



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

**AGENDA**

**DATE: Tuesday, August 12, 2025**

**TIME: 5:00 p.m.**

**LOCATION: 5055 Walnut Drive, Eureka, CA**

*The HCSD Boardroom is open to the public during the meeting's open session segment. This meeting is also held by video/teleconference, per CA Govt Code § 54953(b). If a member of the public cannot attend in person and would like to speak on an agenda item, including Public Participation, please join through the Zoom website (<https://zoom.us>) by entering Meeting ID 388 963 6754 and Passcode 202520. Access may also be achieved via telephone only by dialing 1-669-900-9128.*

**A. ROLL CALL**

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

**B. PLEDGE OF ALLEGIANCE**

**C. CONSENT CALENDAR**

1. Approval of August 12, 2025 Agenda
2. Approval of Minutes of the Regular Meeting of July 22, 2025

*Pgs. 1-2  
Pgs. 3-6*

**D. REPORTS**

1. General Manager

- a) District Update

*Pgs. 7-14*

2. Finance Department

- a) July 2025 Check Register
- b) FY 2025 Q4 Investment Report

*Pgs. 15-24  
Pgs. 25-26*

3. Engineering

- a) Update

*Pgs. 27*

4. Planning

- a) Update

*Pgs. 29*

5. Legal Counsel
6. Director Reports
7. Other

## **E. PUBLIC PARTICIPATION**

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

## **F. NEW BUSINESS**

1. Consideration of Providing Optional Response to Humboldt County Grand Jury Report: *Built to Burn? Emergency Access Challenges on Humboldt Hill* *Pgs. 31-42*
2. Consideration of Approving the Elimination of the Construction and Maintenance Foreman Job Descriptions and Approving a Consolidated Foreman Job Description *Pgs. 43-48*
3. Consideration of Canceling the Regular Meeting on August 26, 2025 *Pgs. 49*

## **G. ADJOURNMENT**

Next Res: 2025-08  
Next Ord: 2025-01

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Robert Christensen at (707) 443-4558, ext. 210, or by email at [asm@humboldtcsd.org](mailto:asm@humboldtcsd.org). Notification 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102 – 35.104 ADA Title II).

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

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

The Humboldt Community Services District Board of Directors met in regular session at 5:01 p.m. on Tuesday, July 22, 2025, at 5055 Walnut Drive, Eureka, California, with public participation available via Zoom tele/video conference. No Board Members or members of the Public participated at 55 Via Ravello Road, Henderson, Nevada.

**A. CALL TO ORDER AND ROLL CALL**

Present upon roll call: Directors Hansen, Matteoli, and Ryan. Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), Utility Services Planner McNeill (USP), and Assistant Engineer Rawal (AE).

**B. PLEDGE OF ALLEGIANCE**

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

**C. CONSENT CALENDAR**

1. Approval of July 22, 2025 Agenda
2. Approval of Minutes of the Regular Meeting of June 24, 2025
3. Approval of Facilities Use Request by Covered California

**IT WAS MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN, TO APPROVE THE JULY 22, 2025, CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:**

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

**D. REPORTS**

1. General Manager

a) District Update

GM updated the Board on the Hoover Street Sewer Lift Station Flood Resiliency Project's design and permitting stage of development. The California Coastal Commission (CCC) has waived the permit requirements for the geotechnical investigation necessary to complete the design and permitting of the final project.

The California Special District Association (CSDA) has two upcoming events for Board Members. The Annual CSDA Conference will be from August 25-28 in Monterey, and the Special District Leadership Academy will take place October 5-8 in Redding.

2. Finance Manager

DRAFT MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
JULY 22, 2025

a) June 2025 Check Register

FM reviewed the June 2025 Check Register, which included many final payments for the Fiscal Year (FY). FM noted that a check to the City of Eureka for monthly wastewater was higher than normal, but remitted for two months of service. Staff explained that the Allard Access Vault Lid is a custom-built lid rated for traffic. The lid opens with mechanical assistance.

b) June 2025 Budget Statement

FM presented the final budget statement for the 2025 FY, and noted that additional items, such as property tax revenue and final fiscal year expenses, will be recorded for 2025.

3. Engineering

a. Update

AE reported that the District recently completed the Crane Street Steel Main Replacement CIP project. On June 23, the district was notified of an intermittent sanitary sewer spill (SSS). Staff determined that the SSS originated from a failed pressure sewer line. The total volume discharged was estimated to be less than 200 gallons, and it was discharged into a nearby vegetated area.

4. Planning

a. Update

USP reported that the District completed its annual reading and reporting of intermingled water services. The District's Automated Meter Reading (AMR) program has received an additional 325 water meters for installation. The District has preordered meters for the 2026 FY and will continue to receive new meters throughout the year.

5. Legal Counsel

No report.

6. Director Reports

No report.

**E. PUBLIC PARTICIPATION**

None.

**F. NEW BUSINESS**

DRAFT MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
JULY 22, 2025

1. Consideration of Revision to HCSD's Sanitary Sewer Management Plan

USP reported that the State Water Resources Control Board (SWRCB) adopted the 2022 Statewide Sanitary Sewer Systems General Order, which necessitated updates to the District's Sanitary Sewer Management Plan (SSMP). USP outlined some of the updates to the SSMP which included expanded regulation to protect waters of the state; climate change considerations, coordinated inter-agency response, electronic reporting to the CIWIS system and updating the Fats, Oil and Grease Program to the Sewer Pipe Blockage program. USP recognized Ana Rodriguez, the District's Engineering Intern, for her valuable contributions to the revised SSMP.

PUBLIC COMMENT: None

**IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR HANSEN, TO APPROVE REVISIONS TO HCSD'S SANITARY SEWER MANAGEMENT PLAN. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:**

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

2. Consideration of Approving Update to Engineering Technician, and Utility Services Planner Job Descriptions and Corresponding Salary Schedule

GM reported that two District Employees have announced their retirements. The District is taking this opportunity to update the job descriptions and salary schedules for these positions. Staff recommended creating a new employee series with two roles: Utility Services Assistant/Engineering Technician I and Utility Services Planner/Engineering Technician II. These positions will combine the responsibilities of the current Engineering Technician and Utility Services Planner.

PUBLIC COMMENT: None

**IT WAS MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN, TO APPROVE UPDATES TO THE ENGINEERING TECHNICIAN AND UTILITY SERVICES PLANNER JOB DESCRIPTIONS AND CORRESPONDING SALARY SCHEDULE. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:**

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

3. Consideration of Claim for Damages – Pacific Seafood Group

DRAFT MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
JULY 22, 2025

GM reported that the District experienced a SSS on December 29, 2024, during a significant weather event when the District received over 12 inches of rain in a 12-hour period. The District recovered approximately 90% of the SSS and reported the spill to the appropriate regulatory agencies. Pacific Seafood has submitted a claim as a result of the SSS. GM noted that the District's legal counsel advised rejecting the claim.

Director Hansen noted that the Bay's shellfish harvesting operations had already been closed due to the weather event. He was displeased with Pacific Seafood's decision to submit a claim after they had pulled most of their operations out of Humboldt County. There was discussion over the predatory nature of the claim. Director Ryan stated that the District feels strongly about water quality and protecting the environment. Director Ryan also noted that an SSS would be highly diluted with rainwater during a high rain flow event.

PUBLIC COMMENT: None

**IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR HANSEN, TO REJECT THE CLAIM FOR DAMAGES FROM PACIFIC SEAFOOD GROUP. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:**

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

**G. ADJOURNMENT**

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF July 22, 2025, AT 5:39 P.M.

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Submitted, Board Secretary

# Humboldt Community Services District

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*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: August 8, 2025

SUBJECT: General Manager Report for August 12, 2025 Board Meeting

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### **Humboldt Bay Municipal Water District**

It is with sincere sadness that we share the news of the recent and unexpected passing of the Division 3 representative on the Humboldt Bay Municipal Water District (HBMWD) Board of Directors, David Lindberg. This is a significant loss for our community, and we extend our heartfelt condolences to Mr. Lindberg's family, friends, and colleagues.. His years of public service and commitment to water resource stewardship will be deeply missed.

As Division 3 encompasses nearly the entire service area of the Humboldt Community Services District, this vacancy directly affects our ratepayers and representation on the HBMWD Board.

The HBMWD will consider a process to fill the vacancy, which may include a special election or direct appointment. . Members of our community who are interested in public service and water policy should consider this important role. The individual will play a key part in guiding decisions that impact our regional water supply's long-term sustainability and quality.

Information regarding the appointment or election process, eligibility requirements, and submission deadlines will be posted on the HBMWD website and made available through official communications.

HCSD staff will monitor the vacancy and provide updates as they become available. In the meantime, please feel free to contact our office or HBMWD directly with any questions regarding eligibility or the vacancy fulfillment process.

### **McKay Ranch Annexation**

Humboldt LAFCo has received an application requesting annexation of approximately 72.35 acres (five parcels) located adjacent to the District boundary and within its adopted Sphere of Influence. The proposed annexation would enable the District to extend water, wastewater, and street lighting services to the North McKay Ranch Subdivision—a mixed-use

development with up to 320 housing units—located at the eastern terminus of Fern Street in Cutten.

The application is currently under review and is anticipated to be scheduled as an informational item for the LAFCo Commission meeting on September 17, 2025. Comments are due to Humboldt LAFCo by September 1, 2025. Please contact Colette Santsche, Humboldt LAFCo's Executive Director, for more information or to submit comments. The agency referral is included in this Board packet for your convenience.

### **Planner/Engineering Technician Solicitation**

HCSD has initiated a recruitment process to fill a key full-time position within our Engineering Department. We are seeking motivated, service-oriented individuals for the role of Engineering Technician / Utility Services Assistant or Planner, depending on qualifications and experience. This position plays a vital role in supporting the planning, design, construction, and inspection of the District's water and wastewater infrastructure.

In addition to providing technical support for capital improvement projects and development review, this position serves as a critical point of contact for customers, developers, and contractors engaging with the District on water and sewer service needs.

Ideal candidates will bring a combination of strong analytical and problem-solving abilities, excellent communication and interpersonal skills, and a high level of attention to detail. The role requires the flexibility to work effectively both in the field and in an office environment, collaborating across departments to support the District's operational and planning goals.

HCSD staff is committed to maintaining a high standard of service and professionalism, and this recruitment represents an important step in ensuring we continue to meet the evolving infrastructure and service needs of our growing community.

Recruitment materials, including the full job description and qualifications, are available on the District's website and advertised through appropriate professional and public channels. Staff will continue to update the Board on the progress of this recruitment effort.



