



HUMBOLDT COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING

AGENDA

DATE: Tuesday, August 11, 2026

TIME: 5:00 p.m.

LOCATION: 5055 Walnut Drive, Eureka, CA

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

A. ROLL CALL

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

B. PLEDGE OF ALLEGIANCE

C. CONSENT CALENDAR

1. Approval of August 11, 2026, Meeting Agenda
2. Approval of Minutes of the Regular Meeting of July 28, 2026

Pgs. 1-2

Pgs. 3-6

D. REPORTS

1. General Manager
 - a) District Update
2. Finance Department
 - a) July 2026 Check Register
3. Legal Counsel
4. Director Reports

Pgs. 7-9

Pgs. 11-19

E. PUBLIC PARTICIPATION

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

F. NEW BUSINESS

1. Consideration of Authorization for the General Manager to Execute a Contract with Bartle Wells and Associates for a Water/Wastewater Rate Study *Pgs. 21-54*

G. ADJOURNMENT

Next Res: 2026-09

Next Ord: 2026-01

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

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

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

The Humboldt Community Services District Board of Directors met in regular session at 5:00 p.m. on Tuesday, July 28, 2026, at 5055 Walnut Drive, Eureka, California, and remotely at 7 West 27th Street, Kennewick, WA, and on Zoom.

A. CALL TO ORDER AND ROLL CALL

President Hansen called the meeting to order. Present upon roll call: Directors Benzonelli (remote), Hansen, Gardiner, Matteoli, and Ryan. Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), and Administrative Services Manager Christensen (ASM)

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of July 28, 2026, Meeting Agenda
2. Approval of Minutes of the Regular Meeting June 23, 2026

IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR RYAN, TO APPROVE THE JULY 28, 2026, CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. CORRESPONDENCE

1. Humboldt LAFCo: RESULTS – Independent Special District Election

GM reported that David Couch, a Director of the McKinleyville Community Services District, was elected to a four-year term to the Humboldt Local Agency Formation Commission (LAFCo). Meghan Ryan, a Director of the Manila Community Services District, was elected as an alternate.

E. REPORTS

1. General Manager
 - a) District Update

GM introduced the District's recently appointed Maintenance and Operations Foreman, Chris Armstrong, and Customer Service Representative Jacob Dudzik. Currently, the District is soliciting for a Utility Services Planner and Utility Worker Position. A supplemental report was provided that outlined Sanitary Sewer

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Overflow (SSO) events that happened on July 9 and 21 on Herrick Avenue that occurred from a broken sewer forcemain. GM reported that in Fiscal Year (FY) 2026 the District established 13 new water service connections and 7 new sewer connections. The average annual number of new connections over the past decade is 13.9.

2. Finance Manager

a) June 2026 Check Register

FM reviewed the Check Register and highlighted payments of note, including: multiple expenditures for employee certification renewals, purchases of equipment for the SCADA system, and surveying expenses for the Hoover Sewer Lift Station (SLS) flood protection project.

b) June 2026 Budget Statement

FM reviewed the June 2026 Budget Statement, which provides a preliminary final report of the FY 2026 budget. FM noted that property tax revenue for FY 2026 and the capital improvement expenses for the City of Eureka's Wastewater Treatment Plant are received after the final day of the fiscal year and will be included in the audited budget statement. District Funds held within the California CLASS investment have outperformed budgeted expectations.

3. Legal Counsel

No report.

4. Director Reports

Director Benzonelli attended a Humboldt LAFCo meeting. Humboldt LAFCo is coordinating the City of Eureka's municipal services review (MSR), and the District will participate in the review because of the District and City's coterminous boundaries. Director Benzonelli would like to discuss the City and District's comingled assets and services and establish a memorandum of understanding that outlines each agency's responsibility for assets.

F. PUBLIC PARTICIPATION

No public comment.

G. NEW BUSINESS

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

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HUMBOLDT COMMUNITY SERVICES DISTRICT
July 28, 2026

ASM reviewed the changes in the draft HCSD Department of Transportation Substance Abuse Policy, which includes revisions suggested by the District's consortium partner, Weinhoff Drug Testing Services. The revised changes reflect the current requirements of the US Department of Transportation.

There was no public comment.

IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR RYAN, TO ADOPT RESOLUTION 2026-08: REVISING THE HCSD DEPARTMENT OF TRANSPORTATION SUBSTANCE ABUSE POLICY. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Consideration of Claim for Damages – Pacific Seafood Group – Incident Date: December 21, 2025

GM reported to the board on New Business G.2 and G.3. The District recently received two separate claims for damages for two separate wastewater discharge incidents that occurred during the winter months. The incidents were previously reported to the board and public.

The December 21st event was an extreme wet weather event which created flows that exceeded the capacity of the Hoover Street SLS. Approximately 31,000 gallons of overflow were discharged into Humboldt Bay.

The January 7th event occurred at the Edgewood SLS. A malfunction occurred during a generator test, resulting in an overflow of approximately 1,800 gallons that ultimately discharged to Humboldt Bay via the Eureka Slough. District staff has reviewed generator testing and alarm response protocols to reduce the likelihood of a similar incident occurring in the future.

GM recommended that the Board reject the claim submitted from Pacific Shellfish to reduce the exposure window that a lawsuit could be filed from two years to six months.

Director Ryan noted that a similar claim was filed by Pacific Shellfish for an incident that occurred in December 2024. The Board discussed the impact of stormwater on the District's wastewater system and noted that the inflow of rainwater decreases the concentration of wastewater produced by users. There was discussion over whether sampling from wastewater overflow would provide additional useful information.

There was no public comment.

IT WAS MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR BENZONELLI, TO REJECT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

3. Consideration of Claim for Damages – Pacific Seafood Group – Incident Date: January 7, 2026

There was no additional report or discussion prior to the motion for New Business G.3.

There was no public comment.

IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR MATTEOLI, TO REJECT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

H. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF July 28, 2026, AT 5:51 P.M.

Submitted, Board Secretary

Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: August 7, 2026

SUBJECT: General Manager Report for August 11, 2026 Board Meeting

Shady Lane Steel Main Replacement

Shady Lane is a short private road in Myrtle town with a 400-foot-long 2-inch steel watermain. There are eight residential connections on Shady Lane. The District's construction team has made significant progress on replacing the steel watermain with an upgraded 4-inch C-900 watermain during the past two weeks. This CIP project also includes the installation of a new fire hydrant in an area that did not previously have a hydrant. The image below shows District staff hard at work on the Shady Lane SMR CIP project.



Figure 1: HCSD staff working on a steel main replacement CIP project on Shady Lane.

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

Automated Meters

Over the past few years, the District has been endeavoring to install automated meters. On the tail end of COVID and with a technology supplier change, the District's AMR program experienced some setbacks due to the associated supply chain. The program started during Fiscal Year (FY) 2022, and was scheduled for 40% penetration (3,200 meters) by the end of FY 26 (June 30).

In January, District staff decided to restrategize how meters were installed. Previously, the District had maintained two temporary employees, for six months at a time, to install meters. The District decided that a coordinated effort to hire a team of five meter installers for a three-month period during the summer would allow the District to make a concentrated effort to get meters installed. On May 20, five temporary staff joined our ranks to work together for the summer with the goal of installing 1,000 meters. As of the end of the day on August 6, the summer staff had installed 1,197 meters! This brings the current total of installed AMRs to 3,353 meters. This puts our AMR program on track with the goal of 10 percent meter replacement annually. We look forward to bringing on a team to install meters again in Summer 2027.

SUPER El Niño

State Senator Mike McGuire led an online town hall on August 4. The discussion surrounded the active marine heatwave combined with a forecasted El Niño, which could produce a "Super El Niño" and an unusually destructive winter for California. Climate scientist Dr. Daniel Swain said eastern tropical Pacific Ocean temperatures are, "unlike anything previously recorded in the region relevant to El Niño formation." He went on to indicate that if current trends hold, the event could rival or exceed historical extremes. Multiple panelists at the townhall included:

Dr. Mark Merrifield of Scripps, who added that record high sea levels are expected to coincide with a peak tidal cycle, raising the risk of coastal flooding, saltwater intrusion, and erosion when combined with high waves and heavy rainfall.

Meteorologist Mark Tamayo who noted that the North Coast received 161 percent of average rainfall during the 1982-83 super El Niño and warned that closely spaced storm sequences, like those seen in the 2023-24 El Niño, could compound impacts locally.

Nate Ortiz of the California Office of Emergency Services urged residents to prepare in advance and pointed to listocalifornia.org for disaster readiness resources.

District staff is preparing for a wet winter. Concerted efforts are being focused on the Myrtle town area that contributes flow to the Hoover Street Lift Station and King Salmon where King Tides have overwhelmed the system in previous years.

Candidate Filing

Two of the District's Board seats are up for election this fall. The deadline to file for candidacy is Friday, August 7, 2026. Anybody eligible to and interested in running should file.

August 25 Meeting Canceled

In January, the Board approved the Board meeting calendar for 2026. At that time, the August 25 meeting was canceled. This is a reminder that we will not be meeting again until September 8, 2026.

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Accounts Payable

Checks by Date - Detail by Check Date

User: FM
Printed: 8/6/2026 12:30 PM

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

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
59006	H730 2026-0717	Humboldt Crabs Baseball 2026 SUMMER EMPLOYEE EVENT 7/17/26 -	07/14/2026	465.00
Total for Check Number 59006:				465.00
59007	UB*02360	CRAIG DRAPER Refund Check 008226-000, 4479 EXCELSIOR Refund Check 008226-000, 4479 EXCELSIOR Refund Check 008226-000, 4479 EXCELSIOR Refund Check 008226-000, 4479 EXCELSIOR Refund Check 008226-000, 4479 EXCELSIOR	07/14/2026	0.61 1.83 0.20 0.82 0.49
Total for Check Number 59007:				3.95
59008	UB*02361	RICHARD/NANCY SWAN Refund Check 007390-002, 423 SPRUCE ST Refund Check 007390-002, 423 SPRUCE ST Refund Check 007390-002, 423 SPRUCE ST Refund Check 007390-002, 423 SPRUCE ST Refund Check 007390-002, 423 SPRUCE ST	07/14/2026	5.18 14.66 35.50 11.77 28.23
Total for Check Number 59008:				95.34
59009	UB*02362	ANGELA LANDY Refund Check 023542-000, 2561 DONNA DR Refund Check 023542-000, 2561 DONNA DR Refund Check 023542-000, 2561 DONNA DR Refund Check 023542-000, 2561 DONNA DR Refund Check 023542-000, 2561 DONNA DR	07/14/2026	22.15 28.86 15.65 22.98 28.73
Total for Check Number 59009:				118.37
59010	UB*02363	SANDRA ROBBINS Refund Check 026631-000, 2865 HUBBARD L Refund Check 026631-000, 2865 HUBBARD L Refund Check 026631-000, 2865 HUBBARD L Refund Check 026631-000, 2865 HUBBARD L Refund Check 026631-000, 2865 HUBBARD L	07/14/2026	24.01 10.02 5.40 3.81 22.24
Total for Check Number 59010:				65.48
59011	UB*02364	PACIFIC PARTNERS PROPERTY MANA Refund Check 005328-072, 2115 FOXWOOD I Refund Check 005328-072, 2115 FOXWOOD I Refund Check 005328-072, 2115 FOXWOOD I Refund Check 005328-072, 2115 FOXWOOD I	07/14/2026	25.52 42.32 20.28 6.92
Total for Check Number 59011:				95.04
59012	UB*02365	JAMES PAYE Refund Check 005047-004, 2146 FERN ST	07/14/2026	12.13

