconfiguration of (2) existing sewer lift stations serving all of the HBPP site, the secure ISFSI area, and the adjacent Humboldt Bay Generating Station (HBGS). To accomplish the elimination of costly inflow to the effluent system and reestablish compliance with the Humboldt Community Services District (HCSD) permit specifications, pumps and all associated electrical systems were resized and replaced. The upgraded systems included the addition of flow meters and multiple sensors. Executed at a critical moment in

the licensing effort, this project was viewed as success both by HBPP and HCSD.

Installation of the Filtration Ion Exchange System (FIXS)

WEI provided all the engineering services required to install the entire radioactive effluent filtration system within an existing building which involved substantial building modifications to supply the new (FIXS) system with multiple commodities including radioactive waste lines, electrical and telecom.

Final Site Restoration

WEI worked with PGE staff, Stillwater Design and Mad River Properties to establish a final site restoration design for the PGE site. This work included developing Coastal Commission approved;

- final site utility infrastructure plans
- final site grading and road infrastructure
- stormwater runoff detention plans,
- wetland mitigation areas,
- and more!

City of Fortuna, Fortuna Blvd Water Line Replacement

City of Fortuna

621 11th St,

Fortuna, CA 95540

Reference Contact:

Cheryl Nickolson

Assistant City Manager

Email: cnicholson@ci.fortuna.ca.us

Phone: (707) 725-1411

The City of Fortuna hired Whitchurch Engineering for engineering construction plans and specifications for the replacement and tie in of more than 1,080' of water line along Fortuna Blvd and Smith Lane. The existing 8" water line from Smith Lane was tied into the 6" line at the intersection of Smith Lane and Fortuna Blvd. Fire service lines and hydrant connections were replaced/installed where needed or reconnected. A new valve cluster was installed at the intersection and 3 new valve clusters were proposed for isolation purposes of the main lines. Lateral lines from the main to individual meters were evaluated and replaced when necessary. CEQA confirmation and coordination, environmental documents, topographical and spot elevation surveys were also performed by Whitchurch Engineering and all work was coordinated with the boulevards overlay project.

Staffing: Leonard Whitchurch, Darren Tully

Elk Valley Casino

Elk Valley Rancheria, California

2332 Howland Hill Road

Reference Contact:

Crista D. Stewart

Tribal Administrator/Tribal Historic Preservation Officer

Crescent City, CA 95531

Office: 707-465-2620

Whitchurch Engineering, Inc. worked with a local architect and were the structural and civil engineering lead for the new casino expansion. We provided topographical survey, roadway design, utility extension evaluations and design, grading design, foundation design, exterior and interior

structural engineering, wetland expansion, and storm water management. We worked with the Tribe to provide design plans for the Coastal Commission, Army Corps of Engineers, and other regulators to review and comment. In our civil design we provided the Tribe with opportunities for wildlife viewing trails at the borders of the wetland commercial use interfaces. We started design in June of 2017, with completion of the Casino in April of 2022.

Staffing: Leonard Whitchurch, Brett Whitchurch, Darren Tully, Jeffrey Laikam, Zach Johnson

Litigation History

WEI does not have any completed, ongoing, or pending litigation or arbitration.

Understanding and Management of Requested Consulting Services

WEI understands HCS D is looking for qualifications for on-call professional services. Our team can provide Civil Engineering, Mechanical/Electrical/Plumbing Engineering, Structural Design, Project Management, Environmental permitting and compliance, topographic surveying, and other related fields needed for infrastructure design and more.

We have understanding that the District will issue requests for proposals or issue task orders to the qualified on-call consultant list on an as needed basis. Our team is prepared to be ready and flexible to receive these requests and provide the District with our proposals, scopes, and costs. Our team is prepared to assume full responsibility for all services and activities we offer. We relish in being the sole point of contact with regards to contracts including payments or any and all charges resulting from the contract.

We have provided the following schematic approach to completing a typical project:

1. Preliminary information gathering
2. Configuration decision making based on preliminary information gathering
3. Preparation of Preliminary Drawings
4. Preparation of Schematic Design Drawings
5. Client confirmation review (approx. 1 week duration) (30%)
6. Preparation of 60% construction documents which includes structural calculations and drawings as well as mechanical, electrical and plumbing calculations and drawings.
7. Client confirmation review (approx. 1 week duration) (60%)
8. Preparation of 90% final design construction documents
9. Submittal of 90% final design construction documents to Building Department
10. Plan check response
11. Resubmittal of 100% final design construction documents
12. Issuance of Building Permit/ Bidding
13. Construction begins

After the preliminary drawing information is gathered and configuration decisions are confirmed, creation of the schematic design drawings will be conducted. This set of drawings should be at approximately 30% of the design and will be submitted to the client and the Designers for comments, corrections and changes. Once the schematic design documents have been accepted the final design construction documents will be initiated.

At the 60% level of completion, each discipline will submit its drawing set to the Project Manager to confirm design intent and verify client design requirements are satisfied. This review of drawings by the Project Manager should be allocated one week of review time to maintain the schedule.

After the review of the 60% drawings, comments will be addressed and the final design construction drawings will be taken to the 90% level of completion and submitted to the building department. Plan check comments will be addressed and resubmitted to the jurisdiction. Final design construction documents will be issued with the permit (100%).

Upon completion of plan check phase, Construction Documents, including Project Manual, if necessary, containing bid documents, reports, and technical specifications, shall be issued to at least 3 bidding general contractors who shall be prequalified by Client. Specifications shall be based or shall list at least two (2) equals where a specific manufacturer is identified. Engineer shall review and respond to Contractor RFI's and issue addendums to bid documents as needed. Consultant shall attend 1 mandatory pre-bid site visit. Consultant shall receive sealed bids and assist client and Tenant in evaluation of bids and selection of General Contractor to be awarded project. Value Engineering, if needed, to be performed on an hourly basis.

Value and Fee Schedule

Value

WEI intends to provide HCSD with efficient, effective, timely and cost-conscious services. We will provide that value by;

- adhering to engineering standard principles,
- providing and maintaining work schedules, and
- provide designs with flexibility that work with locally available products and contractors.

Fee Schedule

See Separate Sealed Envelope marked as Whitchurch Engineering, Inc. Fee Schedule for HCSD On-Call Consulting Services, January 27th, 2023.

Other Requirements

Conflict of Interest Statement

Whitchurch Engineering, Inc. (WEI), along with its subcontractors for the related project, do not have a financial, business, or relationship directly or indirectly that would conflict in any manner or degree with the performance required or impact upon the outcome of the services outlined under this proposal. Further, WEI shall neither contract with nor employ any subconsultants or person(s) having any such interest.

Legitimate Business License Statement

WEI maintains business licenses for both the City of Eureka (license #7410) and City of Fortuna (license number #0892).

Insurance Certificate Statement

WEI's General Liability, Auto and Workers Comp coverages meet the project requirements. Our Professional Liability coverages will be increased, if required, and endorsements as additional insured for all insurances will be added upon project award. Current insurance certificates are available upon request.

Authorized Representative Signature

I, Darren Tully, am an authorized representative of Whitchurch Engineering, Inc, and have applied my signature to this Statement of Qualifications (see Cover Sheet).

Contract Exceptions Disclosure

WEI would like to negotiate to take exception for verbiage in Part 33, Section E; Other Insurance Provisions. The insurance requirements call for “Volunteers” to be listed as additionally insured. Our current insurance provider will not cover Volunteers and we have had this requirement waived by other jurisdictions we have contracted with. We are open to discussions.

Conclusion

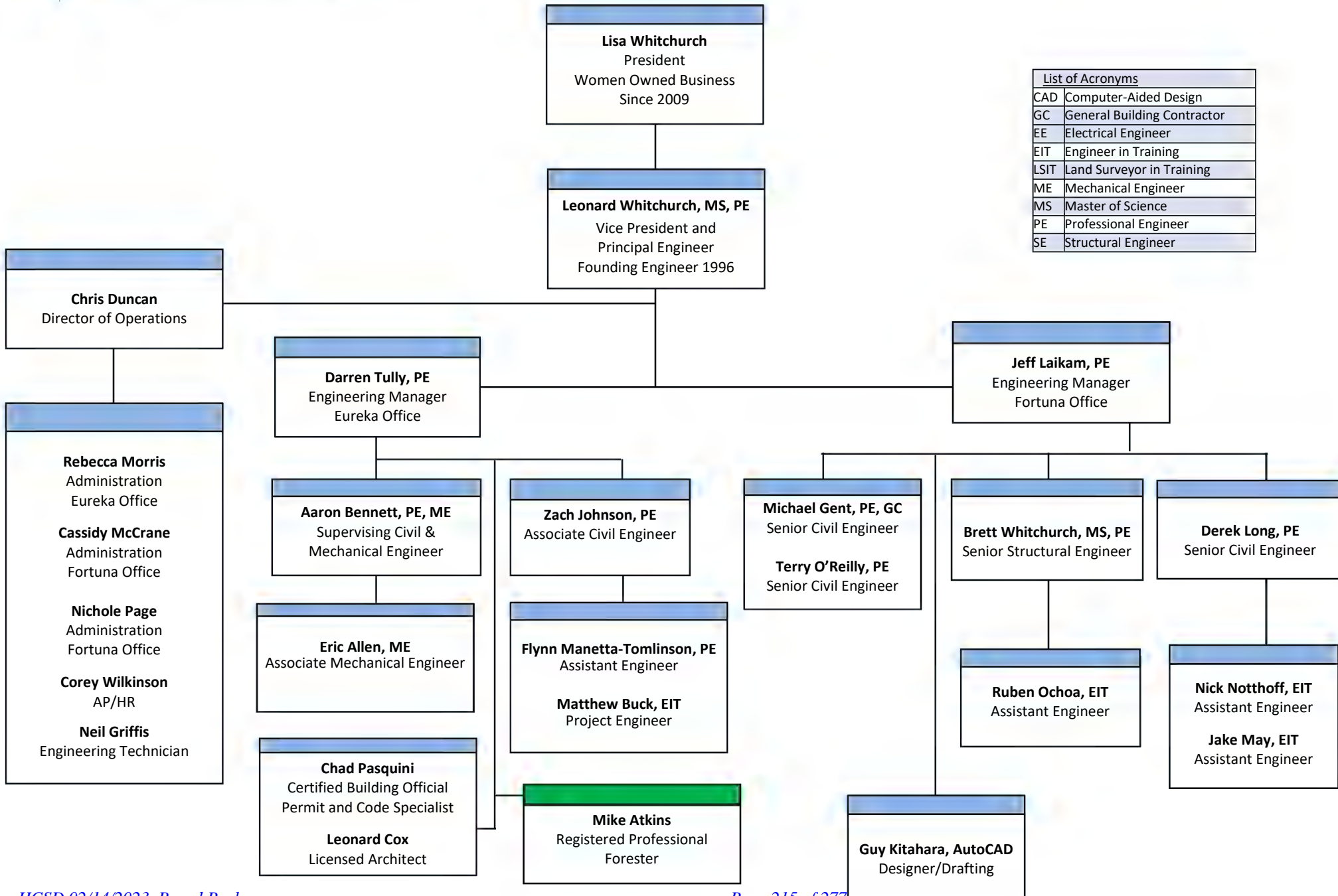
Whitchurch Engineering Inc, values our clients and the commitments we share. We have the knowledge, understanding and experience to assist HCSD to produce an exceptional project. WEI owners and staff all live in Humboldt County and we care about the area we live in. We feel that we will be your best candidate for the On-Call Consulting services, and look forward to working with you.





Attachment 1 - Organization Chart





List of Acronyms	
CAD	Computer-Aided Design
GC	General Building Contractor
EE	Electrical Engineer
EIT	Engineer in Training
LSIT	Land Surveyor in Training
ME	Mechanical Engineer
MS	Master of Science
PE	Professional Engineer
SE	Structural Engineer



Attachment 2 - Resumes





Darren Tully, Civil Engineer, Office Manager

In a managerial role, Darren assists project engineers with code compliance, project scheduling, budgeting, permit assistance and contract management for all aspects of residential, commercial, municipal, and industrial projects. Darren has been the designer of record for many large-scale projects, consistently provides buildable solutions and excels in managing contracts and client communications. He also provides Quality Assurance / Quality Control for our branch office. Darren provides construction inspections and project reviews in the field to assess project progress.

EDUCATION

B.S., Environmental Engineering, California State University, Humboldt

REGISTRATIONS

Licensed Professional Engineer
CA No. 73755 PE

AREAS OF EXPERTISE

- Project Stakeholder Coordination
- Schedule Development & Optimization
- Civil Design & Review
- Hydrology Studies
- Soils Reports
- Septic Design
- Accessibility Design
- Technical & Contract Oversight

TOTAL YEARS EXPERIENCE

19 years

SELECT PROJECT EXPERIENCE

Hampton Inn & Suites Multi-Story, 82-units
Arcata

Campbell Creek Apartments Multi-Story, 60-units
Arcata

Juvenile Hall – Multi-Story Housing
County of Humboldt

Redwood Community Action Agency – Multi-Duplex Reconstruction
McKinleyville

Blue Lake Rancheria – Multi-Story 20,000 sq ft facility
Blue Lake

Eureka Co-Op (Remodel)
Eureka

Humboldt County Big Lagoon Parks Rehabilitation of Day Use and Camping (In progress)
Trinidad

SISU Extracts Hazardous Facility
Eureka





Jeffrey Laikam, Professional Engineer, Engineering Manager

Mr. Laikam has more than 22 years of experience, including a combined eighteen years with Whitchurch Engineering with eight years serving as Senior Design Engineer and Engineering Supervisor for the Humboldt Bay Power Plant (HBPP) nuclear decommissioning project. Managing the Fortuna Office engineering staff, his expertise includes contract and project management, land development, work planning and scheduling, development of proposals, client development and project budget, schedule and scope management. He also serves as Scotia Community Services District Engineer and City of Ferndale Deputy City Engineer.

SELECT PROJECT EXPERIENCE

EDUCATION

B.S., Environmental Resources Engineering
Humboldt State University

REGISTRATIONS

Licensed Professional Engineer
CA 68586

Qualified Stormwater Pollution Prevention Plans (SWPPP) Developer and Practitioner
CA 23928

AREAS OF EXPERTISE

- Project Management
- Contract Management
- Budget Control/Analysis
- Proposal Review
- Land Development
- Permit Assistance
- Project Scheduling

TOTAL YEARS EXPERIENCE

22 years

Scotia Community Services District District Engineer
Scotia

Kreations AutoBody – Commercial Remodel, Addition, Tenant Improvements 13,026 sq ft
Fortuna

PG&E, Humboldt Bay Power Plant Building Remodel from laboratory/shipping to office space
Eureka

Blue Lake Rancheria, New 20,000 sq ft facility with 80,000 parking area
Blue Lake

Fortuna Senior Center – New 7,700 sq ft Building
Fortuna

New Commercial Structure, 10,000 sq ft including 6,000 outpatient medical facility
Oroville

Moorpark, Multi-Family Development 11-Structures including community building and covered parking
Moorpark

Fortuna Fire Department – New 6,380 sq ft Commercial Structure
Fortuna

Commercial Tenant Improvements, building design-1,600 sq ft addition
Eureka

Ferndale Deputy City Engineer
Ferndale

Scotia Community Services District, Scotia Museum, Remodel and Accessibility Improvements
Scotia

Orr Creek Commons Multi-Story Affordable Senior Housing Development Phases I & II, 80-Units
Ukiah

The Plateau - Multi-Story Housing Project – 23 Senior Units, 20 Supportive Housing Units, 25 Family Townhomes
Fort Bragg

Sunset Apartments - Multi-Story, Multi-Phased, 43-units Phase 1
Eureka

Oak Valley Villas – Site Civil Engineering for New Multi-family Residential Housing
Clear Lake

The Cottages at Rigby – 26 Residential Housing Units Plus Common Use Building & Laundry Facility, Site Civil, Structural, Construction Inspections
Rio Dell

County of Humboldt – Veterans Hall Accessibility Modifications / Upgrades
Ferndale



Aaron Bennett, Mechanical & Civil Engineer, Engineering Supervisor

Aaron is an experienced civil and mechanical engineer with a keen understanding of maintaining strong client and stakeholder relationships culminating in successful project completions. He has provided his expertise in project planning, design, and field construction support for residential, commercial, and industrial projects. Aaron provides intelligent site infrastructure planning for complex projects and thrives in an environment of strict timelines and budgetary constraints. In a supervisory role, Aaron is responsible for the mechanical engineering department's project management and staff relating to design and support for all aspects of the company's mechanical projects.

