



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

**AGENDA**

**DATE:** Tuesday, July 9, 2024

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

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

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

**A. ROLL CALL**

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

**B. PLEDGE OF ALLEGIANCE**

**C. CONSENT CALENDAR**

1. Approval of July 9, 2024 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of June 25, 2024 *Pgs 3-9*

**D. REPORTS**

1. General Manager
  - a) District Update *Pg 11*
2. Finance Department
  - a) June 2024 Check Register *Pgs 13-20*
3. Engineering
  - a) Update *Pg 21*
4. Planning
  - a) Update *Pg 23*
5. Legal Counsel

6. Director Reports

7. Other

**E. PUBLIC PARTICIPATION \*\***

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

**F. NEW BUSINESS**

1. Consideration of Main Extension Agreement for 1308 La Pointe Rd. APN: 300-211-010 *Pgs 25-36*
2. Consideration of Adopting Resolution 2024-08 to Amend the Humboldt Community Services District Conflict of Interest Code *Pgs 37-48*
3. Consideration of Withdrawing from the South Broadway Forcemain Grant Funding so that the District is Eligible to Apply for Appropriate Level of Funding *Pg 49*
4. Consideration of Declaring Unit 4B: 2009 Ford F450 and Unit 17B: 2001 E350 Ford Van Surplus and Disposal by Bidding Process *Pg 51*

**G. OLD BUSINESS**

1. Consideration of Adopting Resolution 2024-09 to Approve a Corrected Master Charge Schedule for Fiscal Year 2024/25 *Pgs 53-61*

**H. ADJOURNMENT**

Next Res: 2024-10

Next Ord: 2024-01

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

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, June 25, 2024, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

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

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

**B. PLEDGE OF ALLEGIANCE**

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

**C. CONSENT CALENDAR**

1. Approval of June 25, 2024 Agenda
1. Approval of Minutes of the Regular Meeting of June 11, 2024

DIRECTOR MATTEOLI MOVED, DIRECTOR RYAN SECONDED, TO ACCEPT AND APPROVE THE JUNE 25, 2024 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**D. CORRESPONDENCE**

1. Local Agency Formation Commission (LAFCo) re: Independent Special District Election – Voting Period Extension

GM stated that the District received a letter from LAFCo that an insufficient number of votes were received from special districts to elect a special district board member to the commission. LAFCo has extended the voting deadline.

**E. REPORTS**

1. General Manager
  - a) District Update

GM reported on the progress of the small-scale solar backup intended to keep the SCADA system running during a blackout. District staff have identified five

locations where PG&E services will no longer be necessary due to very little power draw. The cost to install the solar backup at the five locations is \$4,000. The combined annual cost of PG&E at the five locations is approximately \$3,000 per year. Over the ten-year expected life of the solar power system, these solar installations will save the District approximately \$25,000.

2. Finance Department

a) May 2024 Budget Statement

FM summarized the report highlighting a fairly standard month.

3. Engineering

a) Update

AE reported that the Donna Drive Hydro Pneumatic Tank Replacement Project is complete. The existing tank's Department of Industrial Relations (DIR) certification will expire this year. After removal, the tank was hauled to Eel River Disposal for recycling. The new tank was disinfected and samples tested for bacteriological activity returned negative for contaminants. The District performed an assessment in Fiscal Year (FY) 17/18 and determined that the District would need to initiate a systematic rehabilitation program for all water storage assets. The Walnut Drive 1MG tank rehabilitation project was completed in 20/21; The Ridgewood tank rehabilitation project was completed in 21/22; and the Brier Lane Tank rehabilitation project was completed in 22/23. The AE is currently working with Operations and Maintenance to design a temporary water storage system to support water demand while construction of the Donna Drive Rehabilitation Project is under way.