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Refund Check 005047-004, 2146 FERN ST		17.17
		Refund Check 005047-004, 2146 FERN ST		111.39
		Refund Check 005047-004, 2146 FERN ST		67.18
		Refund Check 005047-004, 2146 FERN ST		53.40
			Total for Check Number 59012:	261.27
59013	UB*02366	DOROTHY PAOLI	07/14/2026	
		Refund Check 017990-000, 5463 NOE AVE		24.23
		Refund Check 017990-000, 5463 NOE AVE		135.36
		Refund Check 017990-000, 5463 NOE AVE		107.61
		Refund Check 017990-000, 5463 NOE AVE		17.11
		Refund Check 017990-000, 5463 NOE AVE		359.16
			Total for Check Number 59013:	643.47
59014	UB*02367	JORDAN O'BRIAN	07/14/2026	
		Refund Check 025873-000, 6147 WALNUT DR		14.03
		Refund Check 025873-000, 6147 WALNUT DR		55.21
		Refund Check 025873-000, 6147 WALNUT DR		26.45
		Refund Check 025873-000, 6147 WALNUT DR		33.30
		Refund Check 025873-000, 6147 WALNUT DR		59.57
			Total for Check Number 59014:	188.56
59015	UB*02368	AMBER/ETHAN TURNER/WORTHLEY	07/14/2026	
		Refund Check 026054-000, 1086 JOHN HILL F		22.63
		Refund Check 026054-000, 1086 JOHN HILL F		5.09
		Refund Check 026054-000, 1086 JOHN HILL F		3.60
		Refund Check 026054-000, 1086 JOHN HILL F		28.46
		Refund Check 026054-000, 1086 JOHN HILL F		28.32
			Total for Check Number 59015:	88.10
59016	UB*02369	STEVEN ROSA	07/14/2026	
		Refund Check 017848-000, 488 SEA AVE		23.69
		Refund Check 017848-000, 488 SEA AVE		26.31
			Total for Check Number 59016:	50.00
59017	UB*02370	DEAN HYLAND	07/14/2026	
		Refund Check 023361-000, 4721 UNION ST		2.52
		Refund Check 023361-000, 4721 UNION ST		3.57
		Refund Check 023361-000, 4721 UNION ST		9.53
		Refund Check 023361-000, 4721 UNION ST		7.95
		Refund Check 023361-000, 4721 UNION ST		11.98
			Total for Check Number 59017:	35.55
59018	UB*02371	FAITH ADAMS	07/14/2026	
		Refund Check 026052-000, 2363 ARBUTUS S'		26.42
		Refund Check 026052-000, 2363 ARBUTUS S'		3.35
		Refund Check 026052-000, 2363 ARBUTUS S'		19.55
		Refund Check 026052-000, 2363 ARBUTUS S'		21.11
		Refund Check 026052-000, 2363 ARBUTUS S'		14.25
			Total for Check Number 59018:	84.68
59019	UB*02372	WEILAND DAVIS	07/14/2026	
		Refund Check 026076-000, 2333 BRIARWOOL		6.10
		Refund Check 026076-000, 2333 BRIARWOOL		64.05
		Refund Check 026076-000, 2333 BRIARWOOL		48.27

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Refund Check 026076-000, 2333 BRIARWOOL		38.38
		Refund Check 026076-000, 2333 BRIARWOOL		43.20
			Total for Check Number 59019:	200.00
59020	UB*02373	WILLIAM JENTRY-RAKESTRAW	07/14/2026	
		Refund Check 025893-000, 1172 SYDNI CT		18.50
		Refund Check 025893-000, 1172 SYDNI CT		14.71
		Refund Check 025893-000, 1172 SYDNI CT		2.80
		Refund Check 025893-000, 1172 SYDNI CT		12.27
		Refund Check 025893-000, 1172 SYDNI CT		27.81
			Total for Check Number 59020:	76.09
59021	UB*02374	KENNICK SANDERS	07/14/2026	
		Refund Check 026568-000, 2882 LUCAS ST #2		20.65
		Refund Check 026568-000, 2882 LUCAS ST #2		49.44
		Refund Check 026568-000, 2882 LUCAS ST #2		25.70
		Refund Check 026568-000, 2882 LUCAS ST #2		45.83
		Refund Check 026568-000, 2882 LUCAS ST #2		18.15
			Total for Check Number 59021:	159.77
59022	UB*02375	EVERETT FLORES	07/14/2026	
		Refund Check 007880-003, 2407 OHIO ST		18.18
		Refund Check 007880-003, 2407 OHIO ST		7.59
		Refund Check 007880-003, 2407 OHIO ST		20.47
		Refund Check 007880-003, 2407 OHIO ST		22.87
		Refund Check 007880-003, 2407 OHIO ST		2.89
			Total for Check Number 59022:	72.00
59023	UB*02376	JOSHUA PONCE	07/14/2026	
		Refund Check 009036-000, 1433 FRESHWATE		64.55
			Total for Check Number 59023:	64.55
59024	UB*02377	MIKE SULLIVAN	07/14/2026	
		Refund Check 026791-000, 4626 EXCELSIOR		42.96
		Refund Check 026791-000, 4626 EXCELSIOR		71.23
		Refund Check 026791-000, 4626 EXCELSIOR		21.96
		Refund Check 026791-000, 4626 EXCELSIOR		34.15
		Refund Check 026791-000, 4626 EXCELSIOR		7.76
			Total for Check Number 59024:	178.06
59025	UB*02378	FMM REAL ESTATE HOLDINGS	07/14/2026	
		Refund Check 026587-000, 2389 REDWOOD S		12.02
		Refund Check 026587-000, 2389 REDWOOD S		42.84
		Refund Check 026587-000, 2389 REDWOOD S		53.89
		Refund Check 026587-000, 2389 REDWOOD S		51.05
		Refund Check 026587-000, 2389 REDWOOD S		89.35
			Total for Check Number 59025:	249.15
			Total for 7/14/2026:	3,194.43
59026	C430 05302026	City of Eureka: WA Water Purchased - MAY	07/15/2026	67,853.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 59026:				67,853.00
59027	A160	ACWA-JPIA	07/15/2026	
	708911	kVision Plan - Retired Members - AUGUST		453.27
	708911	hLife/AD&D Plan -Board Members - AUGUST		29.55
	708911	cVision Plan - Employees - AUGUST		312.60
	708911	eMedical Plan - Board Members - AUGUST		12,613.89
	708911	dLife/AD&D Plan - Employees - AUGUST		281.22
	708911	EAP Plan - Employees - AUGUST		49.60
	708911	jDental Plan - Retired Members - AUGUST		1,713.41
	708911	bDental Plan - Employees - AUGUST		1,269.10
	708911	EAP Plan - Board Members - AUGUST		12.40
	708911	fDental Plan - Board Members - AUGUST		352.38
	708911	aMedical Plan - Employees - AUGUST		48,160.65
	708911	iMedical Plan -Retired Members - AUGUST		44,254.95
	708911	gVision Plan - Board Members - AUGUST		62.52
Total for Check Number 59027:				109,565.54
59028	C450 INV09382	City of Eureka: Water Test Microbiological Testing - JUNE	07/15/2026	595.00
Total for Check Number 59028:				595.00
59029	I525 312813	Infosend UB/Process and Mail/Bills - JUNE	07/15/2026	5,226.77
Total for Check Number 59029:				5,226.77
59030	P006 0211549475	PACE Supply Corp. 5/8 Badger Meter	07/15/2026	104,970.94
Total for Check Number 59030:				104,970.94
59031	W208 1087	Watt's Cleaning Services MONTHLY OFFICE CLEANING - JUNE	07/15/2026	950.00
Total for Check Number 59031:				950.00
59032	A072 0015799	Accurate Drug Testing Services DOT Physical Exam/KN	07/15/2026	110.00
Total for Check Number 59032:				110.00
59033	B284 80240873 80240873	Badger Meter Inc Beacon Mobile Hosting JUNE Annual fee for Badger/Beacon meter reading sys	07/15/2026	524.25 1,956.00
Total for Check Number 59033:				2,480.25
59034	B745 9GWCS55T-0002	BRIAN MISTLER and ASSOCIATES HOURLY ADVISING - GM - STRATEGIC PL/	07/15/2026	437.50
Total for Check Number 59034:				437.50
59035	C180 6016480872 6016480872 6016480872	Canon Solutions America Inc. Office/Black Copies WXD03492- 05.31.26 - 06. Office/Color Copies WXD03492- 05.31.26 - 06. UseTaxRecoveryFee/OfficeCopier 05.31.36 - 06	07/15/2026	69.63 595.54 29.10
Total for Check Number 59035:				694.27

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
59036	C430 06302026	City of Eureka: WA Water Purchased - JUNE	07/15/2026	67,853.00
Total for Check Number 59036:				67,853.00
59037	E485	Cooney Parris and Rieke Corp	07/15/2026	
	201358/3	C-PAK USS, HEX NUTS, SPLT LOCKWASH,		87.35
	201742/3	CENTER PUNCH, TAP & DRILL BITS		51.07
	201751/3	PAINTERS TOOL, UTILITY KNIFE SET		40.19
	201763/3	DOOR CLOSER - STEEL BRONZE		24.49
	201945/3	FENDER WASH, HWH DRILL SCR 1/4X-14/X		60.88
	202022/3	CONCRETE HISTRGTH 80#		86.91
	202087/3	SIMPLE GRN CLNR, 2-WAY HOSE CONNEC		47.82
	202099/3	STREAMSPRAY CIR ADJSTR'S, SPRINKLER		23.67
	202110/3	PLSTC BUCKET 3.5G		35.83
	202184/3	DRILL PWRD PUMP 85 GPH, LEADER HOSI		52.17
	202202/3	WELDED WIRE, TIE FENCE ALUMINUM, S'		62.61
	202252/3	PVC ELBOW, PVC COUPLE 2", PVC CONDU		57.13
	202282/3	POLY TARP BLUE/BRN 6X8		15.21
	202396/3	CONCRETE HISTRGTH 80#		21.73
	202471/3	RGD 2H STRAPS, FUZE IT ADHESIVE, HAR		16.50
	202599/3	SILCNII SUP K&B WH10. 1 OZ		17.39
	202733/3	PROBE SET 3PC, CM RATCHET 72 TEETH 1		51.09
	202743/3	HARDWARE SCREWS		12.29
	202745/3	CRIMPER/STRIPPER, CONN BUTT, HEAT SI		109.26
	202751/3	WASP/HORNET KILLER 14 OZ		10.88
	203071/3	MODIFIED TRS SDS 8X1/2		8.15
	203071/3	WASP/HORNET KILLER 14 OZ		10.88
	203095/3	WASP/HORNET KILLER		10.88
	203424/3	LINES 2-6, NTRWK CBLs, WALL PLATE, AI		93.44
	203424/3	LINE#1 - WASP & HORNET KILLER		10.88
	203438/3	NIPPLES, BALL VLVS		101.69
	J46321/3	CREDIT RETURN INV# 202745/3 - BELL WII		-21.75
Total for Check Number 59037:				1,098.64
59038	E558	NAPA Auto Parts of Eureka	07/15/2026	
	499431	#9 REPAIR - WINDOW CRANK HANDLE, FI		38.25
	501591	#3 OIL CHANGE - NAPA GOLD OIL FILTER		49.22
	501593	#3 - OIL CHANGE - 10W30 OIL X4		171.95
	501702	#5 STROBE REPAIR - RED ILLUM ON/OFF F		14.27
	502516	#18 - 2.5 BLUE DEF		152.08
Total for Check Number 59038:				425.77
59039	E570 A 724002	Eureka Oxygen Co welding supplies	07/15/2026	62.97
Total for Check Number 59039:				62.97
59040	E650	Eureka Ready Mix	07/15/2026	
	109658	TICKET#S 98752, 98754 - CLASS 2 BASE TO		852.33
	109758	TICKET# F85817 SAND PICK UP		205.27
	109834	TICKET# 98911 - CLASS 2 BASE TON DELIV		439.08
	109862	TICKET#S 98917, 98918 - CLASS 2 BASE TO		421.68
Total for Check Number 59040:				1,918.36
59041	F049	Fastenal Company	07/15/2026	
	CAEUR140826	LIME VEST, FLEX GRD GLV, SFTY GLSSES		267.70
	CAEUR141013	AA BATTERIES, SOF-SET, XL OR DISP GLV		288.37