SELECT PROJECT EXPERIENCE

EDUCATION

B.S., Mechanical Engineering, University of Idaho

REGISTRATIONS

Licensed Professional Engineer
CA No. 79365 PE
CA No. 38514 ME

AREAS OF EXPERTISE

Project Stakeholder Coordination

Schedule Development & Optimization

Mechanical Design Review & Development

Instrumentation & Equipment Troubleshooting

Rick Mitigation & Hazard Evaluation

Technical & Contract Oversight

TOTAL YEARS EXPERIENCE

17 years

Eureka Mall Space #33 7,968 sq ft Merchant/Retail Conversion to Office Space
Eureka

Orr Creek Commons Multi-Story Affordable Housing Development Phases I & II
Ukiah

The Plateau - Multi-Story Housing Project – 23 Senior Units, 20 Supportive Housing Units, 25 Family Townhomes
Fort Bragg

Sunset Apartments - Multi-Story, Multi-Phased, 43-units Phase 1
Eureka

Pine Hill, Multi-Story, Multi-Phased Affordable Housing
Eureka

Mixed Use Multi-Family, Commercial, Retail Building
Eureka

Blue Lake Rancheria – Multi-Story 20,000 sq ft facility
Blue Lake

Eureka Rescue Mission – Women’s Shelter Renovation
Eureka

Eureka Natural Foods – Dining Expansion Utility Relocation
Eureka

New Commercial Structure, 10,000 sq ft including 6,000 outpatient medical facility
Oroville

Blue Lake Rancheria, New 20,000 sq ft facility with 80,000 parking area
Blue Lake

Mendocino Animal Hospital Tenant Improvements - Mechanical
Ukiah

Market Expansion, Tenant Improvements, Addition, Commercial Kitchen, South State Street
Ukiah

Fortuna Fire Department – New 6,380 sq ft Commercial Structure
Fortuna

Fortuna Senior Center – New 7,700 sq ft Building
Fortuna

PG&E, Humboldt Bay Power Plant Building Remodel from laboratory/shipping to office space
Eureka

RCHCD Emergency Electrical Power Systems calculations and design
Ukiah

Scotia Community Services District, Scotia Museum, Remodel/Mechanical and Accessibility Improvements
Scotia

Resident Owned Parks – Electrical Distribution Upgrade
Eureka





Brett Whitchurch, Professional Engineer

Brett is a licensed civil engineer who specializes in structural engineering. Since being with WEI, his primary focus is utilizing his structural expertise for commercial structures and multi-family housing projects. Brett provides structural design and calculation resolving California Coast Commission requirements for high seismic load and wind values applied to structures through design. Brett is currently preparing for the SE (Structural Engineer) exam.

SELECT PROJECT EXPERIENCE

EDUCATION

B.S., Civil Engineering,
Emphasis in Structural,
University of California,
Davis

M.S., Civil Engineering,
Emphasis in Structural,
University of California,
Davis

REGISTRATIONS

Licensed Professional
Engineer
CA No. 90914

AREAS OF EXPERTISE

Structural Design and
Review

Technical Writing

Engineering Evaluations

RISA-3D Advanced
Structural Modeling and
Dynamic Analysis
Modeling

TOTAL YEARS EXPERIENCE

13 years

**Eureka Mall Space #33 7,968 sq ft
Merchant/Retail Conversion to Office
Space**
Eureka

**PG&E, Humboldt Bay Power Plant
Building Remodel from
laboratory/shipping to office space**
Eureka

**Blue Lake Rancheria, New 20,000 sq ft
facility with 80,000 parking area**
Blue Lake

**Orr Creek Commons
Multi-Story Affordable Senior Housing
Development Phases I & II, 80-Units**
Ukiah

**Willow Terrace - Multi-Story, 38-Unit
Supportive Housing Development**
Ukiah

**The Plateau - Multi-Story Housing
Project – 23 Senior Units, 20
Supportive Housing Units, 25 Family
Townhomes**
Fort Bragg

**Mixed Use Multi-Family, Four Story,
Commercial, Retail Building**
Eureka

**Sunset Apartments - Multi-Story,
Multi-Phased, 43-units Phase 1**
Eureka

**Southern Trinity Health Services, Tenant
Improvements converting an old
hardware store to a medical & dental
clinic**
Scotia

**Frito Lay New 7,283 sq ft Distribution
Center including Warehouse, Offices, &
Conference Room**
Blue Lake

**Market Expansion, Tenant
Improvements, Addition, Commercial
Kitchen, South State Street**
Ukiah

**Harbers Insurance Office Remodel and
Addition, 4,158 sq ft**
Fortuna

**Kreations AutoBody – Commercial
Remodel, Addition, Tenant
Improvements 13,026 sq ft**
Fortuna

**Moorpark, Multi-Family Development
11-Structures including community
building and covered parking**
Moorpark

**Elk Valley Casino, 43,160 sq ft and
Associated Development Improvements**
Crescent City





Eric Allen, Professional Mechanical Engineer

Eric has both professional and practical experience as a mechanical engineer. He has spent his career working within the practical energy processes. He has also obtained the professional designation of Professional Mechanical Engineer. His experience with the functionality of mechanical equipment allows him to implement creative solutions through optimization and diagnostic efficiency. Eric specializes in customized electrical, HVAC, and water system design.

SELECT PROJECT EXPERIENCE

EDUCATION

B.S., Mechanical Engineering
University of Chico

Ashworth College Continuing
Education – Heating and Air
Conditioning

REGISTRATIONS

Licensed Professional
Mechanical Engineer
CA 41001

AREAS OF EXPERTISE

Code Compliance

Schedule Development &
Optimization

Mechanical Design

Electrical Design

Energy Systems Design

System Trouble Shooting

Water Systems / Boilers

TOTAL YEARS EXPERIENCE

11 years

Blue Lake Rancheria, New 20,000 sq ft facility with 80,000 parking area
Blue Lake

Mendocino Animal Hospital Tenant Improvements - Mechanical
Ukiah

Orr Creek Commons Multi-Story Affordable Housing Development Phases I & II
Ukiah

The Plateau - Multi-Story Housing Project – 23 Senior Units, 20 Supportive Housing Units, 25 Family Townhomes
Fort Bragg

Pine Hill, Multi-Story, Multi-Phased Affordable Housing
Eureka

Mixed Use Multi-Family, Commercial, Retail Building
Eureka

Moorpark, Multi-Family Development 11-Structures including community building and covered parking
Moorpark

New Commercial Structure, 10,000 sq ft including 6,000 outpatient medical facility
Oroville

Market Expansion, Tenant Improvements, Addition, Commercial Kitchen, South State Street
Ukiah

PG&E, Humboldt Bay Power Plant Building Remodel from laboratory/shipping to office space
Eureka

Scotia Community Services District, Scotia Museum, Remodel/Mechanical and Accessibility Improvements
Scotia

Resident Owned Parks – Electrical Distribution Upgrade
Eureka



Zach Johnson, Professional Engineer

Since starting with Whitchurch Engineering, Inc. Zach has moved from an engineer-in-training to leading the permitting and inspection process for a number of major projects. Zach’s attention to detail, organization, excellent communication skills and knowledge of fuel stations makes him our primary engineer for our long-term clients such as Beacom Construction, Humboldt Petroleum and Renner Petroleum.

SELECT PROJECT EXPERIENCE

EDUCATION

B.S., Environmental Resources Engineering, Humboldt State University

REGISTRATIONS

Licensed Professional Engineer
CA No. 92416 PE

American Concrete Institute (ACI) – Concrete Field-Testing Technician – Grade 1

AREAS OF EXPERTISE

Renewable Energy Systems

Solar Thermal Engineering

Water Resources Planning/Management

Low Impact Development (LID)

Stormwater Mitigation

TOTAL YEARS EXPERIENCE

9 years



Arcata Bay Crossing 30-Apartment Structure for Humboldt Bay Housing Development Corporation

Arcata

Orr Creek Commons Multi-Story Affordable Housing Development Phases I & II

Ukiah

Multi-Story Housing Project – 2,3 and 4-story Structures, Community Buildings and Covered Parking

Moorpark, CA

Sunset Apartments - Multi-Story, Multi-Phased, 43-units Phase 1

Eureka

Mixed Use Multi-Family, Commercial, Retail Building

Eureka

Blue Lake Rancheria – Multi-Story 20,000 sq ft facility

Blue Lake

KemGas Propane Delivery Service-Containment Design for Fuel Tanks

Eureka

Renner Petroleum-New Fueling Station

Cloverdale, CA

Humboldt Petroleum Arcata Station

Arcata

Blue Lake Rancheria, New 20,000 sq ft facility with 80,000 parking area

Blue Lake

Mendocino Animal Hospital Tenant Improvements - Mechanical

Ukiah

Market Expansion, Tenant Improvements, Addition, Commercial Kitchen, South State Street

Ukiah

Proposed Tire Shop, South State Street

Ukiah

Fortuna Senior Center – New 7,700 sq ft Building

Fortuna

PG&E, Humboldt Bay Power Plant Building Remodel from laboratory/shipping to office space

Eureka

RCHCD Emergency Electrical Power Systems calculations and design

Ukiah

Proposed Fueling Station Carwash, South State Street

Ukiah



Chad Pasquini, Certified Building Official

Chad has spent his entire career in the building industry. His most recent 19-years has been as a **Certified Building Official**, Building Inspector, Plans Examiner, and Code Enforcement Officer ensuring the health and safety of the public. His experience encompasses a full range of development review from residential additions through large commercial projects. This includes working with residents and their agents to resolve and remediate code violations. He ensures compliance with all applicable building and energy codes, coordinates and schedules with permitting agencies and helps to expedite plan issuance. Chad aids architects, contractors, designers, engineers, and home owners to achieve their goals in completing building projects from the ground up such as new single-family residences, residential remodels and additions, land use permits, commercial tenant improvements, new commercial construction, and hotels, apartments, and multi-story buildings.

EDUCATION

Butte College, CA
Building Inspection
Technology Certification

REGISTRATIONS

I.C.C. Certified Building
Inspector, 5116805-10

I.A.P.M.O. Certified
Mechanical Inspector,
090648

I.A.P.M.O. Certified
Plumbing Inspector,
098501

I.C.C. Certified Electrical
Inspector, 5116805-E1

I.C.C. Certified Building
Plans Examiner, 5116805-
B3

C.A.C.E.O. Certified Code
Enforcement Officer 1

I.C.C. Certified Building
Official, 5116805

TOTAL YEARS EXPERIENCE

19 years

SELECT PROJECT EXPERIENCE

Building Official/Plans Examiner
City of Arcata – 2003 to 2016

Chief Building Official
Humboldt County – 2017 to 2019

**PG&E, Humboldt Bay Power Plant
Building Remodel from
laboratory/shipping to office space**
Eureka

**Frito Lay New 7,283 sq ft Distribution
Center including Warehouse, Offices, &
Conference Room**
Blue Lake

**County of Humboldt – Accessibility
Design and Permitting Assistance –
County Administrative Offices**
Eureka

**County of Humboldt – Accessibility
Design and Permitting Assistance –
Humboldt County Airport**
McKinleyville

**Market Expansion, Tenant
Improvements, Addition, Commercial
Kitchen, South State Street**
Ukiah

**Yurok Tribe Emergency Operations
Center, 18,652 sq ft community
shelter/operations center - 3rd Party
Inspections**
Klamath

**Kreations AutoBody – Commercial
Remodel, Addition, Tenant
Improvements 13,026 sq ft**
Fortuna

**Fortuna Senior Center – New 7,700 sq ft
Building**
Fortuna

**Scotia Community Services District,
Scotia Museum, Remodel and
Accessibility Improvements**
Scotia

**Mixed Use, Multi-Story, Multi-Family,
Commercial, Retail Building**
Inspector of Record
Eureka

**County of Humboldt – Accessibility
Design and Permitting Assistance –
Clam Beach**
McKinleyville

**Mixed Use, Multi-Story, Multi-Family,
Commercial, Retail Building**
Inspector of Record
Eureka

**Phyllis Rex Samoa Coast Townhomes –
Multi-Story - 80-unit affordable
housing complex**
Inspector of Record
Samoa

**Strombeck Apartment Complex –
Multi-Story – 60 units**
Inspector or Record
Arcata

**Danco Senior Housing Development –
Multi-Story**
Inspector of Record
Arcata

Michael A. Atkins, RPF# 2613
Mad River Properties, Inc.
Environmental and Resource Management Services
2660 Clay Road
McKinleyville, CA 95519
Office: 707-496-0054
Email: mike@madrivpropertiesinc.com

Michael A. Atkins, RPF Lic. #2613.
Mad River Properties Inc.
Environmental and Resource Management Services

Michael Atkins is an environmental and resource management consultant and a Licensed Registered Professional Forester with 32 years in preparing and facilitating environmental, biological and resource management projects. He has extensive professional experience including CEQA/ NEPA document preparation, over site of biological and botanical survey design and implementation, preparing and facilitating technical assistance to facilitate site operations with supervising agencies, developing and facilitating biological and botanical mitigations, supervising equipment and land management operations within areas designated as sensitive to ensure compliance with operational mitigations, monitoring and reporting, prepare site restoration plans and planting plans as well as Mining permitting and operational oversight.

His areas of expertise also include erosion control plans, restocking plans, species inventory, wetland surveys, forest management, watershed analysis, reviewing and implementing final site reclamation and restoration projects, stream classification, forest pathogens and silvicultural treatments, conservation easements, project oversight and management.

Current project experience consists of:

Preparation of Environmental Assessment (ISMND/ NEPA) for Orleans Water District.

Preparation of Environmental Assessment (EA) for Yurok Tribe housing Authority.

Preparation of Reclamation Plans for mining activities at sites operated by Eureka Ready Mix, Tosten Bear Buttes Quarry and Wallen Quarry

Conservation Easement Preparation of a large ranching ownership in the Petrolia area of Humboldt County.

Coordinate Appraisals and Facilitate timberland property sale to a conservation organization for a private ownership in Southern Humboldt.

Prepare a Timberland Conversion THP and prepare the environmental studies for a development property north of Eureka in Humboldt County.

Professional Credentials:

- Licensed Registered Professional Forester (R.P.F. # 2613)
- California State University, Humboldt Arcata, California BS, Forestry
- Certificate of achievement by the USDA for the Rangeland Watershed Program Ranch Water Quality Planning

- Certificate of Training in Wetland Delineation
- Certified Spotted Owl Expert (SOE) with CALFIRE
- American Tree Farm System Inspector
- Certificate of training by the California Department of Forestry and Fire Protection and California Licensed Forester associated in Archaeological Training for The Resource Professional

Contact Information:

Phone: (707) 496-0054
 Email: mike@madrivertpropertiesinc.com
 Address: Mad River Properties Inc.
 2660 Clay Road
 McKinleyville, CA 95519

Relevant Project Experience:

- Permitting and Environmental Specialist, Humboldt Bay Power Plant
- Environmental and Permitting Lead Consultant, Eureka Ready Mix, Bear Buttes Quarry, Leland Rock Quarry, Polasik Quarry, Bear Buttes Quarry and Wallen Quarry
- Preparation of Environmental Assessment (EA) for Hoopa Housing Authority and Yurok Housing Authority
- Project Manager, Federal Safe Harbor Agreement with the NMFS and FWS, Arcata Ca.
- Project Consultant on the initial study and Environmental Documentation and Surveys for several Housing Developments.
- As supervising Forester for timber harvest, re-forestation, and restoration operations was responsible for the supervision of new road construction and decommissioning of existing roads, installation of permitted stream crossings including culverts, rocked fords and bridges. Identified and documented mitigations sites, prescribed corrections and supervised repair.
- Authored California Cooperative Forest Management Plan with the Natural Resources Conservation Service emphasizing native forest restoration prescriptions and road re-construction and repair.
- As a California Professional Forester, I have authored numerous environmental documents to include: California non-Industrial timber management plans, timber harvest plans, California Department of Fish and Wildlife stream bed alteration application, North Coast Regional Water Quality Control Board waste water discharge permits and have performed all the required monitoring requirements of the aforementioned permits.