4. Planning

a) Update

The planning Department has continued responding to building and planning referrals for proposed projects within the District. USP has been answering questions submitted by project proponents on issues including fire flow, easements, demolition of buildings, availability of services and costs associated with proposed projects. Staff has been performing inspections on sewer lateral installations and working with a contractor to identify a location for the installation of a construction water meter for dust abatement of a non-District project in the Humboldt Hill area. All required monthly reporting for water and sewer compliance has been submitted to the State Water Resources Control Board.

5. Director Reports

Director Gardiner reported he will be absent from meetings in July.

Director Benzonelli reported that the Humboldt Bay Municipal Water District has a vacancy on their Board of Directors for District 1. Director Benzonelli attended a board meeting of the Redwood Region Economic Development Commission (RREDC). RREDC has formed a Diversity, Equity, and Inclusion subcommittee to ensure that loans are given out fairly and equitably.

**F. PUBLIC PARTICIPATION**

None

**G. NEW BUSINESS**

1. Consideration of Adopting Resolution 2024-05 Honoring Brenda K. Franklin Upon Her Retirement After 18 Years of Service

GM reported that the resolution expresses gratitude to Ms. Franklin for 18 years of service to the district. Her last day of employment will be June 28 2024.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, TO ADOPT RESOLUTION 2024-05 HONORING BRENDA K. FRANKLIN UPON HER RETIREMENT AFTER 18 YEARS OF SERVICE

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN

NOES: NONE

ABSENT: NONE

2. Consideration of Fiscal Year 24/25 Salary Adjustment for HCSD's Non-represented (Management) Employees

GM reported that the Board approved a 7% increase for represented employees at its June 11<sup>th</sup> meeting. Three non-represented management positions: the General Manager, the Assistant Engineer, and the Finance Manager are not represented by the association. Management is requesting a 7% cost of living adjustment (COLA) commensurate to what was provided to represented employees.

Director Hansen stated that providing a 7% adjustment to management would increase the pay gap between employees and suggested that management receive a 4.3% increase based off of the Western Consumer Price Index (WCPI) measurement of inflation. Benzonelli stated that she compared District wages for management with comparable positions in the area and a 7% increase would provide parity.

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR BENZONELLI, TO APPROVE A SALARY ADJUSTMENT FOR FISCAL YEAR 2024/2025 PROVIDING A 7% COLA, TO NON-REPRESENTED (MANAGEMENT) EMPLOYEES. MOTION FAILS UPON THE FOLLOWING ROLL CALL VOTE:

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

GM noted that there has been an overall reduction of \$165,000 in management salaries through attrition and an increase of \$93,000 to represented employees and asked the Board to consider a motion to approve a 7% increase for only the Finance Manager and Assistant Engineer positions.

Director Gardiner remarked that both the AE and FM may request step increases from the GM and the GM may request a wage increase from the Board during their annual evaluation. Director Gardiner stated the Board should consider a 4.3% increase for management staff commensurate with the WCPI.

Benzonelli stated that management has sought grant funding for projects, something that previously the District hadn't done, and asked the board to consider the management team's value due to savings delivered to the district.

GM noted management staff at other small-sized governments have resigned from their position for other higher-paying opportunities in other local agencies and non-profits.

Benzonelli requested a friendly amendment to amend the amount to 6%. Discussion came to a conclusion and the Board proceeded to vote.

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN, TO APPROVE A SALARY ADJUSTMENT FOR FISCAL YEAR 2024/2025 PROVIDING A 4.3% COLA, TO NON-REPRESENTED (MANAGEMENT) EMPLOYEES. AFTER CONTINUED DISCUSSION THE MOTION PASSES UPON THE FOLLOWING ROLL CALL VOTE:

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

3. Consideration of Adopting the 2024 Annual Water Supply Demand Report for the Department of Water Resources (DWR)

GM reported that in 2018 the state of California required that urban suppliers prepare an annual water demand assessment. The District expects to see a water supply surplus of 200%. The CIP outlines future efforts to further develop access to the aquifer to increase resilience that could draw upon 20,000 acre-feet of recharge that exceeds average annual withdrawals from the aquifer.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR RYAN, TO ADOPT THE 2024 ANNUAL WATER SUPPLY DEMAND REPORT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**H. OLD BUSINESS**