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 59041:				556.07
59042	F050	Fastenal Industrial	07/15/2026	
	CAEUR140892	CONTRACTORS BAGS		128.60
	CAEUR140910	E14.3 STNLSS CABLE TIE		137.65
Total for Check Number 59042:				266.25
59043	G310	GHD Inc.	07/15/2026	
	380-0088025	HOOVER ST LS FLOOD PROTECTION PROJ		3,080.80
	380-0092988	HOOVER ST LS FLOOD PROTECTION PROJ		44,806.20
Total for Check Number 59043:				47,887.00
59044	H010	Keenan Supply	07/15/2026	
	S015062255.001	parts for myrtle and mitchell water extension		7,229.29
	S015092844.001	METER ADAPTER		524.38
	S015096518.001	ROMAC GRAP-DI 1E0 GRIP RING ACCY PA		655.44
	S015103323.001	ROMAC MACRO HP 10XL, BOLT WIDE RA		1,941.04
	S015106637.001	OD TAPE MEASURE		127.68
	S015121721.001	8X2'-0" FLG X FLG DI SPOOL		441.00
	S015125215.001	18-G2 3/4 RUBBER METER GASKET		223.45
	S015125222.001	E18-G2 3/4 RUBBER METER GASKET		55.87
	S015137842.001	STD BLIND FLNG, FLNG ADTPR, GRIP RIN		764.65
	S015137842.002	CREDIT FOR INV# S015137842.001 - MIS-CH		-764.65
	S015137842.003	CORRECTED INV - BLLIND FLNG, FLNG AJ		671.28
	S015137855.001	18-G2 RUBBER METER GASKETS		55.87
	S015140187.001	PVC NIPPLES, PVC MALE ADAPTERS		292.35
	S025116039.001	YARD RPLCMNT - CHRISTY CONCRETE UT		2,059.95
Total for Check Number 59044:				14,277.60
59045	H045	Harper and Associates Engineering Inc.	07/15/2026	
	ENG-9546	ENG SVC CONST MGMNT & INSPECT OF B		3,619.50
Total for Check Number 59045:				3,619.50
59046	H210	Hensell Materials	07/15/2026	
	678864	UNWOVEN FABRIC - DONNA TANK		13.79
Total for Check Number 59046:				13.79
59047	H410	Humboldt Bay Municipal Water D	07/15/2026	
	20665000	Water Purchased - JUNE		99,263.24
Total for Check Number 59047:				99,263.24
59048	H690	Humboldt Fasteners and Tools	07/15/2026	
	561433	1/2" Impact driver repair parts		349.45
Total for Check Number 59048:				349.45
59049	H810	Humboldt Waste Management Auth	07/15/2026	
	1000022638	GREENWASTE SELF HAUL		9.50
	1000022779	GREENWASTE SELF HAUL		9.50
Total for Check Number 59049:				19.00
59050	I401	Industrial Electric Arcata Inc	07/15/2026	
	IN56911	Invoice# IN56911: Relays and relay bases for co		715.31
	IN56915	Invoice# IN56915: O/L Heaters for Spruce St. SI		101.14

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	IN56916	Invoice# IN56916: Shrink Lables for wiring cabi		800.29
	IN56921	Invoice# IN56921: Relay and relay bases for con		659.28
	IN56926	Invoice# IN56926: BlueTooth Keypad for on cal		94.78
	IN57033	Invoice# IN57033: Conduit parts for hubbards fl		176.46
Total for Check Number 59050:				2,547.26
59051	I700	IBS Interstate Battery System	07/15/2026	
	5117045	HV CORE, CA BATTERY FEE		336.66
	5117290	BATTERY FOR GEN 1 - CA BATTERY FEE		153.63
Total for Check Number 59051:				490.29
59052	M101	MapleService Inc.	07/15/2026	
	1389410	Repair leak for 1852 Ridgewood Dr,		651.00
	1389620	Hose repair for 4320 Little Fairfield Dr.		500.68
	6142274	Hose repair for 4320 Little Fairfield Dr.		346.00
Total for Check Number 59052:				1,497.68
59053	M230	Mendes Supply Co	07/15/2026	
	M296601	PSCQcarbacticide 30gal/DrumDep		961.44
	M296602	PSCQcarbacticide 30gal/DrumDep		961.44
	M296651	30 GAL DRUM DEPOSIT		-375.00
Total for Check Number 59053:				1,547.88
59054	M450	Mission Linen	07/15/2026	
	526153138	Uniforms/Mats		428.94
	526193792	Uniforms/Mats		223.95
	526235897	Uniforms/Mats		434.51
	526275503	Uniforms/Mats		223.95
Total for Check Number 59054:				1,311.35
59055	M780	Municipal Maintenance Equipmen	07/15/2026	
	050311	#20 hose reel replacment valve		864.66
Total for Check Number 59055:				864.66
59056	N050	North Coast Journal	07/15/2026	
	2026-150746	URBAN WATER MGMNT PLAN PUBLIC NO		100.00
	2026-150775	URBAN WATER MGMNT PLAN PUBLIC NO		100.00
Total for Check Number 59056:				200.00
59057	N540	Northcoast Environmental Construction	07/15/2026	
	26-221	generator auxillary fuel tan and piping rehab		3,994.39
Total for Check Number 59057:				3,994.39
59058	P010	Pacific Gas and Electric-GN	07/15/2026	
	07062026	cFW/MR Water System		871.48
	07062026	bHH Water System		13,919.78
	07062026	fOffice/Yard		6,746.71
	07062026	gSpark energy Gas/LP Gas Chgs		84.70
	07062026	dGeneral Sewer System		4,630.29
	07062026	aWA Pump & District/Cummings		7,614.23
	07062026	eKS/HH Sewer System		1,421.78
Total for Check Number 59058:				35,288.97

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
59059	P130 07062026	Pacific Gas and Electric-St Street Lights:JUNE	07/15/2026	23,867.27
Total for Check Number 59059:				23,867.27
59060	P190 250526	Pacific Paper Co BANKER BOXES, FILE FOLDERS, PENS, CC	07/15/2026	488.71
Total for Check Number 59060:				488.71
59061	P430 336241 336883 337221 337242 338044 339332 339848	Pierson Building Center DAWN DISH SOAP, SPRAY BOTTLE, BULK SQUARE KEY STOCK, STL SQ TUBE, BAN CORROSION-X, SS WASHER, PHIL BOLT, L KV HD BRACKET 12IN, KV OAK SHELF 12 SAFETY HARNESS LANYARD GOOP RUFF TOWELS, MILW CMPCT UTIL I MILW 8-32 NC TAP 2PC	07/15/2026	14.58 306.63 113.04 49.91 165.35 56.97 10.99
Total for Check Number 59061:				717.47
59062	P557 7J88596 7L28869 7L35413 7L43057 7L65014	Rexel USA Inc. STEM MOUNT IMT EK4136S CONDUITS CONDUIT TFN-16-RED STR 500 FT CONDUIT 1-1/4 IN GALV STL	07/15/2026	60.82 118.20 111.08 116.98 111.08
Total for Check Number 59062:				518.16
59063	R250 36040327 789529	Recology Humboldt County Garbage Service - 06.01.26 - 06.30.26 EWASTE - GENERAL DEBRIS	07/15/2026	651.10 44.80
Total for Check Number 59063:				695.90
59064	R705 1097135-4	Guy Rents Inc Breaker attachment for skid steer	07/15/2026	314.21
Total for Check Number 59064:				314.21
59065	S750 07012026	Standard Insurance Company Short&Long Term Empl Disabiliy 07.01.26 - 07.	07/15/2026	1,231.45
Total for Check Number 59065:				1,231.45
59066	S850 07162026	Optimum Internet 06.24.26 - 07.23.26	07/15/2026	452.70
Total for Check Number 59066:				452.70
59067	T810 142511	Tony Gosselin Tire Service #12 tire alignment	07/15/2026	129.00
Total for Check Number 59067:				129.00
59068	U330 263691710-001	United Rentals, Northwest Inc BOOM 30-36' - TOWABLE GAS	07/15/2026	214.57
Total for Check Number 59068:				214.57
59069	U730	USA Bluebook	07/15/2026	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	INV01062357	RPLCMNT GLASS SMPL TUBES FOR HACH		241.25
	INV01068919	24 GPD 100 PSI FLEXFLO A-100n PUMP		1,968.21
	INV01085907	RUBBER METER GASKETS		152.53
	INV01087522	EYE WASH STATION PRESERVATIVE		99.15
	INV01089244	POCKET THERMOMETERS - FOR SAMPLIN		112.90
Total for Check Number 59069:				2,574.04
59070	V500 6146709220	Verizon Wireless Cellular Service - 05.22.26 - 06.21.26	07/15/2026	
Total for Check Number 59070:				591.71
59071	V700 INV 26-023344 INV 26-025657	Valley Pacific Petroleum Services Inc SMALL ENGINE GAS TICKET# 268211 - YARD FUEL	07/15/2026	
				42.40
				6,394.36
Total for Check Number 59071:				6,436.76
59072	W570 406508	Western Chain Saw CHNSW REPAIR - TENSION SPRING, SPRK	07/15/2026	
				118.82
Total for Check Number 59072:				118.82
Total for 7/15/2026:				616,587.16
59073	C506 16043	Corning Ford 2-26 Ford F350 Regular Cab XL 4WD with Scel	07/29/2026	
				69,783.29
Total for Check Number 59073:				69,783.29
59074	I525 314764 314766	Infosend RATE INCREASE NOTICES 2025 CCR NOTICES - CONSUMER CONFIDE	07/29/2026	
				6,169.50
				6,047.66
Total for Check Number 59074:				12,217.16
59075	J900 4QUARTER26 4QUARTER26 4QUARTER26 4QUARTER26	ACWA/Joint Powers Insurance Authority Workers Comp Prog-Water - 04.01.26 - 06.30.26 Workers Comp Prog-Sewer - 04.01.26 - 06.30.26 Workers Comp Prog-Clerical/Brd - 04.01.26 - 06 Workers Comp Prog-Sales/Meter - 04.01.26 - 06	07/29/2026	
				3,690.50
				1,991.58
				2,040.64
				472.08
Total for Check Number 59075:				8,194.80
Total for 7/29/2026:				90,195.25
Report Total (70 checks):				709,976.84

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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 11, 2026

AGENDA ITEM: F.1

TITLE: Consideration of Authorization for the General Manager to Execute a Contract with Bartle Wells and Associates for a Water/Wastewater Rate Study

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Authorize staff to execute a contract with Bartle Wells Associates, not to exceed \$109,600, to update the District's water and wastewater rates.