Additional Overview of Company Services:

- Conservation Easement design, valuations and facilitating applications to third parties.
- Biological, Botanical and Wetland Studies
- Regional Water Quality Projection Plans and 401 permits
- Lake and Stream Bed Alteration Permits (California Department of Fish and Wildlife)
- Wetland Delineation and United State Army Corps of Engineers 404 permits
- Surface Mining and Reclamation Act Permits (SMARA)
- Environmental Restoration Services and Project Coordination
- Preparation of State of California Timber Harvest Documents:
- Non-Industrial Timber Management Plans
- Timber Harvest Plans
- Less Than 3 Acre Timber Conversion Exemptions
- Emergency Timber Harvest Exemptions
- Fuel Wood Reduction Exemptions
- Preparation of Joint Timber Management Plans

References:

Joshua McKnight

Owner, Trinity Valley Consulting Engineers

Licensed Engineer

67 Walnut Way

Willow Creek, CA 95573

(530) 629-3000

Relationship to Parties: Work Associate/ Client

Professional Services Performed:

Biological and Botanical Studies, Environmental Assessments and Stream Restoration, Development of CEQA and NEPA, Forestry

Services included:

Mr. McKnight has worked with me on several land use and restoration issues to include: development of Biological and Botanical Studies for Tribal and Private Development and Forest Management Issues.

Lane DeVries

Sun Valley Floral Farms

3160 Upper Bay Rd.

Arcata, CA 95521

(707) 845-7717

Relationship to Parties: Client

Professional Services Performed:

Forest Management, Environmental Assessments

Services include:

Resource management including forest management timber stand inventory, re-forestation Botanical and Biological Surveys and Timber and Timberland Appraisal

Trenton Dunn

Diamond D Ranch

P.O. Box 151

Fortuna, CA 95540

(707) 362-1156

Relationship to Parties: Client

Professional Services Performed:

Management of rural timberland and ranch land projects in Humboldt Counties.

Services include:

Resource management including forest management timber stand inventory and re-forestation, Timber and Timberland Appraisal, Consultation regarding a ranch conservation easement (Completed August 2020)

Rob McLaughlin
Eureka Ready Mix
4945 Boyd Road
Arcata Ca 95521

Relationship to Parties: Client

Professional Services Performed:

Operation Management and Environmental Permitting for Annual Gravel Extraction Activities and the Mad River, Eel River and Van Duzen River extraction sites. Consult on Environmental Compliance at Processing Facilities.

Services Include:

Annual Permitting, Reclamation Plan Renewal, Provide Consulting Services and Facilitate Environmental Compliance at Glendale processing facility, Prepare annual DOC and County Reporting.

Richard Smith
Harland Law Firm LLP
622 H Street
Eureka, CA 95501
(707) 444-9281

Relationship to Parties: Consulting Attorney/ Client

Professional Services Performed:

Represented Harland Law Firm LLP client as an expert witness in Humboldt County Court.

Services Include:

Mr. Smith has worked with me on several land use issues to include: development projects, land sales, title evaluations, taxes assessments and conservation easements.

AREAS OF EXPERTISE

Biological Research, Biological Field Surveys, Project Management, Crew Leader, Field Course Teaching, Biological & Environmental Resource Compliance, Environmental Science, Technical Research, Report Writing, Biological Reports, Mitigation Plans, Constraints Analyses, Existing Conditions Memos, CEQA/NEPA, CWA, MBTA, CFGC, FESA, Focused Species Surveys, Vegetation Mapping, Clean Water Act Permits, Terrestrial Ecology, Client Communication, Project Navigating, Field Work, Field Protocol Development, Surface Water Ambient Monitoring Program (SWAMP) Bioassessment Surveys

Microsoft Office: Word, Excel, Outlook, PowerPoint, Access, SharePoint, Arc Collector

EDUCATION & CERTIFICATIONS

Masters of Science in Biology | Humboldt State University

Bachelors Degree in Environmental Studies | University of California, Santa Cruz

Wilderness First Responder | NOLS
Adult/Child CPR, AED & Airway Management | NOLS
Epinephrine Auto-injector | NOLS

ACCOMPLISHMENTS

- 2015 Winner of the Milton J. Boyd Outstanding Graduate Teaching Associate Award
- 2015 Winner of the Biological Graduate Student Association Master's Student Grant
- 2016 Winner of the Roelofs Humboldt Fisheries Fund Scholarship Award
- 2nd Place Poster Presentation Winner at the 2017 American Fish Society Conference in Eureka, CA
- 2017 Winner of the California Chapter of the Society of Freshwater Science Student Travel Grant

PROFESSIONAL SUMMARY

Principal Biologist offering well-developed skills in consulting, research, analytics, and management. Recognized for creating, delivering, and implementing solutions that align with environmental regulations, business strategies and objectives, improve business performance, and development practices.

Highly accomplished in conducting research, building relationships, leading teams, and executing instructional programs. Adept in strategic and tactical planning, teaching, mentoring, course development, wildlife biology, and goal-oriented development.

PROFESSIONAL EXPERIENCE

Principal Biologist/Owner | Naiad Biological Consulting | January 2019 – Present

- Directs, schedules, and provides guidance to 8 subcontracted biological specialists.
- Manages a 150+ clientele base, building and nurturing business relationships, ensuring environmental and biological regulatory needs are met.
- Oversees biological and environmental compliance monitoring, that conduction of wildlife, plant, biological and botanical surveys, and wetland delineations.
- Conducts preconstruction clearance surveys, monitoring compliance with applicable State and Federal laws, regulations, and management policies for project specific permit conditions.
- Fosters and develops business relationships with project teams and outside vendors, handling project management tasks while engaging in regular field work.
- Coordinates, develops, and manages preparation and technical sections for environmental assessments, management plans, and other environmental studies and documents.
- Interfaces across cross functional teams to strategize and develop research programs essential to clients' needs.
- Company Website: www.naiadbiological.com

Lead Instructor | Wildlands Studies | July 2017 – January 2022

- Oversees the International Field Course, teaching throughout the California Channel Islands, Colorado, and New Zealand.
- Develops and implements itinerary, logistics and curriculum, as well as instructs 6-week New Zealand Island Ecosystem Field Ecology Course for 15+ university students.
- Provides guidance, technical direction, and evaluation of student progress.
- Serves as Subject Matter Expert (SME) on island ecosystems, island biogeography, climate change, and wildlife.
- Displays consistent professional leadership while remaining flexible and mission focused during rapidly changing requirements.
- Co-Teaches 2-Week Channel Islands Wildlife Recovery course and Colorado course focused on Climate Change and Wildlife.
 - New Zealand Course: <https://www.wildlandsstudies.com/new-zealand>
 - Santa Cruz Island Course: <https://www.wildlandsstudies.com/channel-islands>

Contracted Wildlife Biologist | The Nature Conservancy | September 2011 – April 2022

- Monitors Island Fox population density, overseeing crew of 3 technicians in trapping, pit tagging, and GPS collaring.
- Develops, implements, and analyzes wildlife surveys.
- Establishes efficient and effective strategies for conducting animals checks, blood draws, and vaccinations.
- Holds current wildlife permit to handle Island Fox.
- Leads, trains, and supervises employees in survey methods, habitat assessment procedures, predator monitoring, and GPS equipment use.

Research Scientist | Humboldt State University River Institute | May 2017 – May 2020 (Currently teaching field course)

- Provided oversight of 6 field technicians, conducting stream geomorphology surveys on behalf of the California State Water Resource Control Board.
- Delineated site locations in GIS based on slope and drainage.
- Gathered geomorphological data to aid in developing stream classification system to regionalizing instream flow requirements.
- Developed and nurtured relationships with land owners to gain permission for access.
 - Project description: <http://www2.humboldt.edu/riverinstitute/research/geomorph.html>
- Assisted in the creation of a long-term monitoring plan for the Rush Creek bottomlands in Mono County, CA.
- Aided in the development of field methods for analyzing riparian tree vigor and stream channel geomorphic change with correlation to different water year types.
- Analyzed, interpreted, and communicated data in annual reports.
 - Project description: <http://www2.humboldt.edu/riverinstitute/research/mono.html>
- Develops and implements itinerary, logistics and curriculum, as well as co-instructs 2-week Klamath Basin Ecology and Restoration Field Course for 10+ university students.
- Serves as Subject Matter Expert (SME) on Klamath Basin ecology, natural history, restoration, and field survey methods.
 - Klamath Basin Field Course: <https://extended.humboldt.edu/extended-education/course/klamath-basin-field-course>
 - Deep In The Klamath (Course Promotional Video): <https://www.youtube.com/watch?v=0VVd42ErYz0>

ADDITIONAL EXPERIENCE AND IDEPENDENT CONSULTING

Fisheries Technician | USDA, Forest Service Pacific Southwest Research Station | June 2017 – November 2017

Teaching Assistant | Humboldt State University | August 2015 – June 2016

Native Plant Program Coordinator | The Bureau of Land Management | April 2014 – June 2015

Wildlife Field Technician | The Nature Conservancy | Seasonally from September 2011 – July 2017

Restoration Technician | The Mattole Restoration Council | January 2013 – August 2013

Fisheries Field Technician | The Mattole Salmon Group | January 2013 – March 2013

Agro-ecological Pest Management Research Assistant | Universidad De Los Andes | May 2011 – August 2011

Interpretive Park Ranger | U.S. Department of the Interior, National Park Service | June 2010 – October 2010

PUBLICATIONS & PRESENTATIONS

London, Mason S., "A comparison of benthic macroinvertebrate assemblages between perennial and intermittent headwater streams of the Mattole River in northern California, USA" (2017). HSU theses and projects. 78.
<https://digitalcommons.humboldt.edu/etd/78>

Moreno, C. R., London, M. S., & Gliessman, S. R. (2016). Influence of a Native *Solanum tuberosum* ssp. *andigenum* Potato Variety on Management of the Guatemalan Potato Moth in the Venezuelan Andes. *American Journal of Potato Research*, 1-7.

London, M. S. (2011, August 3). Life and Times in the Venezuelan Paramo. from
<http://venezuelanalysis.com/images/6399?b=1Scientific/> Professional Presentations:

“Use of Jacksons County Community Justice Crew in post fire reseeding restoration: review of methods and project success”
Mason London 2015 Native Seed Conference, Santa Fe, NM

“Comparison of benthic macroinvertebrate assemblages in perennial and intermittent headwater streams of the Mattole River in Northern California, USA” 2017 California Chapter of Society of Freshwater Science conference in Davis, CA

JAMES REGAN

OBJECTIVE To provide essential botanical, biological, and wetland services necessary to secure and facilitate land use and development permitting.

SKILLS & ABILITIES Botanical Survey and Reporting
Plant Identification
Wetland and Watercourse Classification, Determination, and Delineation
Development of Mitigation Measures
Creation of Restoration, Enhancement, and Planting Plans
Effective Communication and Coordination with Project Proponents and Reviewing Agencies

EXPERIENCE **Biological Survey Technician, UNITED STATES FOREST SERVICE**
2002
Conducted botanical survey of high Sierra meadow and grassland sites

Botanical Technician- Botanist, PACIFIC LUMBER COMPANY
2003-2008
Botanical Survey, Hydrological Technician, Forestry Technician, Wetland Delineator

Lead Botanist, HUMBOLDT REDWOOD COMPANY LLC.
2008-Present
Botanical Survey and Development of Mitigation Measures for Timber Management Projects. Prepare project level and department level reports. Maintain project database. Create and maintain GIS records of survey activities. Train and supervise seasonal survey technicians.

Consulting Biologist, J REGAN CONSULTING
2008-Present
Wetland Delineation, Botanical Survey, Vegetation Assessment, and Development of Mitigation Measures for various projects including; gravel extraction, timber harvest, construction, and development; especially in and around wetland and watercourse features.

EDUCATION **HUMBOLDT STATE UNIVERSITY, BA BOTANY 2001**
Wetland Delineation Training (WTI) 2005; Wetland Soils Workshop (CNPS) 2012;
Vegetation Mapping Tech 2016 (CNPS); Revegetation with Native Plants 2010 (Oregon)

DOT); Forest Pathology Workshop 2013(Jepson, UC Berkeley), Trained as Hydrology Technician, Trained as Forestry Technician, Trained in road assessment and erosion void measurements and reporting, Trained in timber marking and plot based assessment of stand conditions (PALCO and HRC).

COMMUNICATION

Responsible for communication with project proponents and contractors as well as various agency representatives. Worked effectively with US Army Corps of Engineers, California Dept. of Fish and Wildlife, Water Quality Control Boards, US Fish and Wildlife Service, Humboldt County and City Planners and others.

Responsible for yearly companywide training presentations as well as individual survey technician training at Humboldt Redwood Company.

Presenter and panel member: California Licensed Forester Association Conference on Botanical Issues in Timber Harvest Plans November 2022.

Second Author: Response of *Montia howellii* (Howell's montia) to Road Management in California Coastal Timberlands, 2011

Poster Presentation: Case Study: *Erythronium revolutum* (coast fawn lily) Response to Herbicide Treatment of Tan Oak and California Bay Laurel in North California Coastal Mixed Conifer and Oak Woodland, 2016.

LEADERSHIP

President and Captain of Humboldt State Men's Rugby Football Club 2000 and 2001.

Train and oversee seasonal botanical technicians for Pacific Lumber Co and Humboldt Redwood Co.

REFERENCES

REFERENCES AVAILABLE ON REQUEST

INTENTIONAL BLANK PAGE

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: February 14, 2022

AGENDA ITEM: G.2 New Business

TITLE: Consideration of Approving a Facilities Use Agreement with the Redwood Coast Mountain Bike Association (RCMBA)

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

By Motion to approve the RCMBA Facility Use Agreement for Sunday, March 19, 2023, between the hours of 8:30 a.m. and 11:30 a.m., and authorize the General Manager to sign on behalf of the District.

Summary:

In accordance with District policy adopted by the Board in January 2009 (copy attached), the RCMBA has requested use of the District Boardroom to conduct a Trail Building Workshop on Sunday, March 19 from 8:30 a.m. to 11:30 a.m. consisting of classroom instruction. RCMBA anticipates attendance may be around 30 people, and have initiated evidence of required insurance. Historically, the Board has not imposed a fee for non-profit community-oriented requests.

Staff recommends the Board accept the RCMBA Facilities Use Agreement without charge.

Fiscal Impact:

None

Attachment:

- 1) HCSD Boardroom Facility Use Policy
- 2) Executed Redwood Coast Mountain Bike Association Facilities Use Agreement

HCS D BOARDROOM FACILITY USE POLICY

Adopted by the HCS D Board of Directors January 13, 2009

PURPOSE

The purpose of this policy is to establish guidelines and procedures for public use of the Humboldt Community Services District's (HCS D) boardroom, restrooms, and parking lot (facilities). It is the intent of the Board of Directors to allow local non-profit groups and local units of government use of available public meeting areas whenever feasible, provided the use presents no maintenance problems, is consistent with the policies and procedures, and presents no additional liability to the District. The HCS D encourages qualified groups to submit an application for approval of their civic and social activities for consideration by its Board for dates and times when the facilities are not being used for its principal purpose.

POLICY

The HCS D Board of Directors will consider facility use by insured, recognized, local non-profit groups and local units of government, whose activities comply with federal, state, and local law, and with the policies stated herein. Applying groups must have definite structure and organization insurance before any consideration is to be given. The HCS D Board of Directors reserves the right to reject any application if, in its opinion, the group making application has failed in any way to comply with any part of these policies. The Board also reserves the right to waive any or all conditions of this policy and/or to stipulate additional conditions if, in its judgment, such action is in the best interest of the community or the HCS D.