## NOTICE OF FILING

**DATE:** August 1, 2025

**TO:** Eureka Elementary School District  
Eureka Unified School District / Eureka SCID No. 1  
Humboldt County Office of Education  
Redwoods Joint Community College District  
Humboldt No. 1 Fire Protection District (Humboldt Bay Fire Authority)  
Humboldt Bay Municipal Water District  
Humboldt Bay Harbor, Recreation, and Conservation District  
Humboldt County Flood Control District (Zone 05)  
Humboldt County Roads (District No. 03)  
Humboldt County Resource Conservation District  
Humboldt County Office of Education  
Humboldt County Administrative Office  
Humboldt County Assessor's Office  
Humboldt County Auditor-Controller's Office  
Humboldt County Sheriff's Office  
Humboldt County Elections Office  
Humboldt County Environmental Health  
Humboldt County Office of Emergency Services  
Humboldt County Planning and Building Department  
Humboldt County Public Works Department  
City of Eureka

**Cc:** Terrence Williams, Humboldt Community Services District  
Kurt Kramer & Travis Green, Kramer Properties Inc.  
Mike Wilson, District 3 Supervisor  
Rex Bohn, District 1 Supervisor

**FROM:** Colette Santsche, LAFCo Executive Officer  
Krystle Brogna, LAFCo Clerk/Analyst

**SUBJECT:** APPLICATION RECEIVED – HUMBOLDT CSD NORTH MCKAY RANCH ANNEXATION

### APPLICATION INFORMATION

**Project:** North McKay Ranch Annexation to the Humboldt Community Services District  
**Location:** Cutten; Fern Street at Harrison Avenue – see Exhibit A  
**APNs:** 017-032-003, 017-071-009, 017-072-003, 017-073-007 and 017-073-008  
**Notice:** The above referenced application has been submitted to LAFCo and this notice of filing is being issued in accordance with Government Code Section 56658(b)(1). If you wish to receive a copy of the application and supporting documents, please contact LAFCo staff at colette@humboldtlafo.org. We request agency comments by **September 1, 2025.**

### Proposal Overview

LAFCo has received an application submitted by the Humboldt Community Services District (HCSD or District) requesting annexation of approximately 72.35 acres (5 parcels) of land located adjacent to the District boundary and within its adopted Sphere of Influence (SOI). The proposed annexation would enable the District to extend water, wastewater, and street lighting services to the North McKay Ranch Subdivision—a mixed-use development with up to 320 housing units—located at the eastern terminus of Fern Street in the Cutten area.

### Reasons for Proposal

The annexation was initiated by resolution of application of HCSD. The property owner Fairhaven Cottages LLC has requested HCSD expand their jurisdictional boundary to provide water, wastewater, and street lighting services to the following APN's: 017-032-003, 017-071-009, 017-072-003, and 017-073-007. In addition, one parcel associated with the Redwood Empire Little League (APN 017-073-008) owned by Field Committee Corporation is proposed for annexation due to the proximity of the land entirely surrounded by the North McKay Ranch Subdivision Project.

### Development of Subdivision

The North McKay Ranch Subdivision consists of seven parcels totaling approximately 81 acres and is proposed to be developed in nine phases. The project includes a mix of residential and commercial uses, with full buildout allowing for up to 320 residential units and approximately 22,000 square feet of commercial space. Residential development would include 50 small-lot single-family homes, 96 standard-lot single-family homes, and 174 multifamily units. An additional 34 accessory dwelling units (ADUs) may also be constructed, bringing the potential total to 354 residential units.

The anticipated residential mix includes 146 single-family homes and 174 multifamily units. Approximately 21.73 acres of the site would remain undeveloped and preserved as open space, to be dedicated to the County for future trail management and public use. The subdivision is expected to be built over a 20-year period, with actual phasing to be determined based on market conditions.

The project also includes a variety of on-site and off-site infrastructure improvements to support development. The subdivision was approved by the Humboldt County Board of Supervisors on March 7, 2023, through a General Plan Amendment, Zoning Reclassification, Tentative Subdivision Map, and Planned Development Permit (County Record No. PLN-9902-GPA).

### Provision of Public Services

HCSD will provide water, wastewater, and street lighting services to the annexation area. To accommodate increased service demands associated with the North McKay Ranch Subdivision, the project's Water Supply Assessment identifies several critical infrastructure improvements.

A new 250,000-gallon water storage tank and upsizing of approximately 1,000 feet of existing water main along Walnut Drive (between Holly Street and Cypress Avenue) to 12-inch diameter are required to ensure adequate capacity and fire flow. These improvements will be funded by the project proponent, Kramer Properties, and are incorporated as Conditions of Approval. The water tank must be permitted before building permits are issued for Phase 2 and beyond, and it must be operational prior to final occupancy of any Phase 2 and beyond development.

HCSD currently provides water service to an existing single-family residence on APN 017-071-002, which lies outside the annexation area but is served by infrastructure that traverses the project site. As a condition of approval, HCSD will ensure that this existing service is maintained without interruption during all phases of project construction and implementation.

Wastewater service to the annexation area will require construction of a new sewer lift station in the northeastern portion of the site, also to be developed by the project proponent. In addition, the Hemlock Sewer Transmission Line Project—funded and completed by HCSD—must be in place before wastewater connections can be made for Phase 2 and beyond. Only Phase 1, consisting of three single-family homes on an extension of Manzanita Avenue, may proceed prior to completion of this capital project.

If street lighting services are requested, the developer will establish one or more assessment zones in accordance with HCSD Code. All necessary infrastructure will be installed at no cost to the District, and funding for ongoing services may come from private or other sources.

The annexation area is located within the jurisdiction of the Humboldt No. 1 Fire Protection District and will continue to be served by Humboldt Bay Fire Authority for fire protection and emergency response services.

#### Property Tax Exchange Agreement

Revenue and Taxation (R&T) Code Section 99 requires that, prior to LAFCo considering jurisdictional changes, a determination must be made regarding the exchange of property tax revenue among the affected local agencies. This ensures that the redistribution of tax revenue reflects changes in service responsibility.

This proposal is subject to the provisions of R&T Code Section 99.01, as it involves the extension of services by a special district to an area where those services have not previously been provided by any local agency. In such cases, the exchange of property tax revenue is limited to the annual tax increment generated within the area subject to the jurisdictional change and attributable to the affected local agencies.

Any special district involved may negotiate on its own behalf; however, if a district does not adopt a resolution approving the exchange, the County Board of Supervisors is authorized to determine the exchange on the district's behalf. The final property tax exchange must be documented by resolution of the County and must specify how the annual tax increment will be allocated in future years.

Completion of the property tax negotiation process is required before the LAFCo Executive Officer may issue a Certificate of Filing for the annexation.

#### Environmental Review

The North McKay Ranch Subdivision Project was subject to environmental review pursuant to the California Environmental Quality Act (CEQA). An Environmental Impact Report (EIR) was prepared to evaluate the potential environmental effects associated with the proposed development. Both a Draft EIR and Partial Recirculation Draft EIR were circulated for public review and comment, with all responses to comments incorporated into the Final EIR.

On March 7, 2023, the Humboldt County Board of Supervisors certified the Final Environmental Impact Report (SCH# 2019049166), finding that the EIR had been completed in compliance with

CEQA and that it adequately analyzed the environmental impacts of the project. As part of the certification, the Board adopted CEQA Findings of Fact, a Statement of Overriding Considerations, and a Mitigation Monitoring and Reporting Program (MMRP) to ensure implementation of required mitigation measures.

Humboldt LAFCo is a Responsible Agency under CEQA for this project and will rely on the certified EIR during its review and consideration of the proposed annexation.

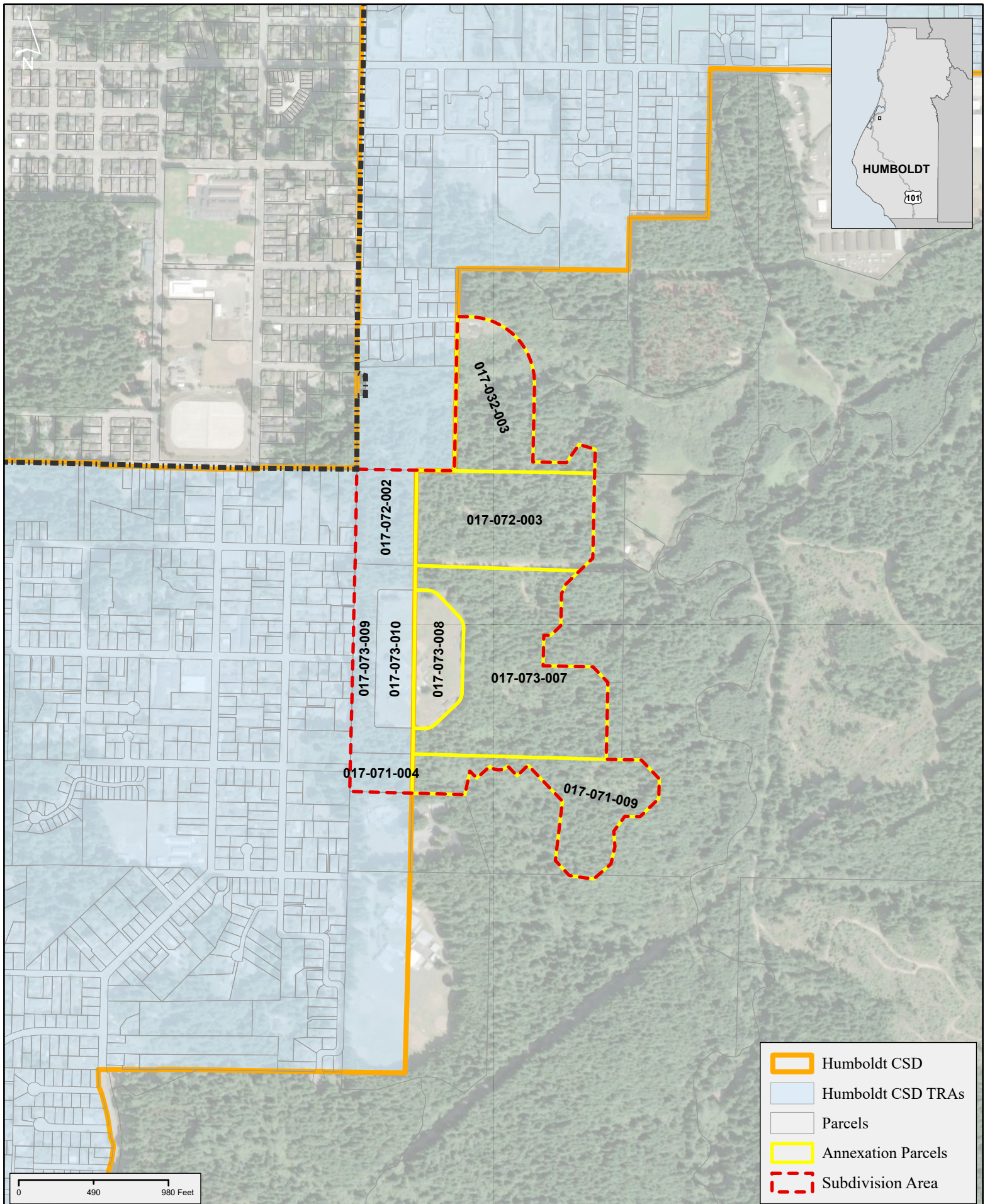
The application described above is currently pending review by LAFCo and is anticipated to be presented as an informational item at the September 17, 2025, LAFCo meeting. Please review and provide any comments by September 1, 2025.