Summary:

The Water and Wastewater Funds are enterprise funds. Revenue from water and wastewater rates must be used solely to cover the operational and capital costs of providing these services. California law requires periodic rate studies to keep rates aligned with the cost of service.

The District's most recent rate study, completed in 2023, phased in rates over five years; Fiscal Years 2024 through 2028. As that period nears its end, staff recommends retaining a consultant to study current and projected costs and determine whether rate adjustments are needed going forward.

HCSD and the City of Eureka share a unique partnership in water distribution, wastewater collection, and wastewater treatment. Given this ongoing collaboration, City and HCSD staff jointly ran the consultant selection process, though each agency will conduct its own independent rate study.

On January 13, 2026, the Board approved HCSD's participation in the joint selection process and authorized a separate agreement for the District's own rate study. An RFP was issued on April 5, 2026, and received five proposals from qualified firms. An evaluation committee, consisting of four City staff and one HCSD staff member, scored each proposal independently against a set evaluation matrix before cost was considered.

Bartle Wells Associates scored highest overall and ranked first among HCSD staff. When cost proposals for the top two firms were reviewed, Bartle Wells was \$4,000 less than the second-ranked firm. The combined City/HCSD engagement totals \$219,200, split evenly between the two agencies, at \$109,600 each. A breakdown of tasks and cost allocation is attached.

Agenda Report F.1: Consideration of Authorization for the General Manager to Execute
a Contract with Bartle Wells and Associates for a Water/Wastewater Rate Study
HCSD Board of Directors
August 11, 2026

The proposed engagement is expected to run approximately nine months within Fiscal Year 2028, beginning in July 2027 and concluding in April 2028. The Eureka City Council awarded its own contract to Bartle Wells at its June 26 meeting.

Fiscal Impact:

The cost proposal associated with a Rate Study is \$109,600, impacting the Fiscal Year 2028 budget.



Proposal for a Water and Wastewater Rate Study

May 21, 2026



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

2625 Alcatraz Ave, #602
Berkeley, CA 94705
Tel 510 653 3399
www.bartlewells.com

May 21, 2026

City of Eureka
Attn: Kristin Galt
531 K Street
Eureka, CA 95501

Re: Proposal for a Water and Wastewater Rate Study

Bartle Wells Associates is pleased to submit this proposal to prepare comprehensive water and wastewater rate and capacity charge studies for the City of Eureka and Humboldt Community Services District. BWA brings over 60 years of specialized experience in utility rate consulting, long-term financial planning, and project financing, making BWA one of the only firms in California to offer all three services. Our rate studies apply cost-of-service methodology tailored to align with the requirements of Proposition 218, are informed by our deep familiarity with the Northern California water and sewer utilities, and are developed in close collaboration with our clients to reflect local needs and objectives.

Bartle Wells Associates has extensive experience providing rate and fee studies for Northern California agencies. BWA has recently served the Cities of Willits and Arcata, as well as Humboldt Bay Municipal Water District, Sonoma Water and Marin Municipal Water District. We will bring our knowledge and experience gained from working on these local and regional projects into our work for the City and the District.

Our proposal includes our project approach, scope of work, not-to-exceed project budget, schedule, and a description of our firm's qualifications including background and resumes for the proposed project consultants.

We are very interested in working with the City and the District on this project and hope this proposal provides a suitable basis for our selection.

Sincerely,

Erik Helgeson, MBA
Principal / President

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Section 1: Summary and Statement of Understanding

SUMMARY

This proposal presents BWA's qualifications, project approach, scope of services, schedule, and fee proposal for water and wastewater rate and capacity charge studies for the City of Eureka and Humboldt Community Services District. BWA will complete the City's rate study first, followed consecutively by the District's study, as required by the RFP. All services described in this RFP are within BWA's scope and capability.

BWA brings over 60 years of specialized experience in utility rate consulting, long-term financial planning, and project financing, making BWA one of the only firms in California to offer all three services. Our rate studies apply cost-of-service methodology tailored to align with the requirements of Proposition 218 and are informed by our deep familiarity with the Northern California water and sewer utilities.

STATEMENT OF UNDERSTANDING

Bartle Wells Associates understands that the City of Eureka and Humboldt Community Services District are seeking a qualified consulting firm to provide comprehensive water and wastewater rate and capacity charge studies. The City and District share an interconnected water and wastewater system, where the City supplies bulk water to and provides wastewater treatment for the District, and it is essential that the financial analysis for both agencies reflect this relationship. BWA understands that the City's rate study must be completed first, as the City's final rates will directly inform the District's revenue requirements and rate structure.

BWA will provide comprehensive water and wastewater rate and capacity charge studies for both the City of Eureka and the Humboldt Community Services District. Both studies will be developed using industry-standard cost-of-service methodology, will comply fully with the requirements of Proposition 218, and will result in two distinct rate study reports and public processes.

BWA fully acknowledges the City and District's priority of maintaining transparent communications with each other and with the residents and businesses they serve. We understand that public trust is essential to a successful rate adoption process and are committed to developing clear, accessible materials that help customers understand the need for and basis of any rate adjustments. BWA has extensive experience assisting agencies through the Proposition 218 public notice and hearing process and will support both the City and District in conducting open, well-documented public processes.

BWA is able to provide all services listed in the RFP. There are no services identified in the Scope of Services that BWA is unable or unwilling to perform.

Section 2: Background and Experience



BARTLE WELLS ASSOCIATES

Leaders in Water, Wastewater & Stormwater Rates and Finance

Bartle Wells Associates (BWA) is an independent financial advisory firm with expertise in the areas of water, wastewater, and stormwater finance. BWA was established in 1964 and has over 60 years of experience advising cities, special districts, and other agencies on the complexities and challenges in public finance. We have advised over 600 public agency clients throughout California and the western United States. We have a diversity of abilities and experience to evaluate all types of financial issues faced by local governments and to recommend the best and most practical solutions.

Bartle Wells Associates has a highly qualified professional team. Our education and backgrounds include finance, civil engineering, business, public administration, public policy, and economics.

BWA specializes in three professional services: utility rate and fee studies, financial plans, and project financing. We are one of the few independent financial advisors providing *all three* of these interrelated services to public agencies.

BWA Key Services

- **Rate & Fee Studies**
- **Financial Plans**
- **Project Financing**

RATE AND FEE STUDIES Our rate studies employ a cost-of-service approach and are designed to maintain the long-term financial health of a utility enterprise while being fair to all customers. We develop practical recommendations that are easy to implement and often phase in rate adjustments over time to minimize the impact on ratepayers. We also have extensive experience developing impact fees that equitably recover the costs of infrastructure required to serve new development. BWA has completed hundreds of utility rate and fee studies. We have helped communities implement a wide range of rate structures and are knowledgeable about the legal requirements governing rates and impact fees. We develop clear, effective presentations and have represented public agencies at hundreds of public hearings to build consensus for our recommendations.

FINANCIAL PLANS Our financial plans provide agencies with a flexible roadmap for funding long-term operating and capital needs. We evaluate the wide range of financing options available, develop a plan that recommends the best financing approach, and clearly identify the sources of revenue for funding projects and repaying any debt. We also help agencies develop prudent financial policies, such as fund reserve targets, to support sound financial management. BWA has developed over 2,000 utility enterprise financial plans to help public agencies fund their operating and capital programs, meet debt service requirements, and maintain long-term financial health.

PROJECT FINANCING Our project financing experience includes over 300 bond sales and numerous bank loans, lines of credit, and a range of state and federal grant and loan programs. We generally recommend issuing debt via a competitive sale process to achieve the lowest cost financing possible. To date, we have helped California agencies obtain over \$5 billion of financing via bonds, bank loans/private placements, lines of credit, low-rate State Revolving Fund Loans, and other funding programs. We work only for public agencies; we are independent financial advisors and do not buy, trade, or resell bonds. Our work is concentrated on providing independent advice that enables our clients to finance their projects on the most favorable terms, smallest issue size, and greatest flexibility.



BWA has served over 500 public agencies throughout California and the western United States.



Bartle Wells Associates is a charter member of the **National Association of Municipal Advisors** (NAMA), which establishes strict criteria for independent advisory firms. All of our lead consultants are *Certified Independent Professional Municipal Advisors* and are Registered Municipal Advisors.

Bartle Wells Associates is committed to providing value and the best advice to our clients. Our strength is *quality*—the quality of advice, service, and work we do for all our clients.

EXPERIENCE BWA has extensive experience developing long-term financial plans, utility rates, and capacity fees for public agencies from all areas of California and the western U.S. In recent years, we have completed assignments for many agencies including:

Sample Water/Sewer/ Stormwater Districts

- Fallbrook Public Utility District
- Marin Municipal Water District
- San Diego County Water Authority
- Joshua Basin Water District
- Palmdale Water District
- South San Luis Obispo County Sanitation District
- Silicon Valley Clean Water
- Victor Valley Wastewater Reclamation Authority
- Santa Ynez River Water CD, ID#1
- Cucamonga Valley Water District
- San Miguel Community Services District
- Big Bear City Community Service District
- Sonoma County Water Agency
- Helix Water District
- Lake Arrowhead Community Services District
- Indian Wells Valley Water District
- East Bay Municipal Utility District
- West Valley Sanitation District
- San Francisco Public Utilities Commission

Sample Cities

- City of Davis
- City of Willits
- City of Hemet
- City of San Carlos
- City of Monterey
- City of Mountain View
- City of Imperial
- City of Port Hueneme
- City of Redwood City
- City of Hesperia
- City of Glendale
- City of Solvang
- City of Brawley
- City of Vacaville
- City of Morro Bay
- City of Vacaville
- City of San Carlos
- City of Monterey
- City of Modest

Bartle Wells Associates, LLC
 2625 Alcatraz Ave, #602
 Berkeley, CA 94705
 510-653-3399
www.bartlewells.com

PROJECT TEAM

BWA uses a **team approach** for most projects, typically assigning two or more consultants to each assignment, including at least one principal consultant. Our general project approach is to work closely with staff and other members of the project team, identify objectives, set milestones, have frequent communication, and remain flexible to resolve unanticipated issues.

Bartle Wells Associates has a highly qualified professional team. Our educational backgrounds include finance, civil engineering, business, public administration, public policy, and economics. Bartle Wells Associates has a long track record of completing projects on time and on or under budget.

Bartle Wells Associates will perform all work related to this assignment and does not plan to use any subcontractors for this project. Our consulting staff has the availability to assist on this project as needed to ensure all project work and deliverables are completed on schedule.



Erik Helgeson, Principal / Project Manager

Erik Helgeson is a Principal and President of BWA with 15 years of experience. He specializes in developing long-term financial models and utility rates based on a cost-of-service approach. His experience includes working as a senior finance analyst for Denver Water in the rates and charges group and as a utility rate consultant in Colorado and California. His prior experience working for a utility gives him a unique perspective on the internal challenges a utility faces when implementing a study's recommendations. He currently serves on American Water Works Association's Rates and Charges Committee.