AVAILABILITY

Only the HCS D Board of Directors may grant permission for use of the facility for meetings or other functions that do not interfere with the regular business of HCS D and its customers. Under no circumstance may the HCS D Boardroom be occupied earlier than 6:00 a.m. or after 10:00 p.m.

INSURANCE REQUIREMENTS

To the fullest extent permitted by law, Applicant agrees to be solely responsible for any and all injuries, damages, and claims to persons or property arising out of its use of the HCS D's facilities, except for any such claims arising out of the sole negligence or willful misconduct of the HCS D or its directors, officers, employees, or authorized volunteers. Applicant agrees to defend, hold harmless, and indemnify the HCS D, its directors, officers, employees, or authorized volunteers against any and all such injuries, damages,

and claims. This indemnification agreement shall not be restricted to any insurance proceeds.

1. Applicant shall provide and maintain general liability insurance with limits of at least one million dollars (\$1,000,000) per occurrence (\$2,000,000 general aggregate, if used) for bodily injury, personal injury and property damage arising out of the activities and properties as described herein. Coverage shall include contractual liability covering the Applicant's obligations. Coverage shall not be limited in any way with respect to host liquor liability coverage. The general liability coverage shall give the HCSD, its directors, officers, employees, and authorized volunteers insured status using ISO endorsement CG2026 or equivalent. Applicant shall provide the HCSD with a certificate of insurance and additional insured endorsement before scheduled use. Such insurance shall be primary and any insurance, self-insurance or other coverage maintained by the HCSD, its directors, officers, employees, or authorized volunteers shall not contribute to it. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by the HCSD.
2. Applicant shall insure, or be a qualified self-insured, with respect to the applicable laws relating to workers' compensation coverage (California Labor Code Section 3700), all of Applicant's employees working on or about the HCSD's facilities. Applicant shall provide the HCSD with a certificate of Workers' Compensation and Employer's Liability insurance coverage to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by the HCSD. The employer's liability limit shall be no less than \$1,000,000 each accident or disease.
3. If any of the above coverages expire during the term of this agreement, the Applicant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to the HCSD at least ten (10) days prior to the expiration date.

REQUIREMENTS AND RESTRICTIONS

1. No Activity will be scheduled which is restrictive by reasons of race, creed, color, or sex.
2. Permission to use the HCSD Boardroom will be granted only with the full understanding that the applicant will assume full responsibility and liability and will reimburse the HCSD for any damage to the grounds, buildings, or contents resulting from such use. The amount of damage will be decided and invoiced by the HCSD.
3. Strict adherence to the instructions and requirements contained on the reverse side of the *Facilities Use Agreement* is required. The General Manager possesses the authority to revoke any Board approved agreement. Should the applicant choose to contest the General Manager's decision, applicant may bring the matter to the Board at a regular scheduled meeting for further consideration.

SET UP

The authorized user is responsible for setting up the meeting place, providing extra chairs, and supplying such items as projectors, easels, bulletin boards, and other equipment. Equipment such as bulletin boards and chalkboards owned by the District and located in the boardroom may be used by the group. The user shall be responsible for returning the chairs, furniture, and fixtures in the boardroom to its original configuration and condition after the conclusion of the meeting or other use. Use of any electrical equipment by user shall be subject to HCSD approval.

CLEAN UP

The authorized user shall be responsible for all clean up following the conclusion of the meeting. All trash must be removed from the premises at the user's expense. Custodial service may be required based upon the number of persons attending the meeting and the length and purpose of the meeting. Costs for this service will be borne by the user. The actual cost of any clean up required as a result of the user's failure to do so shall be charged to the user, and the user shall accept this responsibility upon application.

ALCOHOLIC BEVERAGES, SMOKING, AND WEAPONS

There shall be no alcoholic beverages served upon, consumed upon, or brought onto District property without the expressed written consent of the HCSD. Smoking is prohibited in all HCSD buildings at all times. Weapons, reproductions of weapons, and any item capable of being conceived as a weapon (except those carried by a law enforcement official on duty), is forbidden from being brought onto district property.

APPLICATION PROCEDURES

Groups interested in using the HCSD Boardroom should contact the Board Secretary for an application and return the completed form at least 30 days prior to the proposed use. The request will be placed on the agenda for the next regular meeting of the HCSD Board of Directors, and the completed application presented for their evaluation and possible approval. The applicant will be notified of the date and time so they may personally elaborate upon their request at the meeting.

RESERVATIONS

The Board of Directors of the HCSD reserves the right to establish special policies and fees governing the use of its boardroom, if, in its judgment, the situation demands such action. The right is reserved to revoke or annul any approved application for noncompliance with policy requirements. The Board also reserves the right to waive any and/or all conditions of this policy and/or to stipulate additional conditions, if, in its judgment, such action is in the best interest of the community and/or district.



Humboldt Community Services District

FACILITIES USE AGREEMENT

1. Applicant: Redwood Coast Mountain Bike Association
2. Address: PO Box 386, Arcata, CA 95518
3. Responsible Party(ies) Contact Information: Gina Bauer, (707) 498-8995, info@redwoodcoastmtb.org
4. Applicant hereby requests approval to use the Boardroom and restroom facilities belonging to Humboldt Community Services District (HCSD).
5. Purpose: Trail building workshop classroom instruction
6. Date(s) of Use: March 19th, 0830-1130
Approvals of annual recurring event requests are subject to mid-term Board review as deemed necessary.
7. Fee: _____
8. To the fullest extent permitted by law, Applicant agrees to be solely responsible for any and all injuries, damages, and claims to persons or property arising out of its use of the HCSD's facilities, except for any such claims arising out of the sole negligence or willful misconduct of the HCSD or its directors, officers, employees, or authorized volunteers. Applicant agrees to defend, hold harmless, and indemnify the HCSD, its directors, officers, employees, or authorized volunteers against any and all such injuries, damages, and claims. This indemnification agreement shall not be restricted to any insurance proceeds.
9. Applicant shall provide and maintain general liability insurance with limits of at least one million dollars (\$1,000,000) per occurrence (\$2,000,000 general aggregate, if used) for bodily injury, personal injury and property damage arising out of the activities and properties as described herein. Coverage shall include contractual liability covering the Applicant's obligations in provision 7. Coverage shall not be limited in any way with respect to host liquor liability coverage. The general liability coverage shall give the HCSD, its directors, officers, employees, and authorized volunteers insured status using ISO endorsement CG2026 or equivalent. Applicant shall provide the HCSD with a certificate of insurance and additional insured endorsement before scheduled use. Such insurance shall be primary and any insurance, self-insurance or other coverage maintained by the HCSD, its directors, officers, employees, or authorized volunteers shall not contribute to it. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by the HCSD.
10. Applicant shall insure, or be a qualified self-insured, with respect to the applicable laws relating to workers' compensation coverage (California Labor Code Section 3700), all of Applicant's employees working on or about the HCSD's facilities. Applicant shall provide the HCSD with a certificate of Workers' Compensation and Employer's Liability insurance coverage to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by the HCSD. The employer's liability limit shall be no less than \$1,000,000 each accident or disease.
11. If any of the above coverages expire during the term of this agreement, the Applicant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to the HCSD at least ten (10) days prior to the expiration date.

Continued use of the Boardroom is contingent upon following the instructions on the reverse side of this agreement.

By: _____
(HCSD Authorized Representative)

General Manager

Date: _____

By: Gina Bauer
(Applicant Authorized Representative)

Board Member, RCMB
(Title)

Date: February 9, 2023

HCSO INSTRUCTIONS AND REQUIREMENTS FOR USE OF ITS BOARDROOM

The HCSO welcomes the use of its facility by local non-profit groups and agencies. Because of the increased number of organizations using the facilities, the District requests each group observe the following rules:

- Room capacity is 40 people
- Handicapped parking and handicapped accessible entry are located at the front of the building.
- No smoking in the building nor within 20 feet of any door or open window
- No animals are allowed in the District building – Service Animals excepted
- No food is allowed in the Boardroom. Coffee and water may be brought into the Boardroom provided user(s) clean the area and remove ALL trash prior to leaving. Items stored in the cupboards under the coffee warmer are for District use only.
- No alcoholic beverages may be served, consumed or brought onto District property.
- No weapons, reproductions of weapons, nor items capable of being conceived as a weapon (except those carried by a law enforcement official on duty), may be brought onto District property.
- If tables and/or chairs are moved, return them to their original positions.
- DO NOT allow anyone to pass through or break the invisible infrared alarm barrier in the Customer Service or Planning Department counters as this will trigger the building alarm to sound.
- If your group will not be using the room at the time you have scheduled, please notify the HCSO Board Secretary at (707) 443-4558.

Meeting room instructions:

- The day you are scheduled to use the Boardroom, pick up the building key prior to 5:00 p.m.
- When leaving:
 - check that everyone is out of the building
 - unplug the coffee warmer plate
 - turn the thermostat to the off position
 - turn off the lights in the Boardroom, restroom, and foyer
 - Lock the front door. Failure to do so shall result in immediate dissolution of any and all agreements with HCSO.
 - Put key in “drop box” located on the street side of the parking lot.
- You must be out of the building before 10:00 p.m.
- If you experience any problems, please contact Tim Latham at 599-2845.

Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: February 14, 2023

AGENDA ITEM: G.3 (New Business)

TITLE: Consideration of FY 20/21 Audit Agreement Transfer from R.J. Ricciardi to O'Connor & Company

PRESENTED BY: Michael Montag, Finance Manager

Recommendation:

Motion to accept transfer of FY 20/21 Audit Agreement from R.J. Ricciardi to O'Connor & Company

Summary:

Every year, a detailed financial audit is performed on The District financial records to ensure transparency and compliance with applicable laws.

The firm currently conducting the Audit of the District's FY 20/21 records has undergone a name change from R.J. Ricciardi Inc. to O'Connor & Company due to the retirement of Ralph Ricciardi. Michael O'Connor is the CPA that has been conducting the District's current and previous audits, so the actual staff in charge of the District's audit is not changing. Charges to the District for the audit will remain as agreed to in the original contract with R.J. Ricciardi.

This name change necessitates Board approval to transfer the Agreement to the new company name in order to pay for services rendered. Staff recommends approval of this change.

Fiscal Impact:

None

INTENTIONAL BLANK PAGE

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: February 14, 2023

AGENDA ITEM: G.4 (New Business)

TITLE: Consideration of Nominating a Director to serve on the ACWA (Association of California Water Agencies) Board

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discussion followed by direction to the General Manager regarding the Board's preference regarding participation in the upcoming ACWA Region 1 Board election

Summary:

The District is a member of the Association of California Water Agencies (ACWA) and is geographically situated in Region 1. Each of the ACWA regions elects board members from the participating agencies' governing bodies. The process starts in February with the appointment of the Nominating Committee. Last year I served on the nominating committee for ACWA Region 1. During the course of my service on the nominating committee, I learned that my participation results in ACWA discouraging the District's Board from competing for a position on the ACWA Region 1 Board.

Currently, the Region 1 Board members include Bruce Rupp of Humboldt Bay Municipal Water District and Dennis Mayo of the McKinleyville Community Services District.

I have been asked to participate on the ACWA Region 1 nominating committee again this year. Please provide direction regarding the Board's desire to compete for a position on the ACWA Region 1 Board.

Fiscal Impact:

None at this time

2023 ACWA Region Election Timeline 2024-2025 Term

February 28:

NOMINATING COMMITTEES APPOINTED

- With concurrence of the region board, the region chairs appoint at least three region members to serve as the respective region's Nominating Committee
- Those serving on nominating committees are ineligible to seek region offices
- Nominating Committee members are posted online at www.acwa.com

March 1-31:

NOMINATING COMMITTEE TRAINING

- Nominating Committee packets will be e-mailed out to each committee member
- ACWA staff will hold a training session via conference call with each nominating committee to educate them on their specific role and duties
 - Regions 1-10 Nominating Committees: via Zoom Meetings

April 17:

CALL FOR CANDIDATES

- The call for candidate nominations packet will be e-mailed to ACWA member agency Board Presidents and General Managers

June 16:

DEADLINE FOR COMPLETED NOMINATION FORMS

- Deadline to submit all Nomination Forms and board resolutions of support for candidacy for region positions
- Nominating Committee members may need to solicit additional candidates in person to achieve a full complement of nominees for the slate

June 19:

CANDIDATE INFORMATION TO NOMINATING COMMITTEES

- All information submitted by candidates will be forwarded from ACWA staff to the respective region Nominating Committee members with a cover memo explaining their task

Updated January 9, 2023

June 20 – July 10: RECOMMENDED SLATES SELECTED

- Nominating Committees will meet to determine the recommended individuals for their region. The slate will be placed on the election ballot.
- Nominating Committee Chairs will inform their respective ACWA Regional Affairs Representative of their recommended slate by July 10
- Candidates will be notified of the recommended slate by July 14
- The Nominating Committee Chair will approve the official region ballot

July 17: ELECTIONS BEGIN

- All 10 official electronic ballots identifying the recommended slate and any additional candidates for consideration for each region will be produced and e-mailed to ACWA member agencies only
- Only one ballot per agency will be counted

July 19: CANDIDATE TOWNHALL WEBINAR

- Region Board applicants will have an opportunity to participate in a virtual candidate townhall

September 15: ELECTION BALLOTS DUE

- ***Deadline for all region elections. All region ballots must be received by ACWA by September 15, 2023***

September 25: ANNOUNCEMENT OF ELECTION RESULTS

- Newly-elected members of the region boards will be contacted accordingly
- An ACWA Advisory will be distributed electronically to all members reporting the statewide region election results
- Results will be posted at acwa.com and will be published in the October issue of ACWA News

ACWA Regions provide the grassroots support to advance ACWA's legislative and regulatory agenda.

Background

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

Primary Charge of Regions

- To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- To assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- To assist staff with association membership recruitment at the regional level.
- To recommend specific actions to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

Note: Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.

GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS

Region Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement. Appoints Outreach Captain to help lead outreach effort within the region.
- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.
- Makes joint recommendations to the ACWA President regarding regional appointments to all ACWA committees.
- Appoints representatives in concurrence of the region board, to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

Region Vice Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Vice Chair will also participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Performs duties of the Region Chair in the absence of the chair.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement.
- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.

Region Board Member

- Participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.
- May serve as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.

ACWA Region 1 Rules & Regulations

Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association (ACWA Bylaw V, 6.).

Officers

The chair shall appoint a secretary to the Board if one is deemed necessary.

Meetings

Region 1 will meet quarterly, subject to call of the chair, with two of those meetings to be held at ACWA spring and fall conferences.

Attendance

If a region chair or vice chair is no longer allowed to serve on the Board of Directors due to his / her attendance, the region board shall appoint from the existing region board a new region officer. (ACWA Policy & Guideline Q, 1.)

If a region chair or vice chair misses three consecutive region board / membership meetings, the same process shall be used to backfill the region officer position. (ACWA Policy & Guideline Q, 1.)

If a region board member has three consecutive unexcused absences from a region board meeting or general membership business meeting, the region board will convene to discuss options for removal of the inactive board member. If the vacancy causes the board to fail to meet the minimum requirement of five board members, the region must fill the vacancy according to its rules and regulations. (ACWA Policy & Guideline Q, 3.)

Vacancy

If the chair's position becomes vacant, the vice chair will fill the chair's position.

If the vice chair's position becomes vacant, the alternate chair will fill the vice chair's position

Elections

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guideline P, 2.)

Election ballots will be e-mailed to ACWA member agency general managers and presidents.

The nominating committee shall consist of three to five members.

The nominating committee should pursue qualified members within the region to run for the region board, and should consider geographic diversity, agency size and focus in selecting a slate.

See the current region election timeline for specific dates.

Endorsements

ACWA, as a statewide organization, may endorse potential nominees and nominees for appointment to local, regional, and statewide commissions and boards. ACWA's regions may submit a recommendation for consideration and action to the ACWA Board of Directors to endorse a potential nominee or nominee for appointment to a local, regional or statewide commission or board. (ACWA Policy & Guideline P, 3.)