If you have any questions or would like a copy of the application materials, please contact LAFCo at (707) 445-7508 or via email at [colette@humboldtlaftco.org](mailto:colette@humboldtlaftco.org).

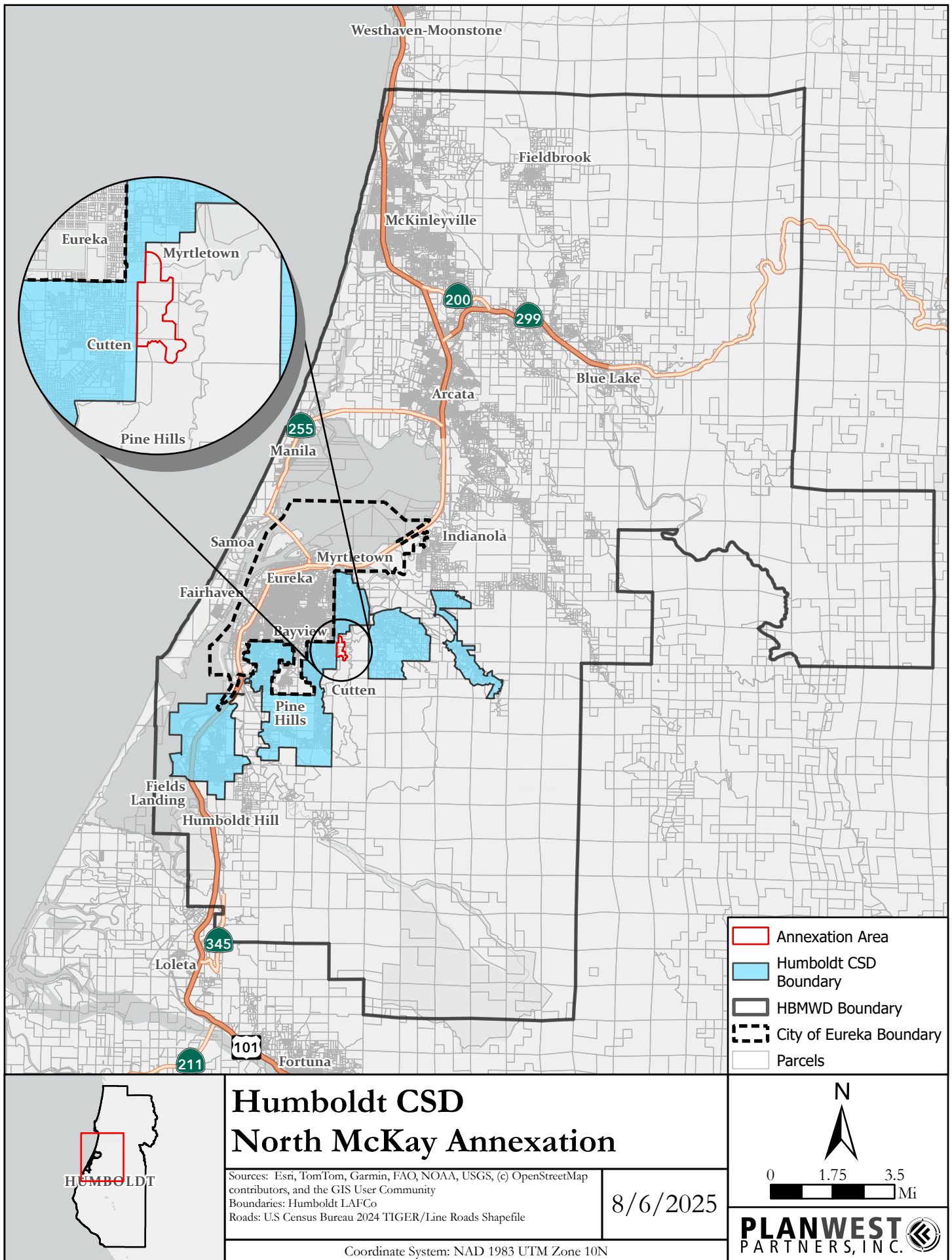
Exhibit A: Annexation Area Figure

Exhibit B: Plan for Services









# Accounts Payable

## Checks by Date - Detail by Check Date

User: FM  
Printed: 8/7/2025 11:58 AM

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

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
58129	A160	ACWA-JPIA	07/08/2025	
	706330	aMedical Plan - Employees		51,035.51
	706330	bDental Plan - Employees		1,340.84
	706330	cVision Plan - Employees		328.23
	706330	dLife/AD&D Plan - Employees		354.99
	706330	eMedical Plan - Board Members		11,640.87
	706330	fDental Plan - Board Members		342.64
	706330	gVision Plan - Board Members		62.52
	706330	hLife/AD&D Plan -Board Members		29.55
	706330	iMedical Plan -Retired Members		28,218.25
	706330	jDental Plan - Retired Members		1,331.84
	706330	kVision Plan - Retired Members		375.12
	706330	ICOBRA - Medical		3,113.97
	706330	mCOBRA - Dental		98.92
	706330	nCOBRA - Vision		31.26
	706330	EAP Plan - Board Members		12.40
	706330	EAP Plan - Employees		52.08
	706330	Medical Plan - Employee MK		2,792.64
	706330	Dental Plan - Employee MK		67.44
	706330	Vision Plan - Employee MK		31.26
	706330	Life/AD&D Plan - Employee JM		0.84
	706330	EAP Plan - Employee MK		4.96
Total for Check Number 58129:				101,266.13
58130	A610	Amerigas - Arcata	07/08/2025	
	3178343762	Lentell Generator Gas		238.89
	9162404960	Refill oxygen & acetylene tanks		174.42
	9162404964	Refill oxygen & acetylene tanks		51.06
Total for Check Number 58130:				464.37
58131	A790	Automation Direct	07/08/2025	
	17946337	Misc. Scada hardware for Blue spruce		410.80
Total for Check Number 58131:				410.80
58132	C036	Corporate Payment Systems	07/08/2025	
	011076	DT/Noe Spill dinner		65.05
	046601	TK/Values Lunch TK/WP/CA		75.00
	135108	TK/CSDA GM Manager Conference Registration		1,315.00
	18090	MM/Microsoft - Exchange Email		104.00
	1868212	MM/Replacement Keyboard for KR		31.51
	22084	MM/Microsoft - Projects for KR		30.00
	413832896	TK/CSDA GM Conf. Hotel Deposit		605.32
	41837	DT/Scada Tools - TOOL TOTE		148.78
	489433	WP/Meter wrench for temps changing meters		25.34
	535246	DT/Scada Tools - JIGSAW AND BLADES		305.35
	715284	TK/CWEA Cert Waste Water Collection. DT		224.00
	715285	TK/CWEA Cert Mechanical Tech. DT		224.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	7542659	MM/Thumb Drives for BB		72.84
	83604	MM/DRI Crash Plan		29.97
	8440250	TK/Admin Web Cam		29.32
	93044	DT/Scada Tools - SAWHORSE		132.28
				<hr/>
Total for Check Number 58132:				3,417.76
58133	C410	City of Eureka: SW	07/08/2025	
	JUNE 2025	Humboldt Hill 21%		35,380.80
	JUNE 2025	General 79%		133,099.20
				<hr/>
Total for Check Number 58133:				168,480.00
58134	C430	City of Eureka: WA	07/08/2025	
	053120225	Water Purchased - MAY 2025		60,967.00
				<hr/>
Total for Check Number 58134:				60,967.00
58135	C450	City of Eureka: Water Test	07/08/2025	
	INV07775	Microbiological Testing - MAY 2025		442.00
				<hr/>
Total for Check Number 58135:				442.00
58136	C475	Coast Counties Peterbilt	07/08/2025	
	07706216P	UNIT# 10 HEADLIGHT		5.68
				<hr/>
Total for Check Number 58136:				5.68
58137	C670	CWEA - Oakland	07/08/2025	
	363823	CWEA COLLECTION SYSTEM GRADE III - I		116.00
				<hr/>
Total for Check Number 58137:				116.00
58138	E330	Englund Marine and Industrial Supply	07/08/2025	
	546584/7	AIRCRAFT CABLE, WIRE ROPE CLIP, HOO		201.37
				<hr/>
Total for Check Number 58138:				201.37
58139	E485	Cooney Parris and Rieke Corp	07/08/2025	
	182401/3	ELECTRONIC CLEANER, BRUSH		21.68
	182425/3	CONCRETE HISTRGTH 80#		34.76
	182648/3	10" ADJUSTBL WRNCH, MLW RECIP TRCH C		41.30
	182950/3	KILLER WEED & GRASS 1 GAL		97.86
	182955/3	CLAMP 2-5/16 TO 3-14/4"SS		15.62
	183209/3	HEX BUSHING E1/2"M X 3/8"F		16.51
	183575/3	DW WIRE CUP FINE 2", DW WIRE CUP COA		37.59
	183724/3	HOSE CLAMP 9/16" 1-1/16" SS		32.52
				<hr/>
Total for Check Number 58139:				297.84
58140	E558	NAPA Auto Parts of Eureka	07/08/2025	
	451355	UNIT# 12 TAIL LIGHT		16.72
	451787	2.5 BLUE DEF		56.19
	452956	UNIT# 11 HEADLIGHT REPAIR		37.68
	453032	UNIT# 18 DIESEL EXHAUST FLUID		37.46
	OC-2576007	FINANCE CHG		1.52
				<hr/>
Total for Check Number 58140:				149.57
58141	E650	Eureka Ready Mix	07/08/2025	
	102623	TICKET# 91578 - CLASS 2 BASE TON DELIV		439.08
	102623	TICKET# 91586 - CLASS 2 BASE TON DELIV		439.08