Kim Boehler, Project Consultant

Kim Boehler is a principal with Bartle Wells where she manages financial planning, cost of service analyses, rate design and capacity fee studies for water, recycled water, and wastewater utilities. Kim brings 20 years of experience in performing this work for public utilities and has completed approximately 150 of these studies throughout her career. She has a broad understanding of public agency funding needs from her work in various revenue streams, which includes special financing district administration, overhead cost allocation analysis, user fee studies, and utility financial management.



Danielle Compton, Financial Analyst

Danielle Compton is a Financial Analyst for Bartle Wells and provides analytical support for utility rate and financial planning studies. She has experience working on water, wastewater, and solid waste rate studies. Danielle has a background in water utility operations through her work in Source of Supply at Denver Water, where she developed an understanding of the back-end workings of a municipal water system. She also has prior experience in public sector accounting and recreation services.

RESUMES

ERIK W. HELGESON, MBA

Principal Consultant

Erik Helgeson is a principal and president of Bartle Wells and Associates with fifteen years of utility finance experience. His areas of expertise include the development of financial plans, ratemaking, and policy solutions for water, wastewater, recycled water, stormwater and solid waste utilities. His experience includes both working for a utility as a senior finance analyst for Denver Water and now as a utility rate consultant helping agencies develop strong financial plans and equitable rates aligned with their objectives. Erik has extensive expertise in working with executive level staff and assisting in strategic decisions. He serves on the American Water Works Association (AWWA) Rates and Charges Committee and has presented at the Utility Management Conference.

Education

M.B.A., Entrepreneurship – University of Colorado, Denver

B.A., Business Administration – Gonzaga University

Representative Projects

- **City of Arcata, CA:** Project manager providing water and wastewater financial plans and rate studies
- **Humboldt Bay Municipal Water District, CA:** Project manager providing 10-year financial plan update
- **Marin Municipal Water District, Marin, CA:** Project manager for 2022 water and recycled water rate study and 2025 capacity charge study. Analyst supporting the rate study update in 2016.
- **Fallbrook PUD, CA:** Project manager for a water, sewer and recycled water rate study
- **Pico Water District, CA:** Project manager for a water financial plan and cost-of-service rate study
- **Rio Alto WD, CA:** Project manager providing water and wastewater financial plans and rate studies
- **Big Bear City CSD, CA:** Project manager for a water, sewer and solid waste cost-of-service rate studies
- **City of Modesto, CA:** Project manager for water and wastewater financial plans and rate studies
- **Madera County, CA:** Project manager providing rate studies for twenty-three of the county's water and sewer special service districts
- **Modesto Irrigation District:** Designed an allocation methodology between the district's domestic water, irrigation, and electric enterprises.
- **City of Hemet, CA:** Water budget rate design and cost of service study
- **City Lindsay, CA:** Project manager for water and sewer rate studies and infrastructure use fee study
- **City of Imperial, CA:** Lead consultant providing water and wastewater financial plans and rate studies
- **City of Vacaville, CA:** Water and wastewater capacity fee studies
- **Union Sanitary District, CA:** Wastewater capacity fee study
- **City of Riverbank, CA:** Project Manager for solid waste rate and sewer rate and connection fee studies
- **City of Placerville, CA:** Analytical support for water financial plans and rate studies.
- **San Luis Water District, CA:** Prop. 218 Assessment Election
- **Panoche Water District, CA:** Prop. 218 Assessment Election
- **City of Patterson, CA:** Solid waste rate study

- **San Miguel Community Services District, CA:** Project manager providing water and wastewater financial plans and rate studies. The District was nearing insolvency and large rate increases were needed to save the District.
- **Alameda County, CA** Reviewed proposed wheeling charges on behalf of the local agency partners working on the Los Vaqueros Dam expansion project.
- **Carlsbad, CA:** Played a key role in completing the 2016 water cost of service study. Created a supply-based cost allocation and supply layered, tiered, water rate design
- **City of Paso Robles, CA:** Water and wastewater rate studies
- **King City, CA:** Wastewater financial plan and rate study
- **Castle Pines North Metropolitan District, CO:** Lead consultant providing annual water and wastewater financial plans and rate study updates
- **City of Benicia, CA:** Water and wastewater rate and connection fee studies
- **Arapahoe Parks and Recreation District, CO:** Reviewed water rates for fairness
- **City of San Juan Bautista, CA:** Water and Wastewater rate and capacity fee studies
- **Las Gallinas Valley Sanitary District, CA:** Support for annual budget process
- **Tres Pinos CSD, CA:** Project manager for water and sewer rate studies
- **Leland Meadows CSD, CA:** Project manager for water and sewer rate studies
- **City of Willits, CA:** Project manager providing water and wastewater financial plans and rate studies
- **The Cities of Pinole and Hercules, CA:** Assisted the cities with the co-financing of a wastewater project with SRF loans. This included the design of the payment and reimbursement process, the administration of the process, and navigating the State requirements.
- **Sacramento County Water Authority, Sacramento, CA:** Lead analyst supporting water financial plan and rate study

Public Utility Experience

Denver Water, Denver, CO:

Senior Finance Analyst- Assisted with the annual cost of service study and financial plan, provided regular revenue reports, and oversaw the gathering and reporting of metrics to support Denver Water's organizational improvement initiatives. As the lead analyst on the initiative to change the rate design he facilitated research (customer survey and affordability study), performed rate design analysis, and assisted with stakeholder outreach (municipalities, customers, business representatives, non-profits, and Denver Water executives and Board) which led to the adoption of new rate structures. He coordinated the implementation efforts between various business units to ensure a successful rollout of the new rates and rate structures.

Professional Memberships

American Water Works Association – Member of Rates and Charges Committee

Certifications

MSRB-Registered Municipal Advisor (Series 50)

KIM BOEHLER

Principal Consultant

Ms. Kim Boehler is a principal of Bartle Wells where she manages financial planning, cost of service analyses, rate design and capacity fee studies for water, recycled water and wastewater utilities. Kim brings 20 years of experience in performing this work for public utilities and has completed approximately 150 of these studies throughout her career. She has a broad understanding of public agency funding needs from her work in various revenue streams, which includes special financing district administration, overhead cost allocation analysis, user fee studies and utility financial management.

Education

B.S., Finance – California State University San Bernardino

Representative Projects

Project experience that follows is prior to Bartle Wells.

- **Arvin Community Services District, CA:** Water Rate Study
- **City of Arvin, CA:** Sewer Rate Study
- **Aqua, North Carolina:** Capital Investment Plan Analysis and Documentation
- **Avila Beach Community Services District, CA:** Water and Sewer Rate and Connection Fee Study
- **Azusa Light and Water, CA:** Water Rate Study
- **City of Beaumont, CA:** Sewer Rate and Capacity Fee Study
- **Bellflower Mutual Water Company, CA:** Water Rate Study
- **Bighorn-Desert View Water Agency, CA:** Water Rate and Capacity Fee Study
- **Calaveras County Water District, CA:** Water and Sewer Rate Study
- **Citrus Heights Water District, CA:** Water Rate Study
- **City of Colton, CA:** Water Rate and Connection Fee Study
- **Clean Water Services, Hillsboro, OR:** Wastewater and Stormwater Strategic Financial Planning
- **City of Colton and Grand Terrace, CA:** Sewer Rate Study
- **Cucamonga Valley Water District, CA:** Water and Recycled Water Connection Fee Study
- **Cucamonga Valley Water District, CA:** Water Rate Study
- **Culver City, CA:** Sewer Rate Study
- **Desert Water Agency, CA:** Water, Sewer and Recycled Water Rate Study
- **Desert Water Agency, CA:** Water Rate Analysis to Address Tribal/Non-Tribal Rates
- **Dixon-Solano Water Authority, CA:** Water Rate Study
- **East Valley Water District, CA:** Water and Sewer Financial Plans
- **City of Fort Bragg, CA:** Water, Sewer and Storm Drain Rate Study
- **City of Greenfield, CA:** Water and Sewer Utility Revenue Requirement Analysis
- **City of Hesperia, CA:** Water, Sewer and Recycled Water Rate Study
- **Hidden Valley Lakes Community Services District, CA:** Water and Sewer Rate Study
- **Ironhouse Sanitary District, CA:** Sewer Rate and Capacity Fee Study
- **City of Livermore, CA:** Water Rate and Connection Fee Study

DANIELLE COMPTON

Financial Analyst

Danielle Compton is a financial analyst with Bartle Wells Associates. She works closely with agency staff, engineers, lawyers, and other consultants to develop long-range financial plans, cost analyses and utility rate structures.

Education

B.S., Human Dimensions of Natural Resources – Colorado State University, Fort Collins

M.B.A., Project Management – Colorado State University, Aurora

Representative Projects

- **City of Patterson, CA:** Supported solid waste rate study by analyzing cost of service, evaluating rate structures, and contributing to development of rate recommendations.
- **Patterson Irrigation District, CA:** Assisted in development of long-term financial plan and fee study, including revenue forecasting and financial modeling.
- **City of Castle Pines North Metro District, CO:** Supported water and wastewater rate studies through data analysis, financial projections, and preparation of client deliverables.
- **Nevada Irrigation District, CA:** Contributed to water rate study by analyzing operational and capital costs and supporting rate design.
- **Grayson Community Services District, CA:** Provided analytical support for sewer rate study, including data validation and cost allocation analysis.
- **Sonoma Water, CA:** Assisted with customer Equivalent Single-Family Dwellings (ESD) update and sewer rate study through financial analysis and reporting support.
- **City of Arcata, CA:** Supported water and wastewater financial planning and rate studies, including revenue requirement analysis and model development.
- **City of Santa Cruz, CA:** Contributed to water rate and capacity fee study, supporting fee calculations and long-term financial planning.

Public Agency Experience

Denver Water, Denver, CO:

Source of Supply, Facility Operator - Danielle is a consultant with a background in water utility operations, financial analysis, and public sector services. Prior to joining Bartle Wells, she worked in Source of Supply at Denver Water, where she gained a strong understanding of the operational and back-end workings of a large municipal water system. She supported the monitoring and operation of water supply and conveyance infrastructure to ensure reliable service delivery and regulatory compliance.

Danielle also has experience in public-facing roles in recreation, where she developed strong communication and customer service skills. In addition, she worked for Colorado Parks and Wildlife, where she performed accounting functions for Roxborough State Park, supporting financial tracking and day-to-day operations. This combination of operational, financial, and public sector experience informs her work supporting water, wastewater, and solid waste utility clients.

Section 3: References



City of Arcata, CA

In 2020, the City retained BWA to conduct a wastewater rate study examining current and projected costs and the existing wastewater rate structure. The City was facing rising operations and maintenance costs, significant capital improvement needs totaling \$75.2 million over five years, and upcoming debt service obligations associated with two State Revolving Fund loans for wastewater treatment plant improvements. BWA developed five-year cash flow projections, conducted a cost-of-service analysis, and recommended annual rate revenue increases of 10% in the first three years and 8% in the final two years. BWA also recommended revisions to the rate structure, including the introduction of a new Significant Commercial User category for customers exceeding high-strength thresholds, to improve proportionality and compliance with Proposition 218. The recommended rates were successfully adopted in 2020.