Committee Recommendations & Representation

All regions are given equal opportunity to recommend representatives of the region for appointment to a standing or regular committee of the Association. If a region fails to provide full representation on all ACWA committees, those committee slots will be left open for the remainder of the term or until such time as the region designates a representative to complete the remainder of the term. (ACWA Policy & Guideline P, 4. A.)

At the first region board / membership meeting of the term, regions shall designate a representative serving on each of the standing and regular committees to serve as the official reporter to and from the committee on behalf of the region to facilitate input and communication. (ACWA Policy & Guideline P, 4. B.)

Tours

ACWA may develop and conduct various tours for the regions. All tour attendees must sign a "release and waiver" to attend any and all region tours. Attendees agree to follow environmental guidelines and regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guideline P, 6.)

Finances

See "Financial Guidelines for ACWA Region Events" document.

Amending the Region Rules & Regulations

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors.

The Region 1 Rules & Regulations can be amended by a majority vote of those present at any Region 1 meeting as long as a quorum is present.

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: February 14, 2023

AGENDA ITEM: G.5 (New Business)

TITLE: Consideration of a Lease Agreement with TowerCo for Development of a Cell Phone Tower on District Property

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discussion followed by a motion to authorize the General Manager to enter into negotiations with TowerCo, with the assistance of District legal counsel, to develop a mutually agreeable lease contract to allow TowerCo to develop a cell phone tower and associated infrastructure on District property.

Summary:

On August 23, 2022, Thomas McMurray, representing TowerCo, presented a preliminary proposal to the District Board of Directors to gauge interest by the Board to lease District property along Walnut Drive to TowerCo for the purposes of developing a cell phone tower. During that presentation, Mr. McMurray presented two funding models for the District's Board to consider. The first was a direct lease of the property, the other was a profit-sharing model that would yield more money to the District if TowerCo is successful at finding tenants to lease space on the proposed tower.

At that time, the District Board asked several questions Mr. McMurray and expressed several concerns about the proposed tower, mostly regarding visibility and impact to neighbors. Ultimately, the Board consented to allow TowerCo to develop a full proposal for a lease contract.

The current, proposed contract, included in this Board Packet, is written for a direct lease option at a flat rate of \$1,750 per month for five years with a \$100 signing bonus. The lease automatically renews nine times with a 10% increase in rent for each renewal. For reference, average COLA is 3% annually which would yield a 15% increase each five years.

TowerCo has the option to terminate the proposed agreement at any time by way of written notice per paragraph 8 section c and again in paragraph 19 section a. The District can only terminate the lease if TowerCo is in material default of the lease and the violation is not remedied within 60 days (paragraph 8 section a).

TowerCo retains ownership of all improvements to the District's property and has 180 days after the termination of the agreement to remove "above ground portions" of the improvements.

District staff recommends authorizing the General Manager to enter into negotiations with TowerCo, with the assistance of District legal counsel, to develop a lease contract that is mutually agreeable. The agreement resulting from that negotiation will be brought back to the Board for final approval.

Fiscal Impact:

None at this time

GROUND LEASE AGREEMENT

THIS GROUND LEASE AGREEMENT (“Lease”) is effective as of the latter of the signature dates below (“Effective Date”) by and between Humboldt Community Services District a California Special District (“Lessor”) and TOWERCO 2013 LLC, a Delaware limited liability company (“Lessee”).

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Premises. Lessor is the owner of certain real property located in the County of Humboldt State of California, commonly known as Humboldt Community Services District (the “Parent Parcel”), located on APN-011-017-000, as more particularly described in Exhibit “A” annexed hereto. Lessor hereby leases to Lessee and Lessee leases from Lessor approximately Thirty-Six Hundred (3,600) square feet of the Parent Parcel and all access and utility easements if any, (the “Premises”) as described in Exhibit “B” annexed hereto.

2. Use. The Premises may be used by Lessee and Lessee’s tenants and licensees for the transmission and receipt of wireless communication signals in any and all frequencies, the construction, maintenance, operation, subleasing and licensing of towers, antennas, and buildings, and related facilities and activities, and for any other uses which are incidental thereto (“Intended Use”). Lessee and its sublessees and licensees shall have access to the Premises twenty-four (24) hours a day, seven (7) days a week. Lessor agrees to cooperate with Lessee in obtaining, at Lessee's expense, all licenses and permits required for Lessee's use of the Premises (the “Governmental Approvals”). Lessor further agrees to cooperate with Lessee in executing and delivering any documents requested by Lessee to obtain Government Approvals necessary for its Intended Use. In the event that Lessee's Intended Use of the Premises is actually or constructively prohibited then, in addition to any other remedies available to Lessee, Lessee shall have the option to terminate this Lease with notice to Lessor. Subject to Lessee’s final consent and approval, not to be unreasonable withheld, Lessor shall have the right to install up to 2 omni-directional antennae and one microwave, not more than three feet in diameter, on the tower, as constructed and installed by Lessee.

3. Term. The term of this Lease shall be five (5) years commencing on the date Lessee begins commercial operation of the Improvements (as defined in Paragraph 6(a)) or the third anniversary of the Effective Date, whichever first occurs (“Commencement Date”) and terminating on the fifth (5th) anniversary of the Commencement Date (the “Term”) unless otherwise provided in Paragraph 9.

4. Renewal Terms. Lessee shall have the right to extend this Lease for nine (9) additional five (5) year terms (“Renewal Terms”). Each Renewal Term shall be on the same terms and conditions as set forth in this Lease except that Rent shall increase as provided in paragraph 5. This Lease shall automatically be renewed for each successive Renewal Term unless Lessee notifies Lessor in writing of Lessee’s intention not to renew the Lease at least thirty (30) days prior to the expiration of the Term or the Renewal Term which is then in effect.

TowerCo Site Name _____ 1
TowerCo Site Number _____

5. Consideration. During the Term, Lessee shall pay Lessor the monthly sum of ONE THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$1,750.00) (“Rent”). Rent shall be payable on the first day of each month in advance to Lessor at Lessor’s address as specified in paragraph 17 below. Rent shall be increased on the commencement of each Renewal Term by ten percent (10%) over the Rent payable during the immediately preceding term. If this Lease is terminated at a time other than on the anniversary of the Commencement Date, Rent shall be prorated as of the date of termination and all Rent paid in advance of the termination date shall be refunded to Lessee.

As further consideration for Lessor to enter into this Lease, Lessee shall pay to Lessor within ten (10) days of the Effective Date of this Lease, a one-time signing bonus of One Hundred DOLLARS (\$100).

6. Improvements; Utilities; Access.

(a) Lessee shall have the right, at Lessee’s sole cost and expense, to erect and maintain on the Premises improvements, personal property and facilities necessary or desired for its Intended Use (collectively the “Improvements”). The Improvements shall remain the exclusive property of the Lessee throughout the term and after the termination of this Lease. Lessee may construct, alter, demolish, reconstruct, restore, replace, supplement, modify and reconfigure the Improvements at any time during the Term or any Renewal Term of this Lease.

Lessee shall remove all of the above-ground portions of the Improvements not later than one hundred eighty (180) days following any termination of this Lease. Lessor grants Lessee the right to clear all trees, undergrowth, or other obstructions and to trim, cut, and keep trimmed and cut all tree limbs which may interfere with or fall upon the Improvements or Premises. Lessor grants Lessee a non-exclusive easement in, over, across and through other real property owned by Lessor as reasonably required for construction, installation, maintenance, and operation of the Improvements. In the event that a guyed tower is constructed on the Premises, Lessor also grants Lessee an easement in, over, across and through Lessor’s real property during the Term and any Renewal Term of this Lease for the installation and maintenance of and reasonable access to the guy wires and guy wire anchors.

(b) Lessee shall have the right to install power, telecommunications, cables, conduit, and any other utilities, including cabinets, vaults and improvements directly related to such utilities, on the Premises, at Lessee’s expense, and to improve present utilities on the Premises (including but not limited to the installation of emergency power generators). Lessee shall have the right to permanently place utilities on (or to bring utilities across or under) the Premises and the Improvements. In the event that utilities necessary to serve the equipment of Lessee or the equipment of Lessee’s licensee(s) or sublessee(s) cannot be located within the Premises, Lessor agrees to cooperate with Lessee and to act reasonably in allowing the location of utilities on the Parent Parcel or other real property owned by Lessor without requiring additional compensation from Lessee or Lessee’s licensee(s) or sublessee(s). Lessor shall, upon Lessee’s request, execute within fifteen (15) days a separate written easement to the utility company providing the service or Lessee in a form which may be filed of record evidencing this right.

(c) Lessor grants to Lessee, its officers, agents, employees, sublessees, licensees and their independent contractors, the right and privilege to enter upon the Premises and the Parent Tract, to perform or cause to be performed test borings of the soil, environmental audits, engineering studies and to conduct a survey of the Premises and all or part of the Parent Tract.

Lessor grants Lessee and its sublessees and licensees a license to use such portion of Lessor's property contiguous to the Premises on a temporary basis as reasonably required during the Term or any Renewal Term of this Lease for the construction, installation, maintenance or removal of the Improvements, including access for construction machinery and equipment, storage of construction materials and equipment and staging areas.

(d) Lessor represents and warrants to Lessee that Lessee shall at all times during this Lease enjoy ingress, egress and access from the Premises twenty-four (24) hours a day, seven (7) days a week to an open and improved public road which presently exists and which shall be adequate to service the Premises and the Improvements. If no such public road exists or ceases to exist in the future, Lessor will grant an exclusive easement to Lessee, Lessee's sublessees and assigns so that Lessee may, at its own expense, construct a suitable private access drive to the Premises and the Improvements. To the degree such access is across other property owned by Lessor, Lessor shall execute an easement within fifteen (15) days of evidencing this right and Lessor shall maintain access to the Easement in a free and open condition so that no interference is caused to Lessee by other lessees, licensees, invitees or agents of the Lessor which may utilize the Easement.

7. Lessor's Representations and Warranties. As an inducement for Lessee to enter into and be bound by the terms of this Lease, Lessor represents and warrants to Lessee and Lessee's successors and assigns that Lessor (i) has good and marketable title to the Premises, (ii) has the authority to enter into and be bound by the terms of this Lease, (iii) to the best of Lessor's knowledge, there are no pending or threatened lawsuits, administrative actions (including bankruptcy or insolvency proceedings), suits, claims or causes of action against Lessor or which may otherwise affect the Premises, and (iv) the Premises are not presently subject to an option, lease, agreement or other contract which may adversely affect Lessor's ability to fulfill its obligations under this Lease. Lessor covenants and agrees that it shall not grant an option or enter into any contract which will adversely affect Lessee's Intended Use (as defined in paragraph 2 above) of the Premises until this Lease expires or is terminated by Lessee. The representations and warranties of Lessor shall survive the termination or expiration of the term of this Lease.

8. Termination. Except as otherwise provided herein, this Lease may be terminated, without any penalty or further liability upon written notice as follows:

(a) By either party upon a default of any covenant or term hereof by the other party which default is not cured within sixty (60) days of receipt of written notice of default (without, however, limiting any other rights available to the parties pursuant to any other provisions hereof); provided, that if the defaulting party commences good faith efforts to cure the default within such period the cure period may be extended upon mutual agreement, in writing, of the parties hereto;

(b) Upon thirty (30) days' written notice by Lessee to Lessor if (i) Lessee is unable to obtain or maintain any license, permit or other Governmental Approval necessary for the construction and operation of the Improvements or Lessee's business or (ii) Lessee's Intended Use of the Premises is actually or constructively interfered with; or

(c) By Lessee for any reason upon written notice from Lessee to Lessor.

9. Subleases. Lessee at its sole discretion shall have the right, without the consent of or notice to Lessor, to license, sublease or otherwise allow the occupancy of all or a portion of the Premises and the Improvements. Lessee's licensee(s) and sublessee(s) shall be entitled to modify the tower

and Improvements, and erect and install additional improvements and personal property on the Premises and Improvements, including but not limited to antennas, dishes, cabling, utilities, emergency or back up power, generators, and equipment shelters. Lessee's licensee(s) and sublessee(s) shall be entitled to all rights of ingress and egress to the Premises, the right to install utilities on the Premises and the right to use the Premises for the Intended Use as if said licensee or sublessee were the Lessee under this Lease.

10. Taxes. Lessee shall pay any property taxes assessed on the Improvements. Lessor shall pay when due all property taxes and all other fees and assessments attributable to the Premises. In the event that Lessor fails to pay when due any taxes affecting the Premises or the Easement, Lessee shall have the right but not the obligation to pay such taxes and deduct the full amount of the taxes paid by Lessee on Lessor's behalf from future payments of Rent. Lessor agrees to provide to Lessee a copy of any notice, assessment or billing relating to any real or personal property taxes for which Lessee is responsible under this Lease within thirty (30) days of receipt of same by Lessor. Lessee shall have no obligation to make payment of any real or personal property taxes until Lessee has received notice, assessment or billing relating to such payment in accordance herewith. Lessee shall have the right, at its sole option, and at its sole cost and expense, to appeal, challenge or seek modification of any real or personal property tax assessment or billing for which Lessee is wholly or partly responsible for payment under this Lease. Lessor shall reasonably cooperate with Lessee in filing, prosecuting and perfecting any appeal or challenge to real or personal property taxes as set forth herein, including but not limited to executing consent to appeal or other similar document.

11. Damage or Destruction. If the Premises or the Improvements are destroyed or damaged so as to hinder the effective use of the Improvements in Lessee's judgment, Lessee may elect to terminate this Lease as of the date of the damage or destruction by so notifying the Lessor.

12. Condemnation. If a condemning authority takes all of the Premises, or a portion sufficient in Lessee's determination, to render the Premises in the opinion of Lessee unsuitable for the use which Lessee was then making of the Premises, this Lease shall terminate the earlier of (i) the date title vests in the condemning authority or (ii) the date the condemning authority takes possession of the Premises or a portion of it. Lessor and Lessee shall share in the condemnation proceeds in proportion to the values of their respective interests in the Premises (which for Lessee shall include, where applicable, the value of its Improvements, moving expenses, prepaid rent, lost business, goodwill, and business relocation expenses). A sale of all or part of the Premises to a purchaser with the power of eminent domain in the face of the exercise of eminent domain power shall be treated as a taking by condemnation for the purposes of this paragraph. Except as provided in this paragraph, generally applicable condemnation law will apply in the event of a condemnation.

13. Insurance. Lessee, at Lessee's sole cost and expense, shall procure and maintain on the Premises and on the Improvements, bodily injury and property damage insurance with a combined single limit of at least One Million and 00/100 Dollars (\$1,000,000.00) per occurrence. Such insurance shall insure, on an occurrence basis, against liability of Lessee, its employees and agents arising out of or in connection with Lessee's use of the Premises and Improvements. Lessor, at Lessor's sole cost and expense, shall procure and maintain on the Parent Parcel, bodily injury and property damage insurance with a combined single limit of at least One Million Dollars

(\$1,000,000) per occurrence. Such insurance shall insure, on an occurrence basis, against liability of Lessor, its employees and agents arising out of or in connection with Lessor's use, occupancy and maintenance of the Parent Parcel.

14. Interference. Lessor shall not, nor shall Lessor permit its lessees, licensees, invitees or agents, to use any portion of the Parent Parcel or adjacent real property owned or controlled by Lessor in any way which interferes with Lessee's Intended Use of the Premises. Such interference shall be deemed a material breach of this Lease by Lessor and Lessor shall have the responsibility to immediately terminate such interference. In the event such interference is not immediately rectified, Lessor acknowledges that continuing interference will cause irreparable injury to Lessee, and Lessee shall have the right, in addition to any other rights that it may have at law or in equity, to bring an action to enjoin such interference or to terminate this Lease with notice to Lessor.