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	102623	TICKET# 91589 - CLASS 2 BASE TON DELIV		439.08
	102623	TICKET# 91594 - PEA GRAVEL DELIVERED		413.25
	102836	TICKET# 91803 - CLASS 2 BASE TON DELIV		439.08
	103020	TICKET# 91944 - CLASS 2 BASE TON DELIV		439.08
	103020	TICKET# - CLASS 2 BASE TON DELIVERED		231.09
	103020	TICKET# - PEA GRAVEL DELIVERED BY TC		208.80
	103020	TICKET# 91938 - CLASS 2 BASE TON DELIV		439.08
Total for Check Number 58141:				3,487.62
58142	F049	Fastenal Company	07/08/2025	
	CAEUR137280	AAA BATTERIES, D BATTERIES, 11MIL BLU		176.23
	CAEUR137280	BLUE BLAP DISC, LUBRICANT, BLACK GC		127.07
	CAEUR137357	XL OR DISP GLV		103.23
	CAEUR137357	LG SPLT BACK DRV GLV, 80 GRIT BLUE FL		69.87
	CAEUR137439	SL BLUE LATEX GLV XL, ORNG NTRL DISI		117.68
	CAEUR137439	1"X25' TAPE RULER		62.14
	CAEUR137506	BLUE FIBER SHOP TOWEL ROLL		12.29
	CAEUR137506	SFTY GLASSES, EARPLUGS, PIPE SLNG TA		130.98
Total for Check Number 58142:				799.49
58143	F050	Fastenal Industrial	07/08/2025	
	CAEUR137269	1/58 12G 10'GAL SOLID STEEL STRUT CHA		46.61
	CAEUR137362	MULTI-FOLD HAND TOWELS, PAPER CEN		109.12
	CAEUR137488	GRADE 5 ZINC FINISH HEX CAP SCREWS		72.24
Total for Check Number 58143:				227.97
58144	F280	Fidelity National Title Company	07/08/2025	
	FTOACC2025-2	Document search for easements on property with		100.00
Total for Check Number 58144:				100.00
58145	G150	Gaynor Telesystems Inc.	07/08/2025	
	SUB4047.0625	Cloud Subscription Charges 06.15.25 - 07.14.25		337.84
	SUB4047.0625	Cloud Subscription Recurring Charge 6.9.25 - 6.		0.39
	SUB4047.0625	Cloud Subscription - FEES AND SURCHARGE		83.00
Total for Check Number 58145:				421.23
58146	H010	Keenan Supply	07/08/2025	
	06302025	DISCOUNT - PROMPT PAY JUNE		-255.35
	S014105207.001	HYMAX END CAP AND RESTRAINT EARS		339.78
	S014309526.002	FIP BRASS BALL VLV CURB STOP LEAD FF		637.41
	S014365193.001	Donna Dr Tank Valves		7,892.91
	S014436615.001	CHRISTY BX09D WATER CONCRETE LID		516.68
	S014448793.001	KRAUSZ 860-54-0163-16 6" HYMAX 2 FLIP,		1,659.24
	S014455222.001	Yard re-stock parts- MW- POLY PIPES, C PLGS		2,415.76
	S014460714.001	RUBBER METER GASKETS - CUSTOMER S		199.91
	S014484702.001	3 150 IMP GALV MI SQ HEAD PLUG		11.54
	S014487508.001	POLYETHYLENE PIPE 1/100 IPS 250 PSI		134.76
	S014487568.001	SS INSERT AYM 4130-765 6136 1 IPS		160.08
Total for Check Number 58146:				13,712.72
58147	H025	Halls Metal Works	07/08/2025	
	119	Weld Brackets on Donna Dr Tank		800.00
Total for Check Number 58147:				800.00
58148	H045	Harper and Associates Engineering Inc.	07/08/2025	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	ENG-9041	PROGRESS PYMNT #2 - CONST MGMNT CC		21,775.00
		Total for Check Number 58148:		21,775.00
58149	H410	Humboldt Bay Municipal Water D	07/08/2025	
	21439000	PF-2 RECONCILIATION CREDIT/CHG FY 20		-179.56
	21439000	Water Purchased - MAY 31 - JUNE 30, 2025		94,811.98
		Total for Check Number 58149:		94,632.42
58150	H525	Humboldt Co Div of Environmental Health	07/08/2025	
	118644	Annual Haz Mat Bus Plan Fees - HZDS WSTE d		402.68
	118645	Annual Haz Mat Bus Plan Fees - HZRDS WSTE		402.68
	118647	Annual Haz Mat Bus Plan Fees - HZRD WSTE d		402.68
	118648	Annual Haz Mat Bus Plan Fees - HAZ WSTE &		771.51
	118709	Annual Haz Mat Bus Plan Fees - APSA TIER 11		370.00
	118710	Annual Haz Mat Bus Plan Fees - APSA SURCH		26.00
	118803	Annual Haz Mat Bus Plan Fees - HAZMAT EMI		13.00
	118804	Annual Haz Mat Bus Plan Fees - CUPA STATE :		94.00
	118805	Annual Haz Mat Bus Plan Fees - HZMT EMER		13.00
	118806	Annual Haz Mat Bus Plan Fees - CUPA STATE :		94.00
	118809	Annual Haz Mat Bus Plan Fees - HZMT EMER		13.00
	118810	Annual Haz Mat Bus Plan Fees - CUPA STATE :		94.00
	118811	Annual Haz Mat Bus Plan Fees - HZMT EMER		13.00
	118812	Annual Haz Mat Bus Plan Fees - CUPA STATE :		94.00
		Total for Check Number 58150:		2,803.55
58151	H810	Humboldt Waste Management Auth	07/08/2025	
	1000015344	SOLID WASTE SELF HAUL		28.86
		Total for Check Number 58151:		28.86
58152	M101	MapleService Inc.	07/08/2025	
	6141447	Maples made repair at 4531 Excelsior Rd. for lea		429.00
		Total for Check Number 58152:		429.00
58153	M230	Mendes Supply Co	07/08/2025	
	M281337	DRUM DEPOSIT 30 GAL DRUM, 30 GAL CA		955.55
	M281338	DRUM DEPOSIT 30 GAL DRUM, 30 GAL CA		950.55
	M281583	DRUM DEPOSIT CREDIT		-180.00
		Total for Check Number 58153:		1,726.10
58154	M348	Microbac Laboratories, Inc	07/08/2025	
	182846	Lead and Copper triennial sampling		474.00
	182857	Lead and Copper triennial sampling		316.00
		Total for Check Number 58154:		790.00
58155	M450	Mission Linen	07/08/2025	
	523985002	Uniforms/Mats		425.36
	524028222	Uniforms/Mats		227.60
	524071318	Uniforms/Mats		437.42
	524114304	Uniforms/Mats		221.96
		Total for Check Number 58155:		1,312.34
58156	P010	Pacific Gas and Electric-GN	07/08/2025	
	07032025	aWA Pump & District/Cummings		7,869.98
	07032025	bHH Water System		14,110.23

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	07032025	cFW/MR Water System		824.02
	07032025	dGeneral Sewer System		4,829.24
	07032025	eKS/HH Sewer System		1,588.04
	07032025	fOffice/Yard		6,134.35
	07032025	gSpark energy Gas/LP Gas Chgs		134.81
Total for Check Number 58156:				35,490.67
58157	P130 07032025	Pacific Gas and Electric-St Street Lights: JUNE	07/08/2025	6,610.35
Total for Check Number 58157:				6,610.35
58158	P430 267419 269531 270770 270889	Pierson Building Center SEACHOICE HAND BILGE PUMP CHIP BRUSH, PNT/VNSH RMVR, ACE MUL BULK FASTENERS, MILW 9" C-TORCH BLE MILW 9" C-TORCH BLD	07/08/2025	34.17 24.62 69.39 61.16
Total for Check Number 58158:				189.34
58159	P550 1027591993 1027591993 1027591993	Pitney Bowes Inc Qtrly Rent Base C Series Qtrly Rent Base C Series Equipment Service Agreement Tax	07/08/2025	80.34 38.70 7.03
Total for Check Number 58159:				126.07
58160	R705 1044842-4	Guy Rents Inc boom lift rental for Water Tanks	07/08/2025	1,256.85
Total for Check Number 58160:				1,256.85
58161	S400 13078	Sharp Auto Graphics and Signs Door logo for unit 11.	07/08/2025	100.00
Total for Check Number 58161:				100.00
58162	S750 070125	Standard Insurance Company Short&Long Term Empl Disabilit 07.01 - 07.30.	07/08/2025	1,843.30
Total for Check Number 58162:				1,843.30
58163	S850 07162025	Optimum Internet 06.24.25 - 07.23.25	07/08/2025	446.35
Total for Check Number 58163:				446.35
58164	V600 J19990-02	Viking Industrial Painting PROGRESS PYMNT# 2 - Contract Cost for the	07/08/2025	99,968.50
Total for Check Number 58164:				99,968.50
58165	V700 INV 25-911191 INV 25-918201	Valley Pacific Petroleum Services Inc GASOLINE PRESSURE CARB MONITOR / C YARD FUEL	07/08/2025	0.01 4,742.98
Total for Check Number 58165:				4,742.99
58166	W020 13962	W N Tetraault Co. Inc. Yard fuel pump maintenance.	07/08/2025	371.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 58166:				371.20
58167	W700 HCD-256749	Whitchurch Engineering Inc. WALNUT DR BID AND CONST ASSIST - EN	07/08/2025	837.50
Total for Check Number 58167:				837.50
58168	W872 1 1	Terrence Williams GM LEADERSHIP SUMMIT - MEAL PER DI GM LEADERSHIP SUMMIT - IRS MILEAGE	07/08/2025	306.00 505.40
Total for Check Number 58168:				811.40
58169	X600 894-128255	XPO Logistics Freight, Inc. Ship Flygt pump out for repair	07/08/2025	351.50
Total for Check Number 58169:				351.50
Total for 7/8/2025:				632,410.84
58170	I401 IN53729 IN53730 IN53731 IN53828 IN53854 IN53854 IN53855 IN53855 IN53855 IN53855 IN53855 IN53855 IN53855 IN53855 IN53855 IN53855 IN53858 IN53879 IN53901 IN53944	Industrial Electric Arcata Inc Industrial Electric inv.# 53729, Modbus adapter Industrial Electric inv.# 53730, shielded wire for Industrial Electric inv.# 53731, Cord Grips for ar Industrial Electric inv.# 53828 Strut for mountin Industrial Electric inv.# 53854 Valve for Tank le Industrial Electric inv.# 53854 Valve for Tank le Industrial Electric inv.# 53855 Hour Meter and C Industrial Electric inv.# 53855 Hour Meter and C Industrial Electric inv.# 53855 Hour Meter and C Industrial Electric inv.# 53855 Hour Meter and C Industrial Electric inv.# 53855 Hour Meter and C Industrial Electric inv.# 53855 Hour Meter and C Industrial Electric inv.# 53855 Hour Meter and C Industrial Electric inv.# 53855 Hour Meter and C Industrial Electric inv.# 53855 Hour Meter and C Industrial Electric inv.# 53858 conduit connector Industrial Electric inv.# 53879 coax cable for am Industrial Electric inv.# 53944 Knock out set an Industrial Electric inv.# 53944 Knock out set an	07/11/2025	69.43 156.15 105.38 64.39 346.44 346.45 212.12 212.12 212.12 212.12 212.12 212.12 106.06 106.06 106.07 175.23 891.86 2.93 281.98
Total for Check Number 58170:				4,031.15
58171	UB*02274	GAYLE TETER Refund Check Refund Check Refund Check Refund Check	07/11/2025	2.54 0.43 4.35 3.28
Total for Check Number 58171:				10.60
58172	UB*02275	CRAIG BROWN Refund Check Refund Check	07/11/2025	48.05 57.33
Total for Check Number 58172:				105.38
58173	UB*02276	WAHIDULLA WAHIDULLA Refund Check	07/11/2025	17.38