1. Consideration of Adopting Resolution 2024-06 Establishing Appropriation Limits for Fiscal Year 2024/25

FM informed the Board this item was previously approved at the last meeting and has now met the required number of days for public notification.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, TO ADOPT RESOLUTION 2024-06 ESTABLISHING APPROPRIATION LIMITS FOR FISCAL YEAR 2024/25. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Consideration of Approving Fiscal Year 2024/25 Capital Improvement Plan (CIP)

The GM reported that the District uses a Five-year CIP to budget and prioritize capital investments. During the May 28<sup>th</sup> meeting the board approved draft tables and spending that is included in the 2024/25 Draft CIP. The tables are identical to those approved on May 28<sup>th</sup> with the exception that the original draft table showed Water SCADA projects proceeding through FY 25/26 and Sewer SCADA projects beginning in FY 25/26. The revised version shows Water and Sewer SCADA projects deployed at the same time beginning in FY 24/25. The amount of budgeted SCADA spending remains the same and is now split annually between water and sewer.

The Board discussed ways to provide information about Capital Improvement Projects through increased outreach and marketing efforts. GM reported that the District will be investing in an updated website during the coming Fiscal Year.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR HANSEN, TO APPROVE THE FISCAL YEAR 2024/25 CAPITAL IMPROVEMENT PLAN. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

3. Consideration of Adopting Resolution 2024-07 Establishing a Budget and Updated Master Rate and Charge Schedule for Fiscal Year 2024/25

FM reported that the Draft Budget for FY 24/25 has remained the same since the June 11, 2024 meeting.

The Board discussed ways to notify ratepayers regarding the rate increase. The notice will communicate to ratepayers the reduction of the rate increase from the approved increases from the 2023 rate study.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN, TO ADOPT RESOLUTION 2024-07 ESTABLISHING A BUDGET AND UPDATED MASTER RATE AND CHARGE SCHEDULE FOR FISCAL YEAR 2024/25. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:



DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
June 25, 2024

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

**I. ADJOURNMENT**

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF JUNE 25, 2024 AT 6:09 P.M.

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Submitted, Board Secretary

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## MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: July 5, 2024

SUBJECT: General Manager Report for July 9, 2024 Board Meeting

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### **Independence Day**

The Independence Day Holiday known colloquially as Fourth of July, is a celebration of the United States of America. As a patriot, I feel very strongly about this holiday and what it represents. The “Founding Fathers” did not write all of our laws, nor could they have anticipated that the date would be celebrated at a special water district nearly 3,000 miles away in the state of California; 248 years later. And yet, here we are, and I want to thank you for your service.

What the “Founding Fathers” did for us was to create a framework that allows us to change and evolve our governance, through the democratic process, so that we the people can determine how the law is implemented. We may not always like the outcome, but every decision we make in this board room is voted on by people that were elected to represent the District’s rate payers. And each of you serve in your capacity as Board Members, all from differing backgrounds with varied opinions. Your leadership is critical to the continued sustainable operation of the District.

Please take a moment to reflect on the changes that we have implemented in the short time that you have served on the Board of Directors for the Humboldt Community Services District. Then think about all of the other changes that were made possible by the foresight of our “Founding Fathers” over the last 248 years. I do not idolize those men; I celebrate the change that they enabled through their work and collective vision. They came from a flawed system and they sought to make a better system. They built a flawed system but they also built in mechanisms for change; and change it has.

Here’s to change.

Happy Fourth of July!