15. Environmental Compliance. Lessor represents, warrants and agrees (1) that neither Lessor nor, to Lessor's knowledge, any third party has used, generated, stored or disposed of, or permitted the use, generation, storage or disposal of, any contaminants, oils, asbestos, PCBs, hazardous substances or wastes as defined by federal, state or local environmental laws, regulations or administrative orders or other materials the removal of which is required or the maintenance of which is prohibited, regulated or penalized by any federal, state or local government authority ("Hazardous Materials") on, under, about or within the Parent Parcel and/or Easement in violation of any law or regulation, and (2) that Lessor will not, and will not permit any third party to use, generate, store or dispose of any Hazardous Materials on, under, about or within the Parent Parcel and/or Easement in violation of any law or regulation. Lessee agrees that it will not use, generate, store or dispose of any Hazardous Material on, under, about or within the Premises in violation of any law or regulation. This Lease shall at the option of Lessee terminate and be of no further force or effect if Hazardous Materials are discovered to exist on the Parent Parcel and/or Easement through no fault of Lessee after Lessee takes possession of the Premises and Lessee shall be entitled to a refund of all the consideration paid in advance to Lessor under this Lease.

16. Environmental Indemnities.

(a) Lessor, its heirs, grantees, successors, and assigns shall indemnify, defend, reimburse and hold harmless Lessee from and against any and all environmental damages arising from the presence of Hazardous Materials upon, about or beneath the Parent Parcel and/or Easement, or migrating to or from the Parent Parcel and/or Easement, or arising in any manner whatsoever out of the violation of any environmental requirements pertaining to the Parent Parcel and/or Easement and any activities thereon, which conditions exist or existed prior to or at the time of the execution of this Lease or which may occur at any time in the future through no fault of Lessee.

(b) Lessee, its heirs, grantees, successors, and assigns shall indemnify, defend, reimburse and hold harmless Lessor from and against environmental damages caused by the presence of Hazardous Materials on the Premises arising solely as the result of Lessee's activities after the execution of this Lease.

(c) Notwithstanding the obligation of Lessor to indemnify Lessee pursuant to this Lease, Lessor shall, upon demand of Lessee, and at Lessor's sole cost and expense, promptly take all actions to remediate the Parent Parcel and/or Easement which are required by any federal, state or local governmental agency or political subdivision or which are reasonably necessary to

mitigate environmental damages or to allow full economic use of the Premises, which remediation is necessitated from the presence upon, about or beneath the Parent Parcel and/or Easement of a Hazardous Material. Such actions shall include but not be limited to the investigation of the environmental condition of the Parent Parcel and/or Easement, the preparation of any feasibility studies, reports or remedial plans, and the performance of any cleanup, remediation, containment, operation, maintenance, monitoring or actions necessary to restore the Parent Parcel and/or Easement to the condition existing prior to the introduction of Hazardous Material upon, about or beneath the Parent Parcel and/or Easement notwithstanding any lesser standard of remediation allowable under applicable law or governmental policies.

(d) The duties and indemnifications in this paragraph shall survive expiration or earlier termination of this Lease.

17. Notices. All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, or via a nationally recognized overnight delivery service to the following addresses or to such other addresses as may be specified in writing at any time during the term of this Lease:

If to Lessor, to:

Name: Humboldt Community Services District
Address: 5055 Walnut Drive P.O. Box158
Attention: Mr. Terrence Williams, General Manager
Phone:707 443-4558
Email: twilliams@humboldtcsd.org

If to Lessee, to:

TowerCo 2013 LLC
5000 Valleystone Drive
Cary, North Carolina 27519
Attn: Property Management
Site ID #: CA0636

18. Title and Quiet Enjoyment. Lessor warrants and represents that (i) it has the full right, power, and authority to execute this Lease; (ii) it has good and marketable fee simple title to the Premises free and clear of any liens and encumbrances or mortgages; (iii) there are no easements, licenses, rights, covenants or restrictions on use related to or affecting the Premises which will interfere with Lessee's Intended Use of the Premises; and (iv) the execution of this Lease by Lessor will not cause a breach or an event of default of any other agreement(s) to which Lessor is a party, and (v) the Premises constitutes a legal lot that may be leased without the need for any subdivision or platting approval. Lessor covenants that it shall comply with all applicable laws, regulations and requirements related to the Premises and that Lessee shall have the quiet enjoyment of the Premises during the term of this Lease. Lessor shall indemnify Lessee from and against any loss, cost, expense or damage including attorney's fees associated with a breach of the foregoing covenants. In the event that Lessor fails to keep the Premises free and clear of any liens and encumbrances, Lessee shall have the right but not the obligation to satisfy such lien or

encumbrance and deduct the full amount paid by Lessee on Lessor's behalf from future installments of Rent. Lessor agrees to indemnify and hold harmless Lessee from any and all claims and/or notices of non-compliance brought against Lessor for any breach by Lessor of this warranty, and Lessor agrees to allow Lessee to continue to quietly enjoy the use of Lessor's Premises while Lessor remedies any such non-compliance. Should Lessee's use of the Premises become compromised due to any breach of the warranty and covenants contained in this paragraph, Lessor acknowledges that Lessee shall be substantially harmed, and Lessee will seek to recover from Lessor any damages Lessee may sustain.

19. Occurrence of Lessor Default. The covenants, representations and conditions in this Lease are mutual and dependent. Upon the occurrence of any breach or nonperformance of any representation, warranty, covenant, agreement or undertaking made by Lessor in this Lease ("Default"), Lessee shall have the option to pursue any one or more of the following remedies without notice or demand: (a) Lessee, may, at its sole election, terminate the Lease; (b) Lessee, may, without being obligated and without waiving the Default, cure the Default, whereupon Lessor shall pay to Lessee, upon demand, all costs expenses, and disbursements incurred by Lessee to cure the Default. Lessee shall be permitted to offset said costs, expenses and disbursements incurred by Lessee against Rent or any other amounts due or becoming due by Lessee to Lessor under this Lease; or (c) Lessee shall be entitled to pursue any and all other rights or remedies available at law or equity, including specific performance of this Lease, with respect to Lessor's default.

20. Assignment. Upon written notice to Lessee, Lessor is permitted to transfer this Lease only in connection with the sale of the Parent Parcel and only on the following conditions: (a) the acquiring party must and will assume in writing all of the rights and obligations of Lessor under this Lease on and after the date of purchase of the Parent Parcel and (b) Lessor must retain no rights or obligations under the Lease after the date of sale of the Parent Parcel (a "Lessor Permitted Assignment"). Other than a Lessor Permitted Assignment, Lessor is prohibited from assigning, selling or otherwise transferring the Lease in whole or in part and Lessor is prohibited from granting any third party an easement or other real property interest in the Premises. Lessee may assign this Lease without the consent of or notice to Lessor. From and after the date this Lease has been sold, assigned or transferred by Lessee to a third party agreeing to be subject to the terms hereof, Lessee shall immediately be released from any and all liability under this Lease, including the payment of any rental or other sums due, without any further action. Additionally, Lessee may mortgage or grant a security interest in this Lease and the Improvements and may assign this Lease and the Improvements to any such mortgagees or holders of security interests including their successors and assigns (hereinafter collectively referred to as "Secured Parties"). If requested, Lessor shall execute such consent to leasehold financing as may reasonably be required by Secured Parties. Lessor agrees to notify Lessee and Lessee's Secured Parties simultaneously of any default by Lessee and to give Secured Parties the same right to cure any default as Lessee except that the cure period for any Secured Party shall not be less than ten (10) days after the receipt of the default notice. If a termination, disaffirmance or rejection of the Lease pursuant to any laws (including any bankruptcy or insolvency laws) by Lessee shall occur, or if Lessor shall terminate this Lease for any reason, Lessor will give to the Secured Parties prompt notice thereof and Lessor will give the Secured Parties the right to enter upon the Premises during a thirty (30)-day period commencing upon the Secured Party's receipt of such notice for the purpose of removing any

Improvements. Lessor acknowledges that the Secured Parties shall be third-party beneficiaries of this Lease.

21. Successors and Assigns. This Lease shall run with the Premises and shall be binding upon and inure to the benefit of the parties, their respective heirs, successors, personal representatives and assigns.

22. Waiver of Lessor's Lien. Lessor hereby waives any and all lien rights it may have, statutory or otherwise, in and to the Improvements or any portion thereof, regardless of whether or not same is deemed real or personal property under applicable laws.

23. Waiver of Incidental and Consequential Damages. Lessor will not assert any claim whatsoever against Lessee for loss of anticipatory profits or any other indirect, special, incidental or consequential damages incurred by Lessor as a result of the construction, maintenance, operation or use of the Premises by Lessee or its agents, licensees' or sublessees'.

24. Liability and Indemnity. Lessee shall indemnify and hold Lessor harmless from all claims (including reasonable attorneys' fees, costs and expenses of defending against such claims) arising from the negligence or willful misconduct of Lessee or Lessee's agents or employees in or about the Premises. Lessor shall indemnify and hold Lessee harmless from all claims (including reasonable attorneys' fees, costs and expenses of defending against such claims) arising from the negligence or willful misconduct of Lessor or Lessor's agents, employees, lessees, invitees, contractors or other tenants occurring in or about the Parent Parcel. The duties described herein survive termination of this Lease.

25. Right of First Refusal; Sale of the Premises. If Lessor elects (i) to sell or otherwise transfer to a third party all or any portion of the Premises, whether separately or as part of a larger parcel of which the Premises is a part, or (ii) to grant to a third party by easement, or other legal instrument, an interest in and to any portion of the Premises for any purpose relating to operating and maintaining communications facilities or the management thereof, with or without an assignment of this agreement to such third party (including but not limited to assignments of rental streams associated with this agreement), Lessee shall have the right of first refusal to meet any bona fide offer of sale, assignment, or any other transfer on the same terms and conditions as such offer. Lessor shall immediately provide the Lessee with a copy of the bona fide offer together with a notice describing the offer in sufficient detail. If Lessee fails to accept such bona fide offer within thirty (30) days after receipt of the foregoing, Lessor may sell or grant the easement or interest in the Premises in accordance with the terms of such bona fide offer.

26. Miscellaneous.

(a) The substantially prevailing party in any litigation arising hereunder shall be entitled to its reasonable attorney's fees and court costs, including appeals, if any.

(b) Each party agrees to furnish to the other, within ten (10) days after request, such truthful estoppel information as the other may reasonably request.

(c) This Lease constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Lease, and supersedes all offers, negotiations and other

agreements. There are no representations or understandings of any kind not set forth herein. Any amendments to said Lease must be in writing and executed by the parties.

(d) If either party is represented by a real estate broker in this transaction, that party shall be fully responsible for any fees due such broker and shall hold the other party harmless from any claims for commission by such broker.

(e) Lessor agrees to cooperate with Lessee in executing any documents necessary to protect Lessee's rights under this Lease or Lessee's use of the Premises, including but not limited to affidavits relating to title curative measures and subordination and non-disturbance agreements and to take any further action which Lessee may reasonably require as to effect the intent of this Lease.

(f) This Lease shall be construed in accordance with the laws of the state in which the Premises is situated.

(g) If any term of this Lease is found to be void or invalid, such invalidity shall not affect the remaining terms of this Lease, which shall continue in full force and effect.

(h) Upon request of Lessee, Lessor shall promptly execute and deliver to Lessee such documents as Lessee requests to evidence Lessee's rights in the Premises, including a memorandum of option and a memorandum of lease and/or amendments thereto. Lessee may file such documents of record in the property records in the county in which the Premises are located.

(i) Lessee may obtain title insurance on its interest in the Premises and Easement, and Lessor shall cooperate by executing documentation required by the title insurance company. In the event the Premises is encumbered by a mortgage or deed of trust, Lessor agrees to obtain and furnish, within thirty (30) days written request by Lessee, a non-disturbance agreement to the effect that Lessee and Lessee's sublessees or licensees will not be disturbed in the occupancy of the Premises by any foreclosure; provided that the rights and interests of Lessee under this Lease shall be subject and subordinate to such mortgage or deed of trust.

(j) Lessor hereby irrevocably appoints Lessee or Lessee's agent as Lessor's agent to file applications on behalf of Lessor with federal, state and local governmental authorities which applications relate to Lessee's Intended Use of the Premises including but not limited to land use and zoning applications.

(k) This Lease may be executed in two or more counterparts, all of which shall be considered one and the same agreement and shall become effective when one or more counterparts have been signed by each of the parties, it being understood that all parties need not sign the same counterpart and that scanned or electronically reproduced copies of this Lease shall have the same force and effect as originals.

(l) Lessor will not, during the term of this Lease together with any extensions thereof, enter into any other lease, license, or other agreement for a similar purpose as set forth herein, on or adjacent to the Premises.

(m) In any case where the approval or consent of one party hereto is required, requested or otherwise to be given under this Lease, such party shall not unreasonably condition, delay or withhold its approval or consent.

27. Confidentiality. Lessor shall not disclose to any third party the Rent payable by Lessee under this Lease and shall treat such information as confidential, except that Lessor may disclose such information to prospective buyers, prospective or existing lenders, to Lessor's affiliates and attorneys, or as may be required by law or as may be necessary for the enforcement of Lessor's

rights under this Lease. Lessor acknowledges that the disclosure of such information to any other parties may cause Lessee irreparable harm, and in the event of such disclosure, as an additional remedy, Lessee shall have the right to terminate this Lease upon giving thirty (30) days written notice thereof to Lessor.

[SIGNATURES BEGIN ON NEXT PAGE]

TowerCo Site Name _____ **10**
TowerCo Site Number _____

IN WITNESS WHEREOF, Lessor and Lessee have executed this Lease as of the date affixed to their signatures below.

LESSOR:

Humboldt Community Services District a California Special District

By: _____
Name: _____
Title: Chairman
Date: _____

State of _____

County of _____

Before me, _____ the undersigned, a Notary Public for the State, personally appeared _____, who is the _____ of _____, a _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his/her authorized capacity, and that by his/her signature on the instrument, the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal, this _____ day of _____, 20__.

Signature _____

NOTARY SEAL

My commission expires: _____

LESSEE/LESSEE:

TOWERCO 2013 LLC

By: Todd Boyer
Title: CEO
Date: _____

State of _____

County of _____

Before me, _____ the undersigned, a Notary Public for the State, personally appeared _____ who is the _____ of TowerCo 2013 LLC, a Delaware limited liability company, personally known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument, the entity upon behalf of which he acted, executed the instrument.

WITNESS my hand and official seal, this _____ day of _____, 20__.

Signature _____

NOTARY SEAL

My commission expires: _____

EXHIBIT "A"

DESCRIPTION OF PARENT PARCEL

The Parent Parcel is described and/or depicted as follows:

EXHIBIT “B”

DESCRIPTION OR DEPICTION OF PREMISES

An approximately 40’ x 90’’ tract of land which may vary but shall not be more tha 3600 sq. ft. together with easements for ingress, egress and utilities described or depicted as follows:

Note: At Lessee’s option, Lessee may replace this Exhibit with an exhibit setting forth the legal description of the Premises, or an as-built drawing depicting the site. Any visual or textual representation of the Improvements and facilities is illustrative only, and does not limit the rights of Lessee as provided for in the Lease. Without limiting the generality of the foregoing:

TowerCo Site Name _____ **14**
TowerCo Site Number _____

1. The Premises may be setback from the boundaries of Lessor's property as required by the applicable governmental authorities.
2. The access road's width may be modified as required by governmental authorities, including police and fire departments.
3. The locations of any access and utility easements are illustrative only. Actual locations may be determined by Lessee and/or the servicing utility company in compliance with local laws and regulations.

or other legal instrument of an interest in and to any portion of the Land, the Premises or the Lease for any purpose relating to operating and maintaining communications facilities or the management thereof, with or without an assignment of the Lease to such third party, including but not limited to assignments of any right to the rent or rental stream associated with the Lease.

IN WITNESS WHEREOF, the parties have executed this Memorandum under seal as of the dates set forth in the respective acknowledgements.

LESSOR:

Humboldt Community Services District a California Special District

By: _____
Name: _____
Title: _____
Date: _____

State of _____

County of _____

Before me, _____ the undersigned, a Notary Public for the State, personally appeared _____, who is the _____ of _____, a _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his/her authorized capacity, and that by his/her signature on the instrument, the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal, this _____ day of _____, 20__.

Signature _____

NOTARY SEAL

My commission expires: _____

LESSEE:

TOWERCO 2013 LLC

By: TowerCo
Name: Todd Boyer
Title: CEO
Date: _____

State of _____

County of _____

Before me, _____ the undersigned, a Notary Public for the State, personally appeared _____ who is the _____ of TowerCo 2013 LLC, a Delaware limited liability company, personally known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument, the entity upon behalf of which he acted, executed the instrument.