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Refund Check		53.99
		Refund Check		12.59
		Refund Check		46.28
		Refund Check		69.76
			Total for Check Number 58173:	200.00
58174	UB*02277	JOE/DEBRA FRAZIER	07/11/2025	
		Refund Check		1.99
		Refund Check		0.40
		Refund Check		0.85
		Refund Check		2.57
		Refund Check		1.12
			Total for Check Number 58174:	6.93
			Total for 7/11/2025:	4,354.06
58175	S670 INV-020286	Springbrook Holding Company LLC ANNUAL SUBSCRIPTION - 7/2025 - 6/2026	07/16/2025	
				43,065.76
			Total for Check Number 58175:	43,065.76
			Total for 7/16/2025:	43,065.76
58176	M565 1	Jacob Mitchell PER DIEM ADVANCE - JJM CWEA COURSE	07/18/2025	
				150.50
			Total for Check Number 58176:	150.50
			Total for 7/18/2025:	150.50
58177	A072 13443	Accurate Drug Testing Services DOT PHYSICAL EXAM/CA 05.09.25	07/25/2025	
				110.00
			Total for Check Number 58177:	110.00
58178	A160	ACWA-JPIA	07/25/2025	
	706599	aMedical Plan - Employees - AUGUST		59,413.43
	706599	bDental Plan - Employees AUGUST		1,340.84
	706599	cVision Plan - Employees AUGUST		328.23
	706599	dLife/AD&D Plan - Employees AUGUST		400.95
	706599	eMedical Plan - Board Members AUGUST		11,640.87
	706599	fDental Plan - Board Members AUGUST		342.64
	706599	gVision Plan - Board Members AUGUST		62.52
	706599	hLife/AD&D Plan -Board Members AUGUST		29.55
	706599	iMedical Plan -Retired Members AUGUST		28,218.25
	706599	jDental Plan - Retired Members AUGUST		1,331.84
	706599	kVision Plan - Retired Members AUGUST		375.12
	706599	ICOBRA - Medical AUGUST		3,113.97
	706599	mCOBRA - Dental AUGUST		98.92
	706599	nCOBRA - Vision AUGUST		31.26
	706599	EAP Plan - Board Members AUGUST		12.40
	706599	EAP Plan - Employees AUGUST		66.96
	706599	aMedical Plan - Employees - JUNE		4,188.96
	706599	dLife/AD&D Plan - Employees JUNE		23.28
	706599	EAP Plan - Employees JUNE		7.44

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 58178:				111,027.43
58179	A210	Petrusha Enterprises Inc.	07/25/2025	
	740826	COMMERCIAL ONSITE VISIT		130.00
	740826	ONSITE LABOR - BILLABLE TIME BEYON		65.00
	743596	Open/Close Reporting 08.01.25 - 10.31.25		45.00
	743596	AES Comm'l Fire Alarm Comms 08.01.25 - 10.31.25		120.00
	743596	Commercial Fire Monitoring 08.01.25 - 10.31.25		106.50
Total for Check Number 58179:				466.50
58180	A410	AGB	07/25/2025	
	H25-2499	ANNUAL INSPECTION - Blue Spruce Tank Ea		2,395.00
Total for Check Number 58180:				2,395.00
58181	C180	Canon Solutions America Inc.	07/25/2025	
	6012407971	Office/Color Copies WXD03492- 05.31.25 - 06.30.25		225.95
	6012407971	UseTaxRecoveryFee/OfficeCopier - 05.31.25 - 06.30.25		11.78
	6012407971	Office/Black Copies WXD03492- 05.31.25 - 06.30.25		43.13
Total for Check Number 58181:				280.86
58182	C410	City of Eureka: SW	07/25/2025	
	JULY 25	General 79%		121,534.39
	JULY 25	Humboldt Hill 21%		32,306.61
Total for Check Number 58182:				153,841.00
58183	C430	City of Eureka: WA	07/25/2025	
	06302025	Water Purchased - JUNE FY 24-25		67,674.00
Total for Check Number 58183:				67,674.00
58184	C450	City of Eureka: Water Test	07/25/2025	
	INV07897	Microbiological Testing - JUNE 2025		442.00
Total for Check Number 58184:				442.00
58185	C600	CSDA	07/25/2025	
	121-25	2025 ANNUAL MEMBERSHIP DUES		7,638.00
Total for Check Number 58185:				7,638.00
58186	D200	Day Management Corp.	07/25/2025	
	INV880488	Antenna to make station a repeater		1,281.68
Total for Check Number 58186:				1,281.68
58187	D807	DLT Solutions	07/25/2025	
	5327821	AutoCAD Renewal		3,236.67
Total for Check Number 58187:				3,236.67
58188	G150	Gaynor Telesystems Inc.	07/25/2025	
	SUB4047.0725	Cloud Subscription Charges 06.15.25 - 07.14.25		337.84
	SUB4047.0725	Fees and Surcharges 06.15.25 - 07.14.25		83.03
Total for Check Number 58188:				420.87
58189	H025	Halls Metal Works	07/25/2025	
	127	weld Maple Lane SLS Lid		2,500.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	132	Fabricate 2 SS motor bases Truesdale #4 & # 5		8,750.00
			Total for Check Number 58189:	11,250.00
58190	H045 ENG-9093	Harper and Associates Engineering Inc. PROGRESS PAYMENT# 3 - CONSTRUCTION	07/25/2025	29,991.00
			Total for Check Number 58190:	29,991.00
58191	H670 PERMIT# 6	Humboldt Co Sheriff's Office ALARM PERMIT RENEWAL (2-YEARS)	07/25/2025	25.00
			Total for Check Number 58191:	25.00
58192	I525 289655	Infosend UB/Process and Mail/Bills - JUNE 2025	07/25/2025	4,993.72
			Total for Check Number 58192:	4,993.72
58193	J700 081461	John's Auto Electric Trouble shoot and fix intermittent motor shut do	07/25/2025	1,958.32
			Total for Check Number 58193:	1,958.32
58194	J900 232 398 QUARTER-4 QUARTER-4 QUARTER-4 QUARTER-4 QUARTER-4	ACWA/Joint Powers Insurance Authority CYBER LIABILITY INSURANCE FY 25/26 07 ACWA JPIA PROPERTY PROGRAM 07.01.25 Workers Comp Prog-Sewer - 04.01.25 - 06.30.25 Workers Comp Prog-ROUNDING - 04.01.25 - 0 Workers Comp Prog-Sales/Meter - 04.01.25 - 06 Workers Comp Prog-Clerical/Brd - 04.01.25 - 06 Workers Comp Prog-Water - 04.01.25 - 06.30.25	07/25/2025	2,278.26 36,931.70 1,680.01 -0.02 713.72 1,411.16 3,874.56
			Total for Check Number 58194:	46,889.39
58195	M348 182924	Microbac Laboratories, Inc South Bay Well-MBAS test for surfactants	07/25/2025	215.00
			Total for Check Number 58195:	215.00
58196	M560 8276	The Mitchell Law Firm LLP LEGAL SERVICES - JUNE 2025	07/25/2025	320.00
			Total for Check Number 58196:	320.00
58197	M780 038607	Municipal Maintenance Equipmen Hose reel joy stick and E stop shut down switch	07/25/2025	2,714.99
			Total for Check Number 58197:	2,714.99
58198	P785 6030A	Powell Landscape Materials Concrete for Truesdale SCADA Tower	07/25/2025	239.24
			Total for Check Number 58198:	239.24
58199	R250 334210815	Recology Humboldt County Garbage Service - 06.01.25 - 06.30.25 PLUS XT	07/25/2025	673.63
			Total for Check Number 58199:	673.63
58200	S750 08012025	Standard Insurance Company Short&Long Term Empl Disabilit 08.01.25 - 08.	07/25/2025	1,795.98

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 58200:				1,795.98
58201	S850 08152025	Optimum Internet/07.24.25 - 08.23.25	07/25/2025	450.74
Total for Check Number 58201:				450.74
58202	S908 23876	SWRCB-DWOCF DWOCF T2 CERT - RENEWAL/BMcN	07/25/2025	60.00
Total for Check Number 58202:				60.00
58203	T935 1149	Two Brothers Cathodic Services Inc ANNUAL Water Tank Cathodic Service	07/25/2025	4,100.00
Total for Check Number 58203:				4,100.00
58204	U091 2025148636	USA N Ca Nev Benefit of DS Board ANNUAL MEMBERSHIP FEE + NEW UNIQUE	07/25/2025	2,005.92
Total for Check Number 58204:				2,005.92
58205	W208 1075	Watt's Cleaning Services July 2025	07/25/2025	1,165.00
Total for Check Number 58205:				1,165.00
58206	W700 HCD-256813	Whitchurch Engineering Inc. WALNUT DR BID AND CONST ASSIST	07/25/2025	3,523.75
Total for Check Number 58206:				3,523.75
58207	W730 131471 131471	Wienhoff Drug Testing Inc ADD TO PROGRAM - NA PRE EMPLOYMENT TEST - NA	07/25/2025	85.00 60.00
Total for Check Number 58207:				145.00
58208	X800 3556D83720	Xylem Inc. Rebuild Buhne SLS Pump	07/25/2025	3,331.72
Total for Check Number 58208:				3,331.72
58209	ZSW074 2181	TAMELA CHRISTANSEN SEWER INSPECTION DEPOSIT REFUND - 2	07/25/2025	205.00
Total for Check Number 58209:				205.00
Total for 7/25/2025:				464,867.41
Report Total (81 checks):				1,144,848.57



# **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:** August 12<sup>th</sup> 2025

**AGENDA ITEM:** D.2.b

**TITLE:** Investment Performance Report for Fiscal Year 2025

**PRESENTED BY:** Michael Montag, Finance Manager/District Treasurer

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HCSD currently invests 100% of its working capital, capital improvement reserves and debt payment reserves in FDIC insured demand deposit accounts at Umpqua Bank, US Bank, the County of Humboldt investment pool, and California CLASS JPA Investment pool. As of June 30, 2025, the District had cash deposited in the following:

Umpqua Bank Checking Account:	\$ 507,105.58
U.S. Bank Checking Account:	\$ 4,853,344.95
County of Humboldt Treasury:	\$ 479,460.45
California CLASS JPA Investment Pool:	\$ 13,030,456.07

Interest earned for FY 2025 for the investment funds are listed in the table below (checking accounts are not interest-bearing). For comparison purposes, the State of California LAIF (Local Agency Investment Fund) rates are also included in the table. The County of Humboldt portion is starred to denote that the investment returns shown for the County of Humboldt reflect only three quarters of FY 2025 due to delay in reporting from the County. The Percentage Return shown is annualized. Investment returns from the County for the 4<sup>th</sup> quarter are expected to be minimal since the majority of funds were transferred out of the County Accounts at the beginning of the 4<sup>th</sup> quarter.