In 2025, the City again retained BWA to perform a comprehensive water and wastewater rate study. The City's water enterprise was facing immediate financial pressure, including insufficient reserves to fund critical capital projects underway, and both utilities were facing ongoing cost inflation and approximately \$87.4 million in combined capital improvement needs over the next five years. BWA developed long-term cash flow projections for both enterprises, conducted updated cost-of-service analyses, and recommended rate structure modifications to improve proportionality and Proposition 218 compliance. Key recommendations included eliminating volumetric charges for single-family residential wastewater customers in favor of a flat fixed monthly rate, establishing a new multi-family residential wastewater rate class, and aligning outside-city customer rates with inside-city rates. The recommended rates are currently under consideration for adoption.

Agency Contact

Tabatha Miller, Finance Director

(707) 825-2120

tmiller@cityofarcata.org





Humboldt Bay Municipal Water District, CA

The Humboldt Bay Municipal Water District supplies treated drinking water on a wholesale basis to seven wholesale municipal agencies in the greater Humboldt Bay region. In 2011, the District retained Bartle Wells Associates to develop a long-term financial plan to fund operating and capital expenses for its wholesale customers. With the closure of the pulp mill in 2009, all operating and capital costs associated with the Domestic/Regional System are allocated to the wholesale customers. The objective of the financial plan was to develop financing options for the District's \$60 million 15-Year Capital Improvement Plan (CIP) and to project future wholesale rate adjustments that recover the full cost of providing service annually. The plan, which was first presented to the Board for review and input, was later adopted unanimously. BWA subsequently assisted the District in securing a \$1.3 million 10-year loan at 2.63% for the first tranche of CIP projects.

In 2016/17, the District again retained BWA to update the long-term financial plan. The updated plan addressed a \$50.7 million 10-year Capital Improvement Plan and projected annual municipal rate increases of 4% or less, with a \$14.4 million debt issuance planned for FY 2023/24.

Most recently, BWA assisted the District with a rate update in 2025. The District has since retained BWA to develop an updated financial plan, which has not yet commenced.

Agency Contact

John Friedenbach, General Manager
Humboldt Bay Municipal Water District
Phone: (707) 443-5018
friedenbach@hbmwd.com





City of Willits, CA

The City of Willits is located in Mendocino County with a population of approximately 5,000. BWA has worked with the City on various projects since 1997.

In 2007, we assisted the City in issuing Certificates of Participation (COPs) through the USDA Rural Utilities program. Subsequently, we assisted the City in issuing an additional \$8.3 million in COPs in 2011 for further wastewater capital improvements.

In 2008, we prepared a comprehensive water rate study for the City that recommended moving to a tiered-rate structure. The City has limited water supplies and was seeking a rate conservation-based structure that would still enable it to meet all of its funding needs.

In 2015, BWA developed rates for septage sewer, leachate and construction storm water haulers discharging into the City's wastewater treatment system. In line with the methodology used to calculate non-residential sewer rates, the proposed rates were based on metered water use and strength factor. In addition to the volumetric rates for wastewater treatment, BWA recommended that each separate load discharged be charged an administrative fee to cover City administration costs related to administering and maintaining the disposal facility at the wastewater treatment plant.

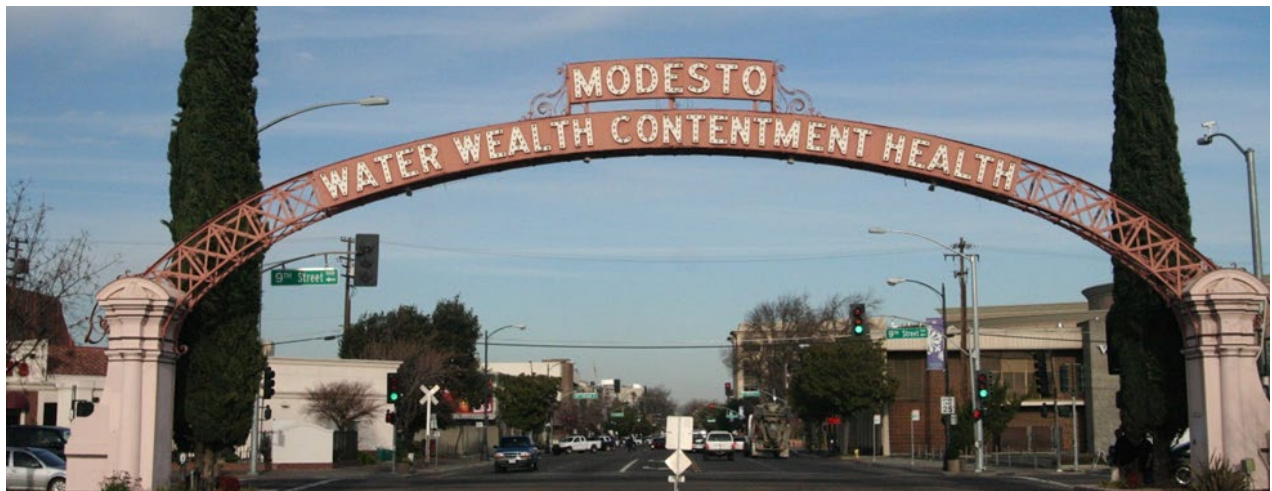
In 2016, the City retained BWA to perform a comprehensive water and wastewater rate study. BWA recommended the city move from a three-tier to a two-tier rate structure to reflect the City's water supplies and improve revenue stability. After a successful 218 process the City council passed the recommended rate increases.

Most recently, the City retained Bartle Wells in 2023 to perform a comprehensive water and wastewater rate study. After a successful 218 process, the City council passed the recommended rate increases.

Agency Contact

Manuel Orozco, Finance Director
(707) 459-4601
morozco@cityofwillits.org





City of Modesto, CA

In 2015, BWA was retained to work with the City and the Industrial customers to develop a new wastewater rate structure based on the 2014 Tolling Agreement. Working closely with an accountant hired by the City's large industrial customers, BWA developed a separate large industrial wastewater rate structure and capacity fee schedule for cannery customers. BWA also developed new rates reflecting the City's tertiary treatment stream and secondary treatment "scalping." We met with stakeholder groups, the wastewater master planning engineering team, Finance Committee, and City Council on many occasions to vet our recommendations and gain consensus. Our rate study was implemented by City Council April 2016.

In 2015, the City retained BWA to conduct a comprehensive water rate study. The City had not raised rates since 2013 and experienced reduced revenue due to drought conditions. BWA developed drought surcharges and analyzed individualized rate structures for each of the City's outlying service areas. A Proposition 218 hearing to adopt proposed rates was successfully completed in Fall 2016.

BWA was retained in 2021 to perform water and sewer rate studies, both of which were successfully completed with City Council approval of rate increases. BWA was retained again in 2026 to update the City's water and wastewater rates.

Agency Contact

William Wong, P.E., Director of Utilities

(209) 571-5801

wwong@modestogov.com





Rio Alto Water District, CA

In 2015, the District retained BWA to develop a comprehensive water rate analysis and study. The District's water rates had not been increased since FY2012 and were among the lowest in the region, while costs continued to rise due to inflationary pressures and declining water sales driven by drought conditions. BWA developed long-term financial projections and evaluated rate alternatives designed to equitably recover the cost of providing service. Recommendations were developed in close coordination with District staff and the Board of Directors to ensure proposed rates were fair, proportional, and compliant with the substantive requirements of Proposition 218. The recommended rates were successfully adopted, with updated fixed charges and volumetric rates implemented beginning July 2016.

In 2023, the District retained BWA to develop an updated cost-of-service rate study covering both water and wastewater services. Current rates were insufficient to fund needed capital improvements, meet debt coverage requirements, and address rising operating costs. BWA developed five-year financial projections and recommended updated rate structures for both utilities, ensuring revenues would support ongoing operations, capital investment, and regulatory compliance while remaining proportionate and equitable across all customer classes. The final report was completed in November 2023.

Agency Contact

Martha Slack, General Manager
(530) 347-3835
mslack@rawd.org



Additional References are Available Upon Request

Section 4: Approach to Utility Rate Study

SCOPE OF WORK & RATE STUDY APPROACH

This section presents BWA's work plan and approach for completing comprehensive water and wastewater rate and capacity charge studies for the City of Eureka and Humboldt Community Services District. BWA will work with both project teams to finalize a scope of services that meets each agency's objectives. Our general approach is to work closely with staff, identify objectives, set clear milestones, maintain frequent communication, and remain flexible to resolve unanticipated issues.

BWA will provide the following services: a water and wastewater rate study and capacity charge study for the both City of Eureka and Humboldt Community Services District. Although much of the analytical work will be conducted concurrently to maximize efficiency, the delivery of reports and the accompanying public processes will be consecutive, with the City's rate study completed first and the District's rate study second. Final City rates will be established prior to development of the District's preliminary rate structures. The City intends to implement new rates in FY 2027/28, and the District intends to implement new rates in FY 2028/29. A summary of our process is presented in the figure below.

Financial Plan, Rate and Fee Study Process



Our completed studies will provide legally defensible documents outlining a comprehensive financial plan built on sound, industry-standard recommendations. Our methodology accounts for variable and fixed charges, alternative capital funding assumptions, recent court rulings, and Proposition 218. Assistance from both project teams will be required to gather data and provide feedback on recommendations during regularly scheduled progress calls.

TASK 1. WATER AND WASTEWATER RATE STUDIES

1. Project Team Orientation

To initiate our work, BWA will hold a kickoff meeting with City and District staff and others as appropriate to accomplish the following:

- Identify members of City and District staff, Council/Board members, engineering consultants, and other advisors who will participate in the project
- Determine the roles and responsibilities of all project participants
- Identify other parties who may have a significant interest in the project, such as community groups, business organizations, and large customers
- Establish project schedule and key milestone dates
- Confirm the key goals and expectations of both project teams

BWA recommends holding the kickoff meeting after we have reviewed preliminary information. This will enable the kickoff meeting to be more substantive and facilitate more in-depth discussion of key issues, preliminary observations, and potential alternatives.

2. Investigation and Data Collection

BWA will assemble the information necessary to understand each agency's water and wastewater system, finances, customers and usage, rate and fee structures, capital improvement needs, and legal agreements. Information to be reviewed includes:

- Cost information: budgets, audits, financial statements, capital improvement plans, and engineering master plans
- Revenue sources: schedule of current rates and fees, interest earnings, grants, and debt proceeds
- Customer data: billing history, meter counts by class and size, and consumption data
- Interagency agreements: including the existing service agreements between the City and the District and wholesale water purchase agreements with HBMWD
- Master Plans, Capital Improvement Plans, annexation and expansion plans, and other long-range planning documents

For the District specifically, BWA will review the 2023 HCSD Rate Study as a baseline for comparing recommended changes and will evaluate both the magnitude of any significant discrepancy between actual and projected revenues from that study.