WITNESS my hand and official seal, this ____ day of _____, 20__.

Signature _____

NOTARY SEAL

My commission expires: _____

EXHIBIT "A"

DESCRIPTION OF LAND

The Land is described and/or depicted as follows:

TowerCo Site Name _____ **19**
TowerCo Site Number _____

EXHIBIT "B"

DESCRIPTION OR DEPICTION OF PREMISES

An approximately _____' x _____' tract of land, together with easements for ingress, egress and utilities described or depicted as follows. Exact legal description to be determined by survey.

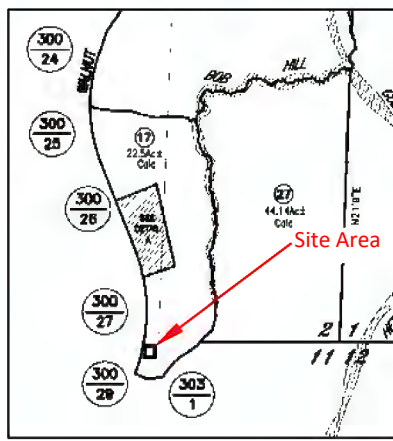
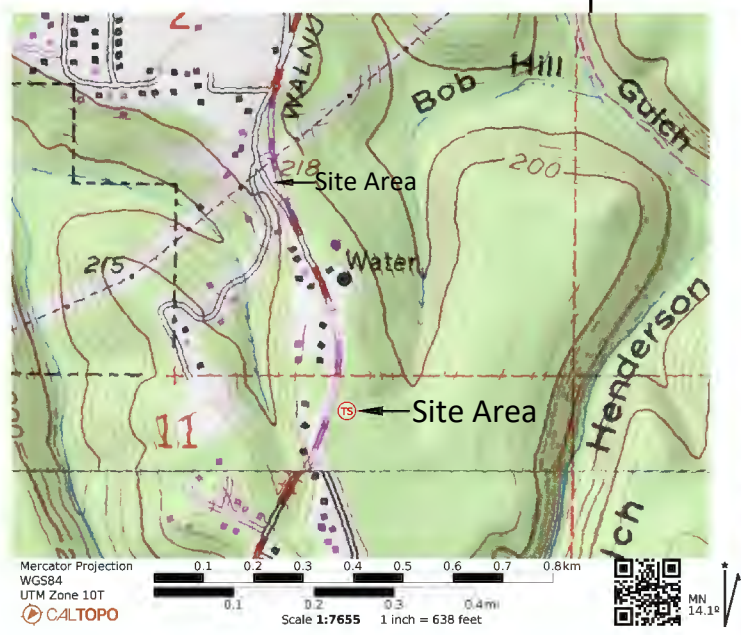
Note: At Lessee's option, Lessee may replace this Exhibit with an exhibit setting forth the legal description of the Premises, or an as-built drawing depicting the site. Any visual or textual representation of the Improvements (as defined in the Lease) and facilities is illustrative only, and does not limit the rights of Lessee as provided for in the Lease. Without limiting the generality of the foregoing:

TowerCo Site Name _____ **20**
TowerCo Site Number _____

1. The Premises may be setback from the boundaries of Lessor's property as required by the applicable governmental authorities.
2. The access road's width may be modified as required by governmental authorities, including police and fire departments.
3. The locations of any access and utility easements are illustrative only. Actual locations may be determined by Lessee and/or the servicing utility company in compliance with local laws and regulations.

PROPOSED - HCSD CELLULAR COMMUNICATIONS SITE

PROJECT LOCATION MAP



HUMBOLDT COUNTY
ASSESSOR BOOK 300 PAGE 01



SITE LOCATION MAP

SITE DATA

Site Name: HCSD
 Site Number: TBD
 Owner Name: HUMBOLDT COMMUNITY SERVICES DISTRICT
 Site Address: 5055 Walnut Drive, Eureka, CA 95503
 Assessor's Parcel No.: 300-011-017-000
 Zoning Classification: "PF" - Public Facility
 Universal Transverse Mercator - NAD83
 Latitude: 40°45'03"N (40.75093)
 Longitude: 124°08'43"W (-124.14528)
 Elevation 275' ± AMSL - (at center of site area)

LOCATED IN:

NE1/4 Sec.11 - T04N R01W H.B.&M.
 IN THE UNINCORPORATED AREA OF
 HUMBOLDT COUNTY STATE OF CALIF.

TOWERCO INC. PROPOSES TO CONSTRUCT AN UNMANNED WIRELESS COMMUNICATIONS SITE THAT WILL CONSIST OF THE FOLLOWING:

GRADE EXISTING SITE AREA TO ACCOMMODATE TOWER AND EQUIPMENT SHELTER SPACES.

CONSTRUCT AN 175 FOOT SELF-SUPPORTING STEEL MONOPOLE TOWER AND CONCRETE FOUNDATION. TOWER WILL BE DESIGNED TO HAVE THE A MINIMUM OF (3) THREE WIRELESS TENANTS.

DELINEATE (1) APPROX. 12'X 20' CONCRETE SLAB FOR PRE-FABRICATED EQUIPMENT SHELTER, PROVIDED BY TENANT, AND (1) 10'X12' CONCRETE SLAB FOR EQUIPMENT CABINETS. DELINEATE (2) APPROX. 5'X 10' CONCRETE SLABS FOR BACK-UP GENERATORS.

PROVIDE TRENCH WORK AND CONDUIT SUPPLIES FOR COMMERCIAL ELECTRICAL POWER, TELEPHONE & FIBER SYSTEMS. INSTALL SITE GROUNDING SYSTEM OVER ENTIRE SITE WITH #2 SOLID STRANDED COPPER WIRE AND ASSOCIATED COMPONENTS.

PROVIDE ARCHITECTURAL GRADE CHAIN-LINK FENCING w/PRIVACY SLATS, AND SECURE GATE ACCESS AND SITE ACCESS GRADING FROM WALNUT DRIVE.

CODE COMPLIANCE

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES
 CALIFORNIA ADMINISTRATIVE CODE (INCL TITLE 24 & 25)
 2019 CALIFORNIA BUILDING CODE (CBC)
 CITY/COUNTY ORDINANCES
 BUILDING OFFICIALS & CODE ADMINISTRATORS (BOCA)
 2019 CALIFORNIA FIRE CODE (CFC)
 2019 CALIFORNIA BUILDING CODE (2015 IBC)
 2019 CALIFORNIA RESIDENTIAL CODE (CRC)
 2019 CALIFORNIA ELECTRICAL CODE
 2019 CALIFORNIA MECHANICAL CODE (CMC)
 2019 CALIFORNIA PLUMBING CODE (CPC)
 2019 CALIFORNIA ENERGY CODE
 2019 CALIFORNIA GREEN BUILDING CODE
 FCC - ANTENNA STRUCTURE REGISTRATION
 FAA - TOAIR APPLICATIONS

ISSUED FOR: **HCSD**
 5055 Walnut Drive
 Eureka, CA 95503
CA0636

HUMBOLDT
 Community Services District

TowerCo
 EMPOWERING connectivity

CONTACT:
 THOMAS J. McMURRAY JR.
 TOWERCO AUTHORIZED REPRESENTATIVE
 P.O. BOX 1032
 EUREKA, CA 95502
 707 499-0901

REV	DATE	DESCRIPTION	BY

Date : 12/02/2022
 Dwg Name: HCSD Exhibits 12-02-2022.dwg
 Dwg Path: I:\HCSD-HumComServDist
 \HCSD_Nov 28\

SHEET TITLE
TITLE SHEET

SHEET NUMBER
01 OF 06

ISSUED FOR: **HCS D**
 5055 Walnut Drive
 Eureka, CA 95503
CA0636

HUMBOLDT
 Community Services District

TowerCo
 EMPOWERING connectivity

CONTACT:
 THOMAS J. McMURRAY JR.
 TOWERCO AUTHORIZED REPRESENTATIVE
 P.O. BOX 1032
 EUREKA, CA 95502
 707 499-0901

Elec. Power
 PG&E Corp
 1 Market St
 San Francisco, CA 94105
 (800)743-5000

Telco
 AT&T Calif.
 525 Market St
 San Francisco, CA 94105
 (800)310-2355

REFERENCES:
 GREEN DIAMOND RESOURCE CO.
 RECORD OF SURVEY
 BOOK 70 PAGE 57 & 58
 DEC. 2012

SITE PLAN PER
 KELLY-O'HERN & ASSOCIATES
 EUREKA, CALIFORNIA - OCT. 2022

DATE	DESCRIPTION
12/05/2022	ADDED SHT 03A
12/12/2022	ADD OPTIONAL SITE PLAN
12/16/2022	ADD SITE LAYOUT PLAN

Date : 12/02/2022
 Dwg Name: HCS D Exhibits 12-02-2022.dwg
 Dwg Path: I:\HCS D-HumComServDist
 \HCS D_Nov 28\

SHEET TITLE
SITE LAYOUT PLAN

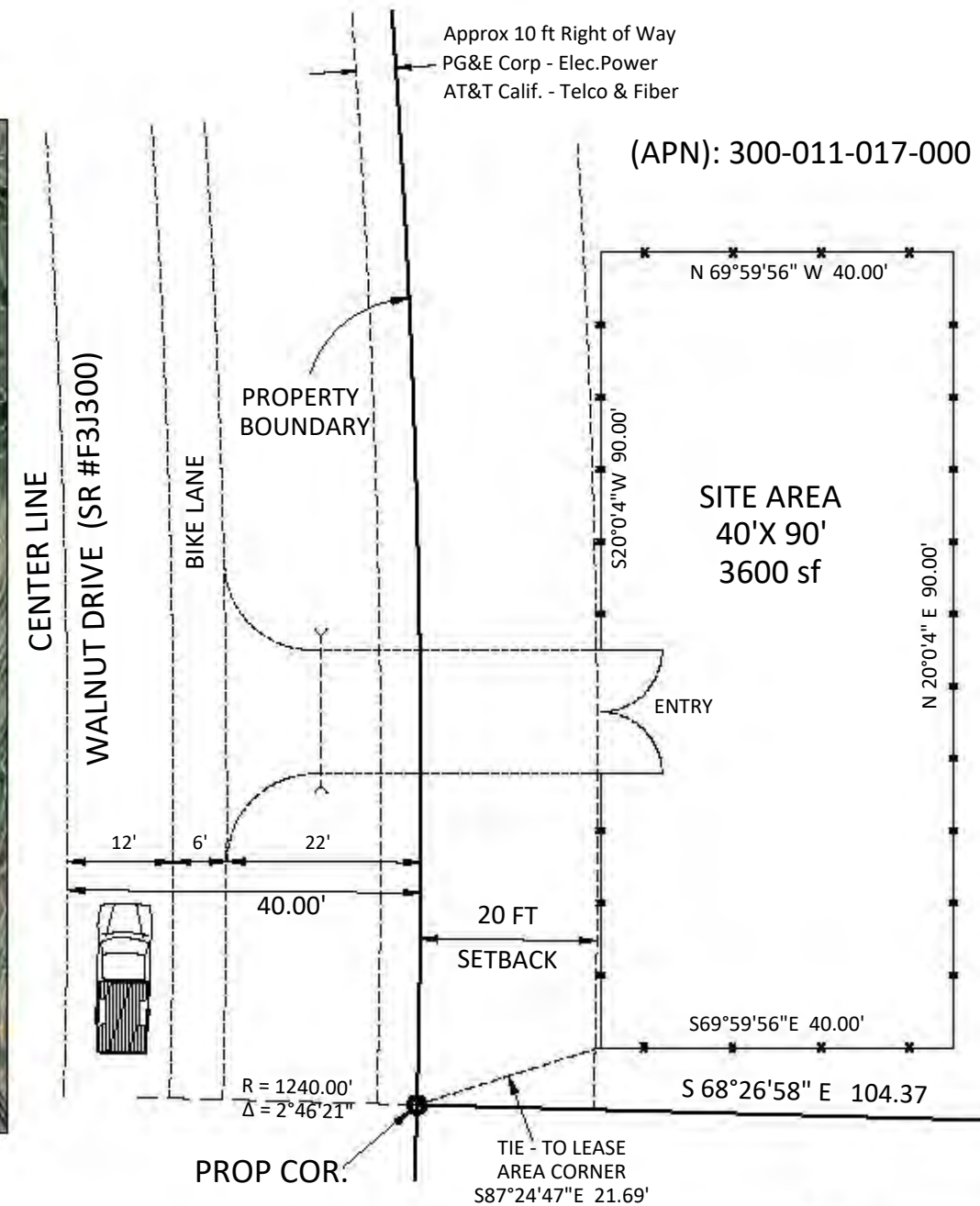
SHEET NUMBER
02 OF 06



HUMBOLDT COUNTY WEB GIS
<https://webgis.co.humboldt.ca.us/HCEGIS2.0/>

SITE CONTOUR PLAN

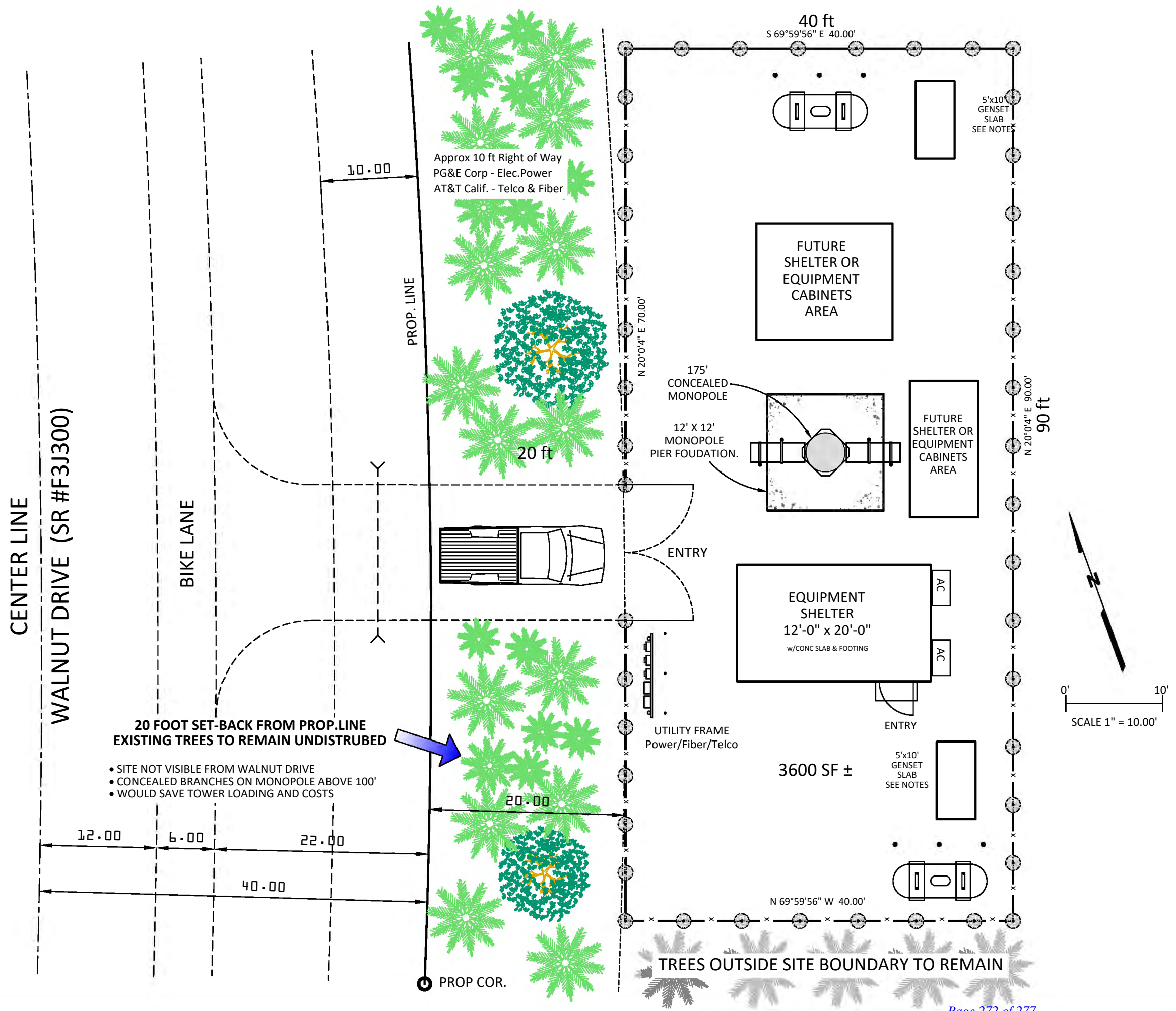
SCALE 1" = 70.00'
 0' 35' 70'



SITE LAYOUT PLAN

SCALE 1" = 20.00'
 0' 10' 20'





ISSUED FOR: **HCS D**
5055 Walnut Drive
Eureka, CA 95503
CA0636

HUMBOLDT
Community Services District

TowerCo
EMPOWERING connectivity

CONTACT:
THOMAS J. McMURRAY JR.
TOWERCO AUTHORIZED REPRESENTATIVE
P.O. BOX 1032
EUREKA, CA 95502
707 499-0901

NOTES:
FINAL SITE PLAN LAYOUT
SUBJECT TO CHANGE DUE TO
SOIL
CONDITIONS AND FINAL
SHELTER DESIGN.