CA CLASS JPA Investment pool has continued to demonstrate high performance compared to other options. The Board previously approved transfer of the majority of funds held with the County of Humboldt to the District's CA CLASS Account. The District is currently in the process of setting up a Certificate of Deposit with Redwood Capital Bank in order to have \$2,000,000 of District funds invested in an option with a fixed return rate. This amount will be transferred from the District's CA CLASS Account once the Certificate of Deposit account setup is complete.

<b>Investment Source</b>	<b>Beginning Balance</b>	<b>Investment Returns</b>	<b>% Return (annualized)</b>
County of Humboldt*	\$4,952,065.80	\$116,568.08	3.14%
CA CLASS JPA	\$8,000,000.00	\$122,282.47	5.30%
LAIF	N/A	N/A	4.41%

Per California Government Code Section 53646, I certify that the District's investments are in conformity with the District's investment policy and that there is sufficient cash flow liquidity to meet the next six months' estimated expenditures.

/s/ Michael Montag

Finance Manager, Humboldt Community Services District

# Humboldt Community Services District

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

## ENGINEERING MEMORANDUM

**To:** Board of Directors  
**From:** Kush Rawal, Assistant Engineer  
**Date:** August 7, 2025  
**Subject:** Assistant Engineer Progress Report for August 11, 2025 Board Meeting

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### Walnut Drive Earthquake Recovery

#### Construction Start

The Walnut Drive Utility Earthquake Recovery and Resilience Project is a grant-funded effort supported by a Disaster Assistance Grant from CalOES. The project will redirect critical sewer and water infrastructure away from known slide-prone areas along Walnut Drive, specifically between Hurst Street and Northridge Road. These locations have been identified as susceptible to ground movement during seismic events, and rerouting utilities in this area is essential for long-term system reliability and emergency preparedness.

Construction is scheduled to begin on August 18, 2025, with project completion anticipated by November 3, 2025.

#### Traffic Control and Public Notification

Traffic control for the Walnut Drive Utility Earthquake Recovery and Resilience Project will be managed in accordance with the Humboldt County approved traffic control plans designed by Whitchurch Engineering. These plans include both single-lane closures and full road closures with detour routes.

Construction management signage will be posted a minimum of five days prior to the start of work, informing motorists of traffic impacts. Signs will indicate whether a single-lane closure is in effect or if a full road closure and detour route is in place. Single-lane closures will be managed with flaggers positioned on both ends of the work zone to direct traffic safely around the construction area. The project is expected to begin with single-lane closures, with intermittent full closures occurring as construction progresses.

To ensure public awareness, a press release will be posted to the District website and local media outlets one week prior to the start of construction. Residents located along the project corridor will be notified directly. Any planned disruptions to water or sewer service will be communicated to affected customers at least 48 hours in advance.

Construction activities will take place during regular work hours, Monday through Friday, from 8:00 a.m. to 5:00 p.m.

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# Humboldt Community Services District

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

## MEMORANDUM

TO: Board of Directors

FROM: Brian McNeill, Utility Services Planner

DATE: August 8, 2025

SUBJECT: Utility Services Planner Report for August 12, 2025 Board Meeting

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The Planning Department continues to respond to numerous building and planning referrals received by the County. Staff has provided quotes for numerous projects within the District, as well as providing fire flow information to assist project proponents with sizing their fire suppression sprinkler systems. Staff has met with project proponents to answer questions and to help facilitate their projects moving forward smoothly.

The Cross-Connection Control Program and the Sanitary Sewer Management Plan were both presented to the Board for adoption at recent Board meetings. Both plans have been submitted to the Department of Water Resources and the California State Water Resources Control Board to ensure the District remains in compliance.

Cross training of staff members is highly desirable. Three staff members are currently learning new duties. Brandon Balke is being trained to perform the required weekly bacteriological water quality sampling from throughout the District. In addition to learning the requirements to safely and accurately collect water samples, he is also being shown all 26 different sample stations we have throughout the District. Chris Armstrong recently became a certified backflow tester. He is learning where the District owned backflow devices are located and will be performing testing on those devices. Andrew Sawboh is being trained on meter reading. Meter reading can be quite challenging in a District as spread out as ours. Meter reading is broken into four different cycles. Cycle one encompasses Pine Hill and parts of Cutten and is typically read during the first week of the month. Cycle two covers Humboldt Hill, King Salmon, Fields Landing, Westgate and Elk River Road and is read during the second week of the month. Cycle three covers the Myrtletown area and is read during the third week of the month. Cycle four covers the largest area incorporating Mitchell Road, Pigeon Point, Freshwater, Rosewood, and many sections of Cutten which is typically read during the last week of the month. If you see Andrew out reading meters, feel free to say hello.

As always, weekly bacteriological water quality samples were collected from throughout the District and all monthly required reporting to the various State agencies has been completed and submitted.

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# Humboldt Community Services District

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

## AGENDA REPORT

**For HCSD Board of Directors Regular Meeting of:** August 12, 2025

**AGENDA ITEM:** F.1

**TITLE:** Consideration of Providing Optional Response to Humboldt County Grand Jury Report: *Built to Burn? Emergency Access Challenges on Humboldt Hill*

**PRESENTED BY:** Terrence Williams, General Manager

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### **Recommendation:**

Review the Civil Grand Jury Report and consider providing an optional response.

### **Summary:**

On July 30, 2025, the Humboldt County Civil Grand Jury released a report addressing emergency egress routes from the Humboldt Hill area, which falls within the District's service area. The report discusses the potential use of Humboldt Community Services District's (HCSD's) utility easements to establish emergency egress routes for neighborhoods on Humboldt Hill.

The Grand Jury has extended an invitation to HCSD to submit an optional response to the report. This invitation is referenced on page 7 of the report, included in this Board Packet, and specifically suggests that HCSD may wish to respond to Finding 2 (F2) and Recommendation 3 (R3).

#### *Finding 2 (F2):*

There is no secondary emergency evacuation route available to the residents of Humboldt Hill, leaving them vulnerable in the event of a wildfire, earthquake, or other emergencies.

#### *Recommendation 3 (R3):*

The Humboldt County Board of Supervisors should schedule and participate in negotiations with private landowners and/or public utilities to grant emergency access across their properties and/or easements to residents of Humboldt Hill. This action should be completed no later than September 30, 2025.

District staff were interviewed by the Civil Grand Jury and provided information regarding existing utility and access easements within the Humboldt Hill area. These

easements are referenced in the report. While a few utility easements in the area could potentially serve as emergency evacuation routes if adequately maintained for vehicular use, they are limited in scope. Specifically, these routes do not serve the majority of residents and do not connect to evacuation corridors that are meaningfully separate from Humboldt Hill Road or Loma Avenue.

**Fiscal Impact:**

None.



# Built to Burn?

## Emergency Access Challenges on Humboldt Hill

Released July 30th, 2025

### SUMMARY

In light of the recent tragic wildfires in Southern California, the Humboldt County Civil Grand Jury investigated the wildfire situation in one of our local communities. The County has done extensive planning in this regard and issued Humboldt County's Community Wildfire Protection Plan in 2019. The plan identified several areas in the county where there is only one ingress/egress route that could become critical choke points should an emergency evacuation be required. This could result in emergency equipment being unable to reach the fire and/or fatalities as fleeing residents are overcome by the fire.

The plan listed the following areas with significant populations that are of concern:

- Humboldt Hill
- Upper Jacoby Creek
- Liscomb Hill
- End of Ridgewood Drive
- Neighborhoods along Mitchell, Mitchell Heights, Spears, and Pigeon Point Roads and their associated offshoots
- Other dead-end roads to Wildland-Urban Interface neighborhoods in the greater Eureka area, and the greater Arcata area

All of these areas have only one way in and one way out of the community. In the event of a large-scale wildfire this could result in significant difficulty during evacuation.

The Wildfire Protection Plan makes two major recommendations for people living in these types of areas. The first is to form a local neighborhood fire safety group operating under the auspices of the Humboldt County Fire Safe Council. The Council will assist the local fire safety groups by producing a site-specific wildfire risk assessment, an action planning process, and an annual community educational event.

The second major recommendation of the plan is for residents to sign up for Humboldt Alert, the County's Mass Notification System. Because these areas have only one road in and out, the County recommends residents listen carefully for emergency alerts and **"...have a plan and to evacuate early, if possible."**

However, in addition to these actions, there are also other potential solutions in the form of new emergency evacuation routes. One solution, which has been implemented in the Santa Cruz Mountains of Santa Clara County, is to repurpose existing utility easements as emergency access roads. The Humboldt Bay Community Services District owns multiple easements on Humboldt Hill, and with some additional grading work some of these could potentially be linked up to form an emergency egress route.

Under State regulations, any new developments on Humboldt Hill must include a secondary access road. If there isn't an existing road, the developer will have to construct one. As a condition for permitting, the Humboldt County Planning Department requires new developments to open their private access road as a secondary evacuation route for all residents of Humboldt Hill during emergencies.

There is currently a small-scale development project under way at the top of Humboldt Hill that has provisionally completed the permitting process started in 2018. Assuming the project and its associated secondary road is eventually completed, the residents of Humboldt Hill will finally have an additional evacuation route in the case of emergency.

The Grand Jury focused on Humboldt Hill because it is the area designated by the Humboldt County's Community Wildfire Protection Plan that has the largest number of both structures and residents. We believe the approaches discussed in this report can potentially serve as a model for other areas in the County which do not currently have a secondary emergency egress route.

## **GLOSSARY**

CWPP	Community Wildfire Protection Plan
FSC	Humboldt County Fire Safe Council
HOA	Home Owner's Association
Ingress	Right or permission to enter an area, typically via a public road or a private easement
Egress	Right or permission to exit an area, typically via a public road or a private easement

## **METHODOLOGY**

The Grand Jury conducted interviews with several individuals with historical and current knowledge of real estate development, attempts at development and physical resources on Humboldt Hill.

The Grand Jury reviewed documents pertaining to easements, obstacles to road development and assessments of dangers causing egress problems. The most relevant information is listed in the appendix at the end of this report.

## **BACKGROUND**

### **Ingress and Egress Roads**

The Grand Jury first studied a Humboldt Hill subdivision originally known as Country Club Estates to find out about alternative ingress and egress routes. The original Country Club Estates development was started in 1952 with approximately 63 parcels. The Grand Jury learned from some of the longtime residents in the development that a "handshake deal" was made between the County and the developer regarding a secondary access road that would connect the development to Tompkins Hill Road. Regardless of the veracity of the story, no road was ever completed.