Deliverables Include:

- Kickoff Meeting with both Project Teams
- Information needs list
- Project team contact list
- Project schedule



Project
Initiation

3. Develop Forecasts and Projections

Based on evaluation of the data assembled and input provided by City and District staff and other members of the project team, BWA will prepare forecasts and projections to be used in the development of financial projections for both the water and wastewater utilities. BWA will review projections and alternatives with staff to reach agreement on assumptions, interpretation of data, and completeness of approach. Projections will be developed for the following areas:

- **Water Demand, Supply & Cost:** With staff input, forecast demand, future conservation projections, sources of supply, and the cost of water supply. For the City, this will include evaluation of wholesale water costs from HBMWD and any alternative supply scenarios. For the District, this will include purchased water costs from both HBMWD and the City, as well as any District-owned well production. BWA will evaluate alternative water supply and cost scenarios as warranted.
- **Capital Improvement Funding Needs:** Identify the latest capital improvement plan costs by year for both agencies. Work with staff to identify key alternatives for financial evaluation. Based on input from staff, determine a reasonable amount to include for future ongoing capital repairs and replacement. BWA often recommends that agencies phase in funding for long-term system rehabilitation needs as rates are gradually increased. For the City, this will include an assessment of revenue stream impacts from proposed regulatory changes to the Greater Eureka Area Wastewater Treatment Facility, including PFAS and ammonia requirements from the Regional Water Quality Control Board.

- **Growth and Development:** Evaluate historical growth trends and develop appropriate and conservative assumptions for future development and redevelopment that can be incorporated into the financial plans and rate models. Evaluate the impact of alternative growth rate assumptions on both agencies' revenue requirements.
- **Cost Escalation Factors:** Review historical cost trends and work with both project teams to develop reasonable cost escalation factors for operating and capital expenditures. Work with staff to estimate potential new operating costs, such as new staffing projections, operations and maintenance costs related to planned capital improvements, and costs for complying with future permit requirements. For the District, this will include evaluation of pass-through charge mechanisms for wholesale water and wastewater treatment cost increases above projected levels, in accordance with California Government Code 53756.
- **Environmental Regulation Impacts:** Assess the revenue stream generated by recommended rates and their ability to fully fund utility system costs under future water quality and statutory regulations, including proposed regulatory changes to discharge requirements, new or anticipated water conservation requirements, and new or anticipated water loss management requirements.

4. Evaluate Financing Alternatives for Capital Improvements

Evaluate options for financing proposed capital improvement projects. Our evaluation will:

- Estimate the amount and timing of any debt, if needed, to finance capital projects.
- Evaluate the alternative borrowing methods available including state and federal funding programs, bonds and lines of credit, and other options.
- Recommend the appropriate type of debt and its term and structure (for financial planning purposes).
- Evaluate possible combinations of financing methods, such as prudent use of pay-as-you-go cash funding supplemented by debt financing, when appropriate

5. Review and Update Fund Reserve Targets

Evaluate the adequacy of the City's current fund reserves. As warranted, identify alternatives and update minimum fund reserve targets based on updated operating and capital funding projections. Develop an implementation plan for achieving and maintaining the recommended reserve fund levels.

6. Develop Long-Range Cash Flow Projections

BWA will develop 10-year cash flow projections showing the financial position of both the City's and District's water and wastewater enterprises. The cash flows will project fund balances, revenues, expenses, and debt service coverage, incorporating forecasts developed with staff input including funding needs for future repairs and replacements. For the District, projections will incorporate bulk water and wastewater treatment costs paid to the City and HBMWD, and will evaluate pass-through charge mechanisms where wholesale cost increases exceed projected levels. BWA typically recommends that rate increases be phased in over time to minimize the annual impact on ratepayers.



The 10-Year Financial Plan will serve as a financial roadmap for funding future operating and capital programs while supporting long-term financial stability.

In addition to the 10-year cash flow projections, BWA will develop a rate projection model forecasting rates to 20 years based on expected cost increases over time,

including increases in the cost of imported water, with the ability to run CIP scenarios and quickly show impacts on rates. A proposed 5-year rate schedule will be developed for formal adoption by both agencies.

7. Evaluate Financial Scenarios & Rate Increase Options

Based on cash flow projections, BWA will determine annual revenue requirements and evaluate rate adjustment alternatives, including phasing in required rate increases over multiple years. BWA will also assess the potential implementation of drought-influenced rate structures, evaluate revenue stability impacts, and discuss case law related to tiered rate structures and their viability under Proposition 218.

Deliverables Include:

- Evaluation of financing alternatives for capital improvements
- Recommendation for minimum fund reserve targets
- Development of ten-year financial projections and alternatives
- Identification of alternative rate increase scenarios



Financial Plan

8. Analyze Utility Consumption Data

Evaluate current and historical usage, utility billing data, and production data to determine reasonable and conservative estimates of demand to use in developing rate options. Ideally, we would prefer to analyze three years of utility billing data in order to determine slightly conservative use projections.

9. Cost-of-Service Allocation

This is the foundation of the rate study, providing the legal justification for the water and wastewater rates and charges of both agencies. BWA will provide detailed, functional cost allocations for operating, capital, debt service, fixed, and variable costs based on industry-standard practice and recent court guidance.

For the City, cost allocations will include the costs of bulk water and wastewater treatment services provided to the District under existing interagency agreements, as well as industrial discharge permit constraints and BOD limitations. For the District, cost allocations will reflect its unique position as a collection-only wastewater system, with treatment provided by the City.

Deliverables Include:

- Determine units of service
- Cost allocation analysis for both the City and the District



Cost Allocation

10. Conduct Rate Fee Survey of Comparable Utility Agencies

BWA will review and summarize rates of other regional and comparable agencies, presenting results in clear, easily understandable tables and charts. Typical monthly bill comparisons will be provided across customer classes.

11. Identify Utility Rate Structure Modifications and Alternatives

BWA will identify and evaluate alternative rate structures or modifications designed to improve equity and better achieve each agency's objectives, including:

- Redesigning the balance of fixed vs. variable revenue
- Evaluating tiered or budget-based volumetric rate structures and their impact on revenue stability

- Assessing drought-influenced structures and current and anticipated statewide water conservation requirements
- Evaluating affordability relative to each agency's demographic base and income status
- Ensuring any rate structure modifications can be accommodated within existing billing systems

Evaluate Customer Equity

BWA will review the fairness of each rate and charge across all customer groups for both the City and the District, confirming that all customers are charged for service proportional to how they use the utility systems. BWA will assess the equity and affordability of recommended rates for all types of property ownership and land use, with particular attention to each agency's demographic base and income status. Where desired, BWA will review options to aid affordability for disadvantaged customers. Typical monthly bills will be compared across customer classes and against similarly sized and situated utilities in Northern California.



Rates will be developed based on a cost-of-service approach designed to equitably recover the cost of providing service to all customers.

Evaluate Rate Impacts on Customers

BWA will calculate the rate impacts of each rate alternative on a range of utility customers, including different customer classes, customers with different levels of use, and seasonal impacts. BWA will work with both project teams to identify customer and usage profiles for calculating rate impacts. Where warranted, BWA will discuss additional rate structure adjustments that may reduce the impact on certain customer groups. As needed, BWA will seek input from local customers such as business groups and developers to ensure recommended rate structures reflect community needs and priorities.

12. Develop Preliminary and Final Rate Recommendations

Based on the rate analysis and the financial plan update, develop draft rate recommendations for both agencies. The recommendations include a multi-year phase in of both overall rate increases and proposed rate structure adjustments. Review preliminary recommendations and key alternatives with both project teams. Based on input received, develop final draft utility rate recommendations.

Final rate recommendations will be designed to a) fund the long-term costs of providing service, b) be fair and equitable to all customers, c) provide a prudent balance of fixed and variable rates, and d) comply with the substantive requirements of Proposition 218 and recent court cases. Based on input from staff, develop a plan for implementing any rate structure modifications and/or rate adjustments.

13. Prepare Draft and Final Reports

BWA will prepare separate preliminary, draft final, and final reports for the City and the District. Each report will provide an administrative record supporting the proposed rates, written for a non-technical audience. Reports will be provided in PDF format with editable Word and Excel files with formulas intact. BWA will also develop an easy-to-use web-based rate calculator for residents of both the City and the District to estimate their bills under proposed rate structures.

Deliverables Include:

- Legal review of rate design
- Rate survey
- Analysis of billing data
- Proposed rate alternatives and impacts on customers
- Draft findings
- Draft and Final Reports and Rate Models



TASK 2. WATER AND WASTEWATER CAPACITY FEES

BWA will conduct water and wastewater capacity charge studies for both the City of Eureka and the Humboldt Community Services District. Our approach will include the following tasks for each agency:

1. Review Current Capacity Charges and Miscellaneous Fees

Review each agency's existing water and wastewater capacity charges and miscellaneous fees as well as related policies and procedures. Work with staff to identify objectives for new or modified capacity charges and miscellaneous fees.

2. Conduct Survey of Regional Capacity Charges

Review and summarize capacity charges of other regional and comparable agencies. Summarize results in easily understandable tables and/or charts.

3. Evaluate Alternative Capacity Charge Methodologies

Identify and evaluate alternative methods for calculating capacity charges. Discuss advantages and disadvantages with each project team and determine a recommended approach. BWA often recommends that capacity charges recover costs for both existing and future facilities that benefit new development.

4. Determine Current Value and Capacity of Utility Assets

Calculate the current value of water and wastewater assets by adjusting original or depreciated values into current dollars using the Engineering News-Record Construction Cost Index, a widely-used measure of construction cost inflation

5. Allocate Capital Program Costs to Current and Future Users

Equitably allocate capital improvement costs to existing and future users based on input from City staff and/or its consulting engineers. Some projects may entirely benefit one group while others will benefit both existing customers and provide new capacity for growth.

6. Develop Preliminary Capacity Charge and Miscellaneous Fee Recommendations

Based on appropriate and technically sound methodology, recommend revisions to the current water and wastewater capacity charges and miscellaneous fees based on the data developed above. For water capacity fees, look at basing the fees on water meter size, estimated water demand or other appropriate method. Review fee for compliance with Government Code Section 66000 et. seq. (AB1600).

7. Recommend a Method for Future Capacity Charge Updates

Recommend a method to annually or periodically adjust capacity charges and miscellaneous charges so they keep aligned with future costs. For example, capacity charges can be adjusted annually based on the change in the Engineering News-Record's Construction Cost Index, a widely used measure of construction cost inflation.

8. Prepare Draft and Final Reports

Develop separate draft reports for the City and District summarizing study objectives, findings and draft recommendations. The reports will provide an administrative record supporting the proposed capacity charges. The reports will be written for a non-technical audience and will clearly explain the rationale for recommendations and key alternatives when applicable. Submit draft reports for each agency's review and feedback. Incorporate input into a revised report and ultimately provide the City and District with electronic copies. The reports will be provided in PDF format and can also be provided in editable Word and Excel files.

TASK 3: MEETINGS, PRESENTATIONS & PUBLIC OUTREACH

1. Meetings

BWA will meet with both project teams to present findings, discuss alternatives, gain ongoing input, and refine recommendations for all studies. Our proposal includes up to five (5) in-person trips per agency, for a total of ten (10) trips to the area. Meetings can be coordinated across both agencies on the same day to reduce travel costs, substituted as needed, and supplemented by virtual conference calls. Presentations will clearly explain why rate adjustments are needed, describe proposed rate structures and alternatives, show impacts on various customer profiles, and present rate survey findings. Additional in-person meetings may be accommodated on a time and expense basis.

2. Public Education and Consensus-Building

Rate and fee adjustments are often controversial. BWA has extensive experience developing clear presentations that facilitate public understanding of the need for rate and fee adjustments. We understand the importance of building consensus and public acceptance for our recommendations and can assist both the City and District staff in developing public education materials. Community workshops and open houses are effective tools for helping the community understand the needs of the agency. BWA is always willing to support and attend additional community outreach meetings on a time and expense basis.