- GEOTECHNICAL STUDY TO BE COMPLETED PRIOR TO CONSTRUCTION.
- CONCEALED MONOPOLE MFG & DESIGN TO INCLUDE RF TRANSPARENT BRANCHES AND RF TRANSPARENT ANTENNA SOCKS.
- MONOPOLE FOUNDATION TO BE PER MFG STANDARDS
- SITE GROUNDING TO INCLUDE 10 FT GND RODS, #2 SCW, CHEMICAL XIT GROUND KITS, AND TEST WELLS PER NEC STANDARDS.
- BACK-UP GENERATOR LOCATIONS TO INCLUDE OPTIONS FOR ABOVE GROUND DIESEL TANKS OR PROPANE POWERED SYSTEMS-500 GALLON MAX. PROVIDE BOLLARD PROTECTION AROUND GENSETS AND TANKS WHERE APPLICABLE.

DATE	DESCRIPTION	BY
12/05/2022	ADDED SHT 03A	
12/12/2022	ADD OPTIONAL SITE PLAN	

Date : 12/02/2022
Dwg Name: HCS D Exhibits 12-02-2022.dwg
Dwg Path: I:\HCS D-HumComServDist \HCS D_Nov 28\

SHEET TITLE
SITE PLAN

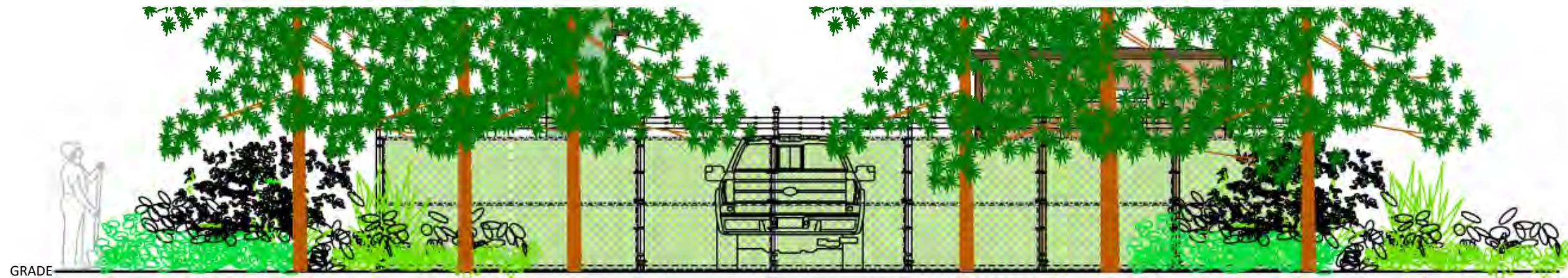
SHEET NUMBER
03 OF 06

ISSUED FOR: **HCS D**
 5055 Walnut Drive
 Eureka, CA 95503
CA0636

HUMBOLDT
 Community Services District

TowerCo
 EMPOWERING connectivity

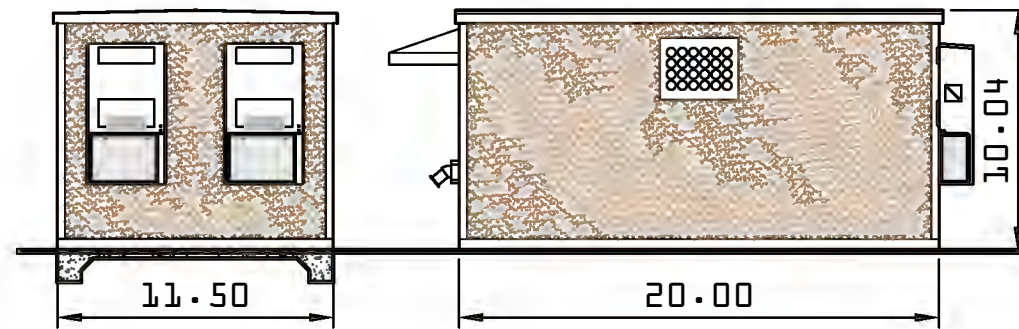
CONTACT:
 THOMAS J. McMURRAY JR.
 TOWERCO AUTHORIZED REPRESENTATIVE
 P.O. BOX 1032
 EUREKA, CA 95502
 707 499-0901



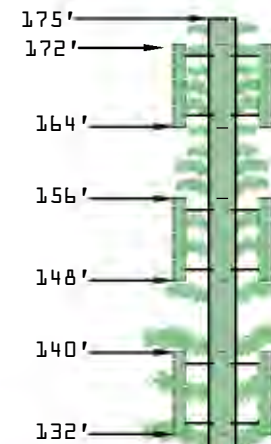
DETAIL SITE PLAN

SCALE 1" = 6 FT

TYPICAL CONCRETE SHELTER DIMENSIONS - w/AGGREGATE EXT WALLS



SHELTER TO HAVE 6" CONC SLAB AND FOOTINGS (TYP)



175 FT MONOPOLE

w/3 CARRIERS
 w/3 SECTORS
 EACH

CONCEALMENT FOR BRANCHES AND ANTENNAS TO BE "VALMONT/LARSON SOLUTIONS" RF-TRANSPARENT MATERIALS OR EQUIVALENT FOR BOTH BRANCHES AND ANTENNA SOCKS

EAST ELEVATION SITE PLAN

SCALE 1" = 24 FT

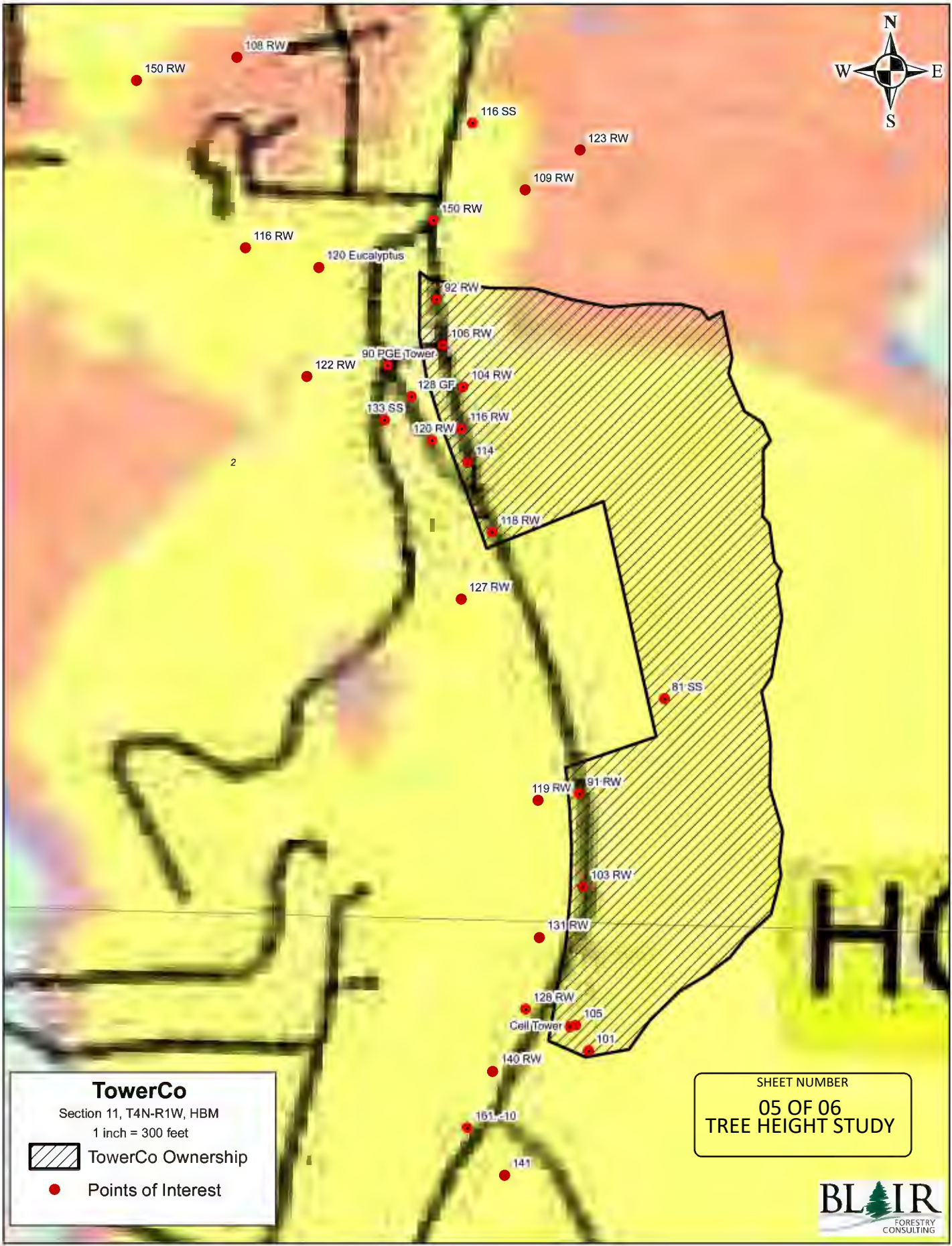


REV	DATE	DESCRIPTION	BY
A	12/22/22	REVISED LOWER ELEV	



Date : 12/02/2022
 Dwg Name: HCS D Exhibits 12-02-2022.dwg
 Dwg Path: I:\HCS D-HumComServDist\HCS D_Nov 28\

SHEET TITLE
ELEVATIONS

SHEET NUMBER
04 OF 06



TowerCo
Section 11, T4N-R1W, HBM
1 inch = 300 feet

-  TowerCo Ownership
-  Points of Interest

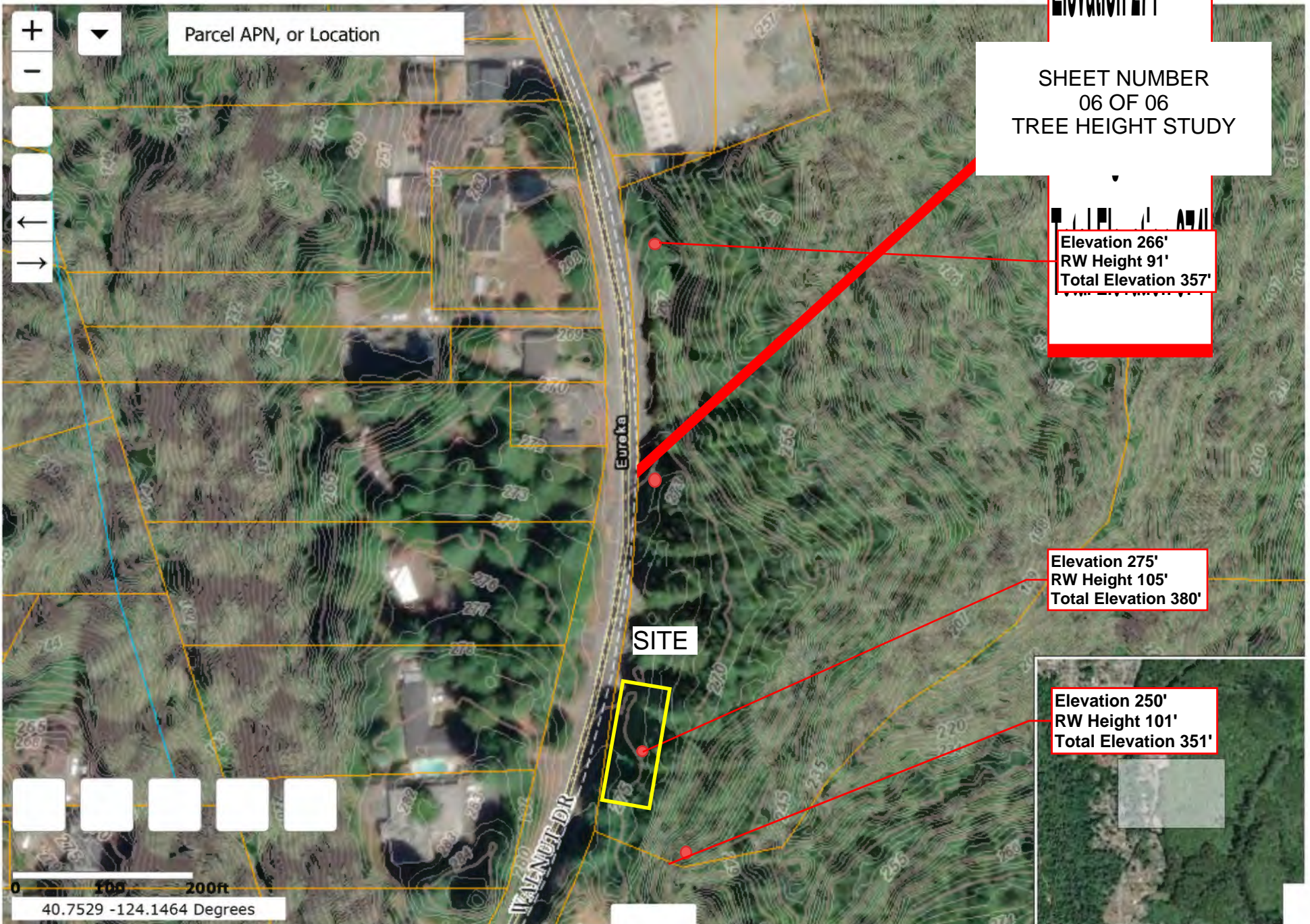
SHEET NUMBER
05 OF 06
TREE HEIGHT STUDY





Humboldt County Web GIS

Planning & Building Department



INTENTIONAL BLANK PAGE

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: February 14, 2023

AGENDA ITEM: H.1 (Old Business)

TITLE: Consideration of Modifying the January 10, 2023 Diversity, Equity, Inclusion Training Policy for Board and Staff

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discussion and direction regarding the HCSD Diversity Equity and Inclusion program.

Summary:

During the January 10, 2023 Board meeting, the Board voted 3:2 to require staff and Board members to participate in three hours and twenty minutes of online classes, through Vector/Target Solutions, beginning immediately and every two years thereafter.

The classes are geared toward legal compliance and best practices in the workplace. These courses are designed to help keep the employer out of legal trouble. The titles also indicate that the topics covered are redundant.

- 1) Workplace Diversity (33 minutes)
- 2) Equity and Inclusion Skills for Employees (37 minutes)
- 3) Equal Employment Opportunity and Diversity for Managers (60 minutes)
- 4) Diversity, Equity and Inclusion Skills for Managers (69 minutes)

These courses were assigned to the Board and management staff. The intention is to assign the courses to the remaining staff following the upcoming State Mandated SB1343 Anti-Harassment Training in order to spread out the temporal impact to District operations.

Director Heidi Benzonelli participated in the courses and requested that we revisit this item.

Fiscal Impact:

Unknown