In 2009 the Board of Supervisors agreed to extend Humboldt Hill Road to Tompkins Hill Road. The Public Works director and Community Development Services director informed the Board of Supervisors of the need to create a secondary access road which was part of the 1995 Eureka Community Plan.

However, some residents on Humboldt Hill did not want the road extension because they argued this would open the area on the south side of Humboldt Hill to development, which proved to be accurate.

A key element of the plan to extend Humboldt Hill Road to Tompkins Hill Road was a 400-parcel development on the south side of Humboldt Hill. The development would have provided emergency egress to all residents of Humboldt Hill via a new road through the subdivision.

The development was going to be located completely outside of the coastal zone. However, there was a non-developed section of the property that was located inside the coastal zone. This gave the California Coastal Commission authority to review the development, and they ended up opposing the project using public concerns as their rationale.

Public concerns cited by the Coastal Commission included: increased traffic, increased crime, impacts on agricultural land, impacts on wildlife, geological impacts, and the incomplete consideration of alternate secondary routes. This opposition ultimately torpedoed the project, largely because the mitigation requirements demanded by the Coastal Commission were deemed unworkable.

Another reason for having a secondary access road is that Highway 101 below Humboldt Hill sits in a liquefaction zone. If 101 becomes impassable in this area due to a major earthquake, there is no reasonable alternative route to the southern portion of the county.

An additional concern raised by residents was the issue of vegetation management after seeing the consequences of the 2018 Paradise fire. Residents are responsible for clearing vegetation to create defensible space around their homes. The fire department routinely inspects the area to ensure proper emergency vehicle access and confirm that fire hydrants are present and functional.

The Humboldt Community Services District has easements on Humboldt Hill that could provide an opportunity for emergency egress, and we learned that one of these easements could potentially connect to Bell Hill Road. It is not paved and is in very rough shape, but with some grading work it could serve as an emergency evacuation route.

Another consequence of not having a secondary evacuation route is that obtaining fire insurance is sometimes problematic for residents.

## **Fire Safe Councils**

California has a statewide Fire Safe Council (FSC) that encourages and assists local communities to form their own FSCs. Local councils are normally nonprofit organizations used to source grants (typically for cities or towns) to address open space fuel mitigation as well as home wildfire resiliency. Nonprofit status is not required, but many of the grants have nonprofit requirements. Fire Safe Councils also function as the City's umbrella for wildfire prevention.

Humboldt County has a Fire Safe Council that provides support to local communities interested in becoming nationally recognized Firewise Communities (described below). Presently the five local Fire Safe Councils active in the county are:

- Lower Mattole
- Southern Humboldt
- Van Duzen
- Willow Creek
- Orleans/Somes Bar

Humboldt Hill does not have a Fire Safe Council.

Some FSCs develop their own local Community Wildlife Protection Plan (CWPP). Others choose to use their area's Planning Unit Action Plan (Part 4 of the countywide CWPP) as their guiding document. FSCs also often organize events focused on informing their community about wildfire preparedness.

## **Firewise Communities**

Firewise USA® is a federal program that deals directly with Home Owner's Associations (HOA) and communities to get them recognized by the National Fire Protection Association as a Firewise Community. This designation brings benefits to the communities. Firewise Communities do not need any formal legal status; however, many HOAs are registered as a nonprofit.

Benefits of being a Firewise Community include:

- educating people living in the Wildland-Urban interface on how to adapt to living with wildfire before it occurs
- empowering communities with tools and resources that reduce wildfire risk
- encouraging neighbors to work together to minimize home loss to wildfire
- the ability to apply for specialized grants

The process of becoming a Firewise Community starts with organizing. A community creates a board or committee of volunteers to represent the community, including residents and partners such as local forestry agencies or the fire department. Then a resident leader is identified who will be the program point of contact. For the Humboldt Hill area, the fire department the residents would work with is Humboldt Bay Fire. Humboldt Bay Fire has been engaged in working with Humboldt Hill residents for many years, but the citizens have yet to form a Firewise Community.

Active Firewise Communities in Humboldt County are:

- Willow Creek
- Orleans
- Shelter Cove
- Honeydew
- Kneeland
- Petrolia
- Redwood Valley/Chezem
- Salmon Creek
- Benbow
- Garberville
- Etnersburg

Humboldt Hill is not a Firewise Community.

## **DISCUSSION**

## Access

It is of critical importance that secondary access be developed for residents of Humboldt Hill. Ideally, access would be achieved by developing new public roads. Unfortunately, this is no easy task - it has been tried multiple times over the years and has met with failure every time. More immediately, emergency access could be achieved by using existing public utility easements or roads that cross private property.

Some of the difficulties in finding a solution include:

- There was a prospective new subdivision that could have provided a secondary road, but California Coastal Commission mitigation requirements made the project infeasible, and the development was not completed.
- Local residents identified various roads that could potentially be used in an emergency, but none are sanctioned for public use.
- Utilities on Humboldt Hill have various easements that also might be used but, again, none are official.

We identified a small, proposed development at the top of Humboldt Hill that may provide a solution. As a condition of permitting, a secondary road must be constructed and open to access by all residents of Humboldt Hill during an emergency. If this development is completed as planned, it would finally provide an emergency egress route for residents on Humboldt Hill. Regarding completion, it should be noted that this development has been in the planning stage since December of 2018.

There is some hope that this project may actually be completed because the California Coastal Commission is not a factor. When the Humboldt County Planning Department made its recommendation to the Planning Commission to approve the project they stated: "Project is NOT appealable to the California Coastal Commission." (emphasis in the original document)

## Fire Safety

Regardless of whether or not there are adequate access roads, fire safety is always a concern.

The Grand Jury reviewed the 2019 Humboldt County Community Wildfire Protection Plan to determine what remedies are suggested in the plan in the event of an emergency. The plan identified various areas in the County, including Humboldt Hill, that face the same problem and recommended that residents:

- Work with the County Office of Emergency Services, local fire service, and law enforcement to engage community members in evacuation preparedness. Work together to review best practices as well as emerging new approaches.
- Identify local community liaisons to work directly with emergency management officials.
- Identify and map local evacuation routes and sites.
- Develop an evacuation program specifically for seniors and disabled persons.
- Notify the community of evacuation center locations.
- Provide information on large animal evacuation.
- Host neighborhood evacuation preparedness block parties.

The Plan also recommended that: "...when new subdivisions are created within those areas, it should be a priority to include development of secondary access routes."

## CONCLUSION

The wildfire evacuation risks in Humboldt Hill and similar areas with only one road in and out are serious. Citizens need to understand the danger and work together to find solutions.

The Grand Jury urges the County to facilitate establishing secondary access. This can be achieved either by using existing utility easements as potential emergency egress roads and/or encouraging the completion of the proposed development at the top of Humboldt Hill.

Whether a secondary egress road is built or not, the Grand Jury urges residents to form local Firewise Communities and to enroll in emergency alert systems to improve community preparedness.

## FINDINGS

The Humboldt County Civil Grand Jury finds that:

**F1:** Residents of Humboldt Hill have not organized a Fire Safe Council or a Firewise Community to educate themselves and to prepare for possible wildfires or other environmental emergencies therefore leaving themselves vulnerable to potential harm. **(R1, R2)**

**F2:** There is no secondary emergency evacuation route available to the residents of Humboldt Hill, leaving them open to harm in case of wildfire, earthquake, or other emergencies. **(R3)**

**F3:** The latest proposed subdivision on Humboldt Hill includes a secondary access route open to residents in case of emergency. If completed as planned, this would provide improved safety for residents of Humboldt Hill. **(R4)**

## RECOMMENDATIONS

The Humboldt County Civil Grand Jury recommends that:

**R1:** The Humboldt No. 1 Fire Protection District Board of Directors direct the Chief of Humboldt Bay Fire to continue to work with residents of Humboldt Hill to develop a local Fire Safe Council. **(F1)**

**R2:** The Humboldt No. 1 Fire Protection District Board of Directors direct the Chief of Humboldt Bay Fire to continue to work with residents of Humboldt Hill to develop a local Firewise Community. **(F1)**

**R3:** The Humboldt County Board of Supervisors schedule and participate in negotiations with private landowners and/or public utilities in order to grant emergency access to Humboldt Hill residents across their property and/or easements. This will be completed by no later than September 30, 2025. **(F2)**

**R4:** The Humboldt County Board of Supervisors direct the Planning & Building Department Director and relevant staff to expedite the completion of the latest subdivision plan in order to grant emergency access to Humboldt Hill residents. **(F3)**

## RESPONSES

Pursuant to California Penal Code sections 933 and 933.05, each entity or individual named below must respond to the enumerated Findings and Recommendations within specific statutory guidelines.

Responses to Findings shall be either:

- The respondent agrees with the finding; or
- The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.

Responses to Recommendations shall be one of the following:

- The recommendation has been implemented, with a summary regarding the implemented action; or
- The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation; or
- The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency where applicable. This time frame shall not exceed six months from the date of the publication of the Grand Jury report; or
- The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.

### REQUIRED RESPONSE – WITHIN 90 DAYS

The Humboldt County Board of Supervisors  
**(F2, F3) and (R3, R4)**

The Humboldt No. 1 Fire Protection District Board of Directors  
**(F1) and (R1, R2)**

### Invited Responses

The Humboldt County Civil Grand Jury also invites the following entities or individuals to respond.