BWA will develop an easy-to-use web-based rate calculator for residents of both the City and the District. Customers will be able to enter their account information and receive an estimate of their bill under proposed rate structures, supporting transparency and public engagement throughout the process.

3. Compliance with Proposition 218

Proposition 218 establishes requirements for adopting or increasing property-related fees and charges. In July 2006, the California Supreme Court ruled that water and wastewater rates are subject to Proposition 218 (Articles XIII C and XIII D of the State constitution). Proposition 218 requires that each agency: 1) mail notification of proposed rate increases and the date, time, and place of public hearing to all affected property owners; 2) hold a public hearing not less than 45 days after the notices are mailed; and 3) subject the rate increases to majority protest; if more than 50% of property owners submit written protests, the proposed rate increases cannot be adopted.

BWA remains available to assist staff with drafting the Proposition 218 rate notices. BWA recommends that notices go beyond the minimum legal requirements and provide a clear and concise explanation of the reasons for any rate adjustments. We have found that ratepayers are generally much more accepting of rate increases when they understand why they are being implemented.

Deliverables Include:

- Proposition 218 public hearing notices
- Rate Workshops with City Council / District Board and Community
- Proposition 218 Public Hearing for both the City and the District

**Outreach &
Adoption**

Section 5: Schedule

Provided below is a draft timeframe for completion of the Project. BWA will work with the City and the District to develop a final schedule designed to meet each agency's objectives. BWA has the capacity to complete the project on a compressed timeline if necessary.

Draft Eureka Water and Wastewater Rate Study Timeline:

- **June 2026:** Water Study Kickoff
- **June – September 2026:** Capacity Charge Analysis
- **July – September 2026:** Update Financial Plan and Rate Model
- **October – November 2026:** Draft Rate Study Report
- **November 2026:** Completion of All Reports and Models
- **December 2026:** City Council Meeting to Authorize Proposition 218 Mailing
- **January 2027:** Proposition 218 Notices Mailed
- **January – April 2027:** Proposition 218 Process (45-day notice period plus additional public engagement)
- **April 2027:** Proposition 218 Public Hearing
- **July 1, 2027:** New Water and Wastewater Rates Effective

Draft HCSD Water and Wastewater Rate Study Timeline:

- **June 2027:** Water Study Kickoff
- **June – September 2027:** Capacity Charge Analysis
- **July – September 2027:** Update Financial Plan and Rate Model
- **October – November 2027:** Draft Rate Study Report
- **November 2027:** Completion of All Reports and Models
- **December 2027:** District Board Meeting to Authorize Proposition 218 Mailing
- **January 2028:** Proposition 218 Notices Mailed
- **January – April 2028:** Proposition 218 Process (45-day notice period plus additional public engagement)
- **April 2028:** Proposition 218 Public Hearing
- **July 1, 2028:** New Water and Wastewater Rates Effective

Note: Individual project milestones will be established based on consultation with the project team.

Section 6: Agreement

Bartle Wells Associates has reviewed the sample Professional Services Agreements for both the City of Eureka and the Humboldt Community Services District. BWA is prepared to enter into separate agreements with each agency upon selection, in a form acceptable to the City Attorney and District Legal Counsel. BWA has no proposed changes to the standard agreement language at this time. A current Certificate of Insurance demonstrating BWA's compliance with the insurance requirements specified in the RFP is included with the Fee Proposal.



Fee Proposal for a Water and Sewer Rate Study

June 15, 2026



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

2625 Alcatraz Ave, #602
Berkeley, CA 94705
Tel 510 653 3399
www.bartlewells.com

June 15, 2026

Humboldt Community Services District
Attn: Terrence Williams, General Manager
5055 Walnut Drive
Eureka, CA 95503

Re: Fee Proposal for a Water and Wastewater Rate Study

Bartle Wells Associates is pleased to submit the following Fee Proposal for a Water and Wastewater Rate Study for the Humboldt Community Services District. BWA is open to working with the District to finalize a scope of services and corresponding budget that meets the District's objectives. Please contact us if you have any questions about this cost proposal or would like any additional information.

Sincerely,

Erik Helgeson, MBA
Principal / President

Proposed Project Budget

This section presents a proposed budget. *A final budget can be developed with input from the District to ensure the project cost is in line with the objectives and expectations of the District.*

HUMBOLDT COMMUNITY SERVICES DISTRICT PROJECT TASKS	E. Helgeson Principal \$290/hr	K. Boehler Principal \$290/hr	D. Compton Analyst \$135/hr	Total Hours	Project Budget
TASK 1. WATER & WASTEWATER RATE STUDIES	100	30	160	290	\$59,300
1. Project Kickoff, Data Collection & Forecasts					
2. Capital Improvement Funding & Financing Alternatives					
3. 10-Year Cash Flow & 20-Year Rate Projections					
4. Cost-of-Service Allocation & Consumption Analysis					
5. Rate Structure Alternatives & Regional Rate Survey					
6. Customer Equity, Rate Impact & Affordability Analysis					
7. Preliminary & Final Rate Recommendations					
TASK 2. WATER & WASTEWATER CAPACITY FEES	35	10	50	95	\$19,800
1. Review Current Charges & Regional Fee Survey					
2. Evaluate Alternative Capacity Charge Methodologies					
3. Asset Valuation & Capital Cost Allocation					
4. Preliminary Recommendations & Update Method					
TASK 3. MEETINGS, PRESENTATIONS, OUTREACH & REPORTS	45	15	60	120	\$25,500
1. Project Team / Progress Meetings					
2. Council / Board Presentations / Workshops (up to 3)					
3. Proposition 218 Public Hearings (up to 2)					
4. Rate Study & Capacity Charge Reports (Preliminary, Draft Final, Final)					
5. Prop 218 Notice Support, Public Education Materials & Web-Based Rate Calculator					
TOTAL ESTIMATED HOURS	180	55	270	505	\$104,600
ESTIMATED EXPENSES (Travel, Copies, Miscellaneous for up to five meetings)					\$5,000
TOTAL PROJECT BUDGET					\$109,600

Availability & Fees

1. Bartle Wells Associates is prepared to begin work upon authorization to proceed.
2. During the project development period, Bartle Wells Associates will be available at all reasonable times and on reasonable notice for meetings and for consultation with staff, attorneys, consulting engineers, and others, as necessary.
3. Bartle Wells Associates will perform all work related to the assignment. Erik Helgeson, a firm principal and president, will be assigned as project manager on this assignment. He will serve as the lead contact person for BWA and will be involved with the project a day-to-day basis. Erik will be assisted by Kim Boehler, a BWA principal, and Danielle Compton, a BWA financial analyst. This project team may be assisted by other BWA analysts as needed.
4. The fees for services outlined in this proposal will not exceed \$109,600 for the Water Cost of Service Rate and Capacity Fee Study. The fee is based on the following assumptions:
 - a. All necessary information will be provided by the District in a timely manner.
 - b. Development of a draft, final draft, and final versions of tables, presentations, and reports. Time and expenses involved in revising tables and assumptions may constitute additional services if not achievable within the budget.
 - c. Five trips to the District for meetings and/or presentations. Additional meetings or presentations may constitute additional services if not achievable within the budget.
5. Progress payments and direct expenses are payable monthly on a time and materials basis as the work proceeds as provided in our Billing Rate Schedule 2026, which will remain in effect through the duration of this assignment.
6. Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance as provided in the Certificate of Insurance attached.
7. If the project is terminated for any reason, we are to be reimbursed for professional services and direct expenses incurred up to the time we receive notification of such termination.
8. This proposal may be withdrawn or amended if not accepted within 90 days of its date.
9. We will not require a formal contract of employment and will consider a letter or e-mail from an appropriate official as sufficient authority to proceed.

Billing Rate Schedule



BARTLE WELLS ASSOCIATES **BILLING RATE SCHEDULE 2026** Rates Effective 1/1/2026

Professional Services

Financial Analyst I	\$135 per hour
Financial Analyst II	\$155 per hour
Associate Consultant.....	\$175 per hour
Consultant	\$200 per hour
Senior Consultant.....	\$225 per hour
Project Manager/Technical Expert	\$260 per hour
Principal Consultant	\$290 per hour

The hourly rates for professional services include all overhead and indirect expenses. Bartle Wells Associates does not charge for administrative support services. Expert witness, legal testimony, or other special limited assignments will be billed at one and one-half times the consultant's hourly rate.

The above rates will remain in effect through the duration of this project.

Direct Expenses

Reimbursable or direct expenses incurred on behalf of the agency will be billed at cost. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Printing and photocopying
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Graphic design and photography
- Special legal services
- Legal advertisements

Insurance

Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the schedule of insurance included in our technical proposal. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

Payment

Fees are typically billed monthly or bi-monthly for the preceding work period and are due and payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/30/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Mason-McBride, Inc./Hudson & Muma, Inc. 3155 West Big Beaver Road Suite 125 Troy MI 48084	CONTACT NAME: David P Muma PHONE (A/C, No, Ext): (248) 822-7170 FAX (A/C, No): (248) 822-7150 E-MAIL ADDRESS: dmuma@mason-mcbride.com														
INSURED Bartle Wells Associates 2625 Alcatraz Ave #602 Berkeley CA 94705 (510) 653-3399	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>22357</td></tr><tr><td>INSURER B: Sentinel Ins. Co. LTD (Hartford)</td><td></td></tr><tr><td>INSURER C: Hartford Accident & Indemnity Co</td><td>11000</td></tr><tr><td>INSURER D: Axis Surplus Ins. Co.</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A:	22357	INSURER B: Sentinel Ins. Co. LTD (Hartford)		INSURER C: Hartford Accident & Indemnity Co	11000	INSURER D: Axis Surplus Ins. Co.		INSURER E:		INSURER F:	
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INSURER E:															
INSURER F:															

COVERAGES DM **CERTIFICATE NUMBER:** Cert ID 10910 (1) **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC ☐ OTHER:	Y Y	35SBABB5UCE	06/01/2025	06/01/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/OP AGG \$ 4,000,000 Empl Benefits Liab \$ 4,000,000
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y Y	35UECVU2842	06/01/2025	06/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$	Y Y	35SBABB5UCE	06/01/2025	06/01/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ 10,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y N/A	35WBCFG7858	06/01/2025	06/01/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability (Claims Made)		ENN610916 (Retro Date 6/1/2012)	06/01/2025	06/01/2026	Errors & Omissions Occurrence \$ 2,000,000 Errors & Omissions Aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Those usual to the Insured's Operations. Certificate Holder and its officials, officers, employees, agents and volunteers, as applicable, shall be named as Additional Insured with respects to Business Liability, (form SS00080405 on blanket basis or form SS41700611 and/or IH12001185 if specific required) and Automobile liability (form CA20481013) as listed on form CA20481013 or IH12011185. Umbrella Coverage is Following Form. Waiver of Subrogation applies to General Liability (form SS00080405), Work Comp (Form WC 990303B), and Commercial Auto coverage (form HA99160312 on Blanket Basis or on form CA04441013 if specific requested). Coverage written on a Primary and Non-Contributory basis. Thirty (30) day notice of cancellation applies to GL and Auto and Professional liability, except for non-payment of premium. The Am Best Rating of the insurance

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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Insurance documentation can be provided as needed