The California Department of Forestry and Fire Protection (CAL FIRE)  
**(F1) and (R1, R2)**

The Humboldt Community Services District  
**(F2) and (R2)**

Responses are to be sent to:

The Honorable Judge Kelly L. Neel  
Humboldt County Superior Court

825 5<sup>th</sup> Street, Eureka, CA 95501

The Humboldt County Civil Grand Jury  
P.O. Box 657  
Eureka, CA 95502 A

*Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.*



## Appendix A

Below is some information on forming Fire Safe Councils and Firewise Communities from <https://wildfirefoundation.org/fire-safe-councils-vs-firewise-communities/>

### **FIRE SAFE COUNCILS**

Administered by States such as the California Fire Safe Council

#### **Setup Requirements:**

- Nonprofit 501(c)3 (recommended)
- Wildfire Risk Assessment (WRA) – City / Town *(Normally completed by 3rd Party)* Wildfire Protection Plan (CWPP)

#### **Benefits:**

- Assists in the protection of Life, Home, and Property
- A recognized entity that represents a city or town and acts as a central hub for wildfire resilience activity
- Can apply for grants (many are specified for FSCs)

#### **Notes:**

- Broad purview, including open space and homes
- Connects communities with wildfire-related agencies
- Each FSC must define its boundaries as part of the Wildfire Risk Assessment, and then create a CWPP to respond to the risks defined in the WRA

#### **Estimated Setup and 1st Year Costs:**

Incorporation, WRA, CWPP, Board Insurance, Consulting

#### **Estimated Annual Costs:**

Tax filings, WRA updates every 3 years, Consulting  
Board Insurance

#### **Ongoing Requirements:**

- Recommended every 3 years
- Nonprofit must file annual Federal and State returns

## **FIREWISE COMMUNITIES**

Administered by NFPA®

### **Setup Requirements:**

- Board/Committee (no formal organization)
- 8-2,500 homes/dwellings maximum (CAL FIRE prefers maximum 500)
- Community Risk Assessment (CRA) – HOA or Community  
(Normally completed by local Fire Department)
- 3-year Action Plan
- Hours, Materials, Dollars, and Yard Vegetation Tracking System
  - 1 hour per year per residence of volunteer hours
  - Current California rate of 1 hour = \$31.80
  - Yard Vegetation is measured and tracked in Cubic Yards

### **Benefits:**

- Assists in the protection of Life, Homes, and Property
- Provides data that become action plans for a safer community
- Free (currently) Home Assessments  
(Normally completed by local RCD, Fire Department or locally trained assessors)
- Can increase the Firewise Community's ability to get individual home insurance and decreased rates

### **Notes:**

- Works directly with HOAs or communities
- Purview includes homes and Community's Open Space only
- Each Community must define its boundaries as part of their CRA, and produce a 3-year plan responding to their CRA defined risks

### **Estimated Setup and 1st Year Costs:**

Website, CRM, WRA, 3-year Action Plan, Consulting

### **Estimated Annual Costs: (Shared)**

Website Hosting, CRM, Other software, IT Support

### **Ongoing Requirements:**

- Annual renewal to maintain status: Board updates, 3-year action plans, Vegetation removal, Risk Reduction Investment (Volunteer hours and Money Spent)
- WRA updated minimum every 5 years

# Humboldt Community Services District

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

## AGENDA REPORT

**For HCSD Board of Directors Regular Meeting of:** August 12, 2025

**AGENDA ITEM:** F.2

**TITLE:** Consideration of Approving the Elimination of the Construction and Maintenance Foreman Job Descriptions and Approving a Consolidated Foreman Job Description

**PRESENTED BY:** Terrence Williams, General Manager

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### Recommendation:

Discuss the proposed job description, and, if acceptable, adopt the series by motion and roll call vote

### Summary:

The District currently maintains two separate foreman-level job descriptions:

1. **Construction Foreman** (last updated July 1, 2014) – primarily responsible for leading crews in construction, installation, and repair of water distribution and sewer collection systems, with an emphasis on construction project coordination and heavy equipment operation.
2. **Operations & Maintenance Foreman** (last updated July 1, 2014) – primarily responsible for maintenance and repair of water and sewer systems, pumping facilities, water storage, and associated mechanical and electrical systems, with an emphasis on preventive maintenance, operational efficiency, and facility upkeep.

Both positions share substantial overlap in supervisory responsibilities, coordination with other departments and agencies, safety program implementation, and emergency response. Additionally, both positions require similar qualifications, including possession of a valid Class A California driver's license with Tanker Endorsement and a Grade 3 Water Distribution Operator Certification.

With the announced retirement of the current construction foreman, staff reviewed the two classifications and determined that combining them into a single foreman position would improve operational efficiency, flexibility, and workforce management. This change is consistent with the District's cross-training and workforce streamlining strategy.

The proposed **Foreman** job description retains the core responsibilities from both prior classifications, eliminating redundancy while preserving essential duties for each.

**Key Combined Duties:**

- Planning, organizing, and directing installation, maintenance, and repair of water distribution, sewage collection systems, pumping facilities, and water storage. *(from both job descriptions)*
- Coordinating emergency repairs, mainline shutdowns, and after-hours callouts. *(from both)*
- Operating and maintaining pumps, motors, compressors, electrical panels, automatic controls, chlorinators, and related systems. *(from Maintenance Foreman)*
- Coordinating construction crews and performing field inspections. *(from Construction Foreman)*
- Operating heavy equipment such as backhoes and dump trucks. *(from Construction Foreman)*
- Assisting the Engineer/Operations Manager with long-range planning, budgets, contracts, and regulatory compliance. *(from both)*
- Maintaining inventories of parts and supplies; ordering materials as needed. *(from both)*
- Supervising, training, and evaluating employees; implementing safety programs and OSHA compliance. *(from both)*
- Collecting water samples and performing water quality-related duties. *(from Maintenance Foreman)*
- Reconciliation of water and sewage production totals. *(from Maintenance Foreman)*

**Benefits of Consolidation:**

- Greater flexibility in assigning work crews based on operational needs rather than position classification.
- Reduced redundancy in job descriptions, allowing for more efficient recruitment, training, and evaluation.
- Enhanced cross-training opportunities for field staff.
- Alignment with the District's goals to streamline operations and optimize staffing levels.
- Alignment with the District's goals of breaking down silos and encouraging teamwork

**Fiscal Impact:**

No fiscal impact.

**HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:****FOREMAN****Effective Date: August 15, 2025****Definition**

Under the direction of the District Engineer/Operations Manager, the Foreman performs the full range of water and sewer system construction, maintenance, vehicle/equipment maintenance, installation, and repair assignments with minimal supervision. The Foreman coordinates and directs field crews, provides training and guidance for less experienced staff, and performs related work as required.

**Example of Duties**

- Plan, organize, direct, and coordinate the installation, maintenance, and repair of the District's water distribution, sewage collection systems, pumping facilities, and water storage facilities.
- Coordinate and direct crews performing emergency repairs, mainline shutdowns, and after-hours callouts.
- Coordinate work with other departments, outside agencies, and contractors.
- Assists the District Engineer/Operations Manager with long-range planning, operational and maintenance functions, regulatory compliance, and budget development (construction, operations, maintenance, vehicles, and equipment).
- Assists the Engineer/Operations Manager with developing construction and repair budgets and cost control measures.
- Provide input and review for the development and administration of construction, maintenance, and service contracts.
- Perform special projects and carry out work delegated by the Engineer/Operations Manager.
- Maintain adequate inventory of parts and supplies; order and track materials as needed.
- Provide consultation and input for purchase of pumps, panels, equipment, and other major components.
- Inspect and maintain the water delivery, storage, and pumping systems; identify problems and schedule repairs.
- Oversee preventive maintenance programs for pumps, motors, equipment, and facilities.
- Direct personnel in the repair and maintenance of automatic control systems, instrumentation, and telemetry systems (SCADA); interpret system data and make necessary adjustments.
- Adjust and maintain chlorinators; collect water samples for quality analysis.
- Maintain accurate files, records, time reports, and project documentation.
- Conduct staff meetings and instruct staff in proper safety procedures; implement the District's Safety Program and OSHA requirements.

- Represent the District with the public, contractors, and other government agencies.
- Operate heavy equipment (e.g., backhoe, dump truck, skid steer, wheel loader, excavator, drum roller, combination vacuum truck, CCTV truck) and power-driven equipment used in construction, operations, and maintenance.
- Evaluate employee performance, provide training, counsel employees, and recommend disciplinary actions as needed.
- Reconcile water and sewer totals for reporting purposes.
- Participate in the District's on-call program and respond to after-hours emergencies.
- In the absence of the Engineer/Operations Manager, fulfill Engineer/Operations Manager duties as directed by the General Manager.

### **Typical Physical Activities**

- Travel regularly by vehicle to inspect facilities and field operations.
- Work in various indoor and outdoor environments, including heat, cold, darkness, dust, rain, open trenches, sewage, chlorine, gasoline, and diesel fuel.
- Lift and carry up to 75 lbs; maneuver heavier loads with equipment or assistance.
- Stoop, kneel, crouch, crawl, climb, and work in confined spaces.
- Walk on uneven terrain, climb ladders, and enter trenches and manholes.
- Stand or sit for extended periods.
- Communicate effectively in person, over the phone, and via radio.
- Use computers, copiers, and other office equipment.
- Maintain hearing and vision within normal ranges, with or without correction.

### **Minimum Requirements**

- Possession of a valid Class A California driver's license with Tanker Endorsement and a clean driving record (no multiple/serious violations or accidents for at least two years; record must not increase District insurance rates).
- Possession of a valid Grade 3 Water Distribution Operator Certification issued by the California State Water Resources Control Board.
- Four (4) years of increasingly responsible experience in water and sewer system installation, maintenance, and repair, including work with pumps, wells, reservoirs, control systems, and heavy equipment.
- Participation in the federally mandated DOT drug and alcohol testing program.
- Possession of a CWEA Grade 3 Collection System Maintenance Certification (within one year of hire)
- Competent Person Confined Space Certification

**Knowledge of:**

- Principles, methods, materials, and equipment used in water/sewer system construction, operation, maintenance, and repair.
- Principles of water distribution and sewage collection system operations.
- District policies, rules, regulations, and procedures.
- Mathematics related to hydraulics, water measurement, chemical dosing, chlorine disinfection, and distribution systems.
- OSHA work safety standards and requirements.
- Supervision, training, and project management principles.
- Budget development and cost control.
- Operation and maintenance of pumps, motors, compressors, electrical panels, automatic controls, level sensors, valves, timers, chlorinators, SCADA and related equipment.
- Water sampling and quality testing procedures.

**Ability to:**

- Plan, organize, and direct construction, maintenance, installation, and repair projects.
- Supervise, assign, train, and evaluate utility workers in operations, maintenance, and construction.
- Diagnose and repair problems with pumps, motors, and control systems.
- Order parts, maintain inventories, and operate heavy equipment safely.
- Read and interpret plans, diagrams, blueprints, charts, and gauges.
- Prepare clear reports and maintain accurate records.
- Represent the District professionally with the public, contractors, and agencies.
- Prioritize and manage multiple work assignments.
- Make sound decisions within established guidelines.
- Manage and participate in the District's on-call rotation.
- Oversee the training and adhere to OSHA work safety programs
- Develop information, prepare reports and work orders.
- Establish and maintain cooperative working relationships.
- Perform inspection of pipeline and service laterals and other contract management duties.
- Make independent decisions within established policy and procedural guidelines and the Engineer/Operations Manager's directions.
- Prioritize various work assignments.
- Pass Respirator Fit Test.

**Other Requirements:**

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

**Employee Acknowledgement**

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

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Employee Signature

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Date



# Humboldt Community Services District

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

## AGENDA REPORT

**For HCSD Board of Directors Regular Meeting of:** August 12, 2025

**AGENDA ITEM:** F.3

**TITLE:** Consideration of Canceling the Regular Meeting on August 26, 2025

**PRESENTED BY:** Terrence Williams, General Manager

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### **Recommendation:**

Discuss and determine the necessity of convening a regular meeting of the Board of Directors on August 26, 2025

### **Summary:**

Staff have not identified any agenda items for the regular meeting scheduled for August 26, 2025. Two board members will be attending the CSDA Annual Conference and Expo in Monterey, CA, from August 25 to 28 and will be unable to attend an in-person meeting.

The Board President may call a special meeting if a pressing need arises.

### **Fiscal Impact:**

None.

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