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# Accounts Payable

## Checks by Date - Detail by Check Date

User: FM  
 Printed: 7/2/2024 2:51 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
57196	A790 16496655 16512216 16557237	Automation Direct Pigeon Point Tank SCADA New SCADA components for Cummings Booste Misc Eletrict Parts Wire Tags Ect.	06/10/2024	42.02 9.70 280.96
Total for Check Number 57196:				332.68
57197	C410 052024 052024	City of Eureka: SW Humboldt Hill 21% General 79%	06/10/2024	30,771.72 115,760.28
Total for Check Number 57197:				146,532.00
57198	D730 2407D50049	Dept of Water Resources Interest Davis-Grunsky	06/10/2024	143.22
Total for Check Number 57198:				143.22
57199	E485 05312024 05312024 161438/3 161501/3 161936/3 162242/3 162332/3 162336/3 162346/3 162404/3 162648/3	Cooney Parris and Rieke Corp Discount Earned May 2024 Discount Earned May 2024 Drill Bit 3/4" / Drill Bit 11/16" Velcro 2x4 Industrial Bolt Cutter Roundiup Weed & Grass Killer Reduc Couplng 1/2"x1/4" 1" Slip Sch40 / Adapter Sch40PVC DW T40 Bit 1" / MLW T40 Bit 2" Small Equipment Trailer Repair Terra Weeder Steel 15"L	06/10/2024	-9.53 -0.29 52.78 16.15 31.24 53.86 9.69 8.14 13.11 56.64 23.69
Total for Check Number 57199:				255.48
57200	E558 400779 402515	NAPA Auto Parts of Eureka 2.5 Blue Def 2.5 Blue Def	06/10/2024	55.68 37.12
Total for Check Number 57200:				92.80
57201	E650 94478 94515 94577 94728 94729	Eureka Ready Mix Base rock for Temple SMR Base rock for Temple SMR Class 2 Base/ Pea Gravel Base rock and pea rock for Stanford SMR. Fields Landing SLS walk way	06/10/2024	870.08 870.08 1,279.53 1,279.53 703.88
Total for Check Number 57201:				5,003.10
57202	F550 31503	Foster and Foster Inc GASB 75 2022	06/10/2024	500.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57202:	500.00
57203	H010	Keenan Supply	06/10/2024	
	05312024	Discount Earned May 2024		-166.81
	05312024	Discount Earned May 2024		-39.25
	S013769281.001	Mac-PakXFip Swivel/Mac-PakXFip/Brass 90 El		1,695.54
	S013769495.001	Water Meter Gasket/ Rubber Meter Gasket		74.94
	S013772886.001	Hymax 2 Flip 260 PSI		487.82
	S013778834.001	IPS SIDR-7 250 PSI Polyethylene Pipe		202.27
	S013782458.001	8 DI C153 Mjxfng Adpt		329.50
	S013787050.001	Concrete Traffic Valve Box/Sewer C1 Lid		1,980.44
	S013787948.001	Concrete Lid x12/ Concrete Utility Box x11		1,041.50
	S013792381.001	Parts Temple SMR		164.60
	S013795196.001	3/4 Water Meter Gasket 1/16" x200		62.70
	S013795196.002	SS 1 Section RPR Clamp		520.94
	S013799920.001	Rubber Meter Gasket		217.96
	S013800130.001	Blind Flng		102.49
	S013800130.001	Temple SMR Parts		1,549.81
	S013804541.001	Full Face Gasket/ SCH40 PVC Ball VLV NSF		70.90
	S013810353.001	Grip Ring Accy Pak/Rubber Gasket/Angle Meter		2,754.30
			Total for Check Number 57203:	11,049.65
57204	H060 5305912	Harvey M. Harper Co. Kit Element Unit 12.	06/10/2024	65.29
			Total for Check Number 57204:	65.29
57205	H410 19286000 19286000	Humboldt Bay Municipal Water D Water Purchased - May 2024 PF-2 Reconciliation Credit from FY 2022-23	06/10/2024	93,794.32 -205.62
			Total for Check Number 57205:	93,588.70
57206	I300 43206 43206	Independent Business Forms Inc Salmon colored door hangers Yellow colored door hangers	06/10/2024	329.37 329.37
			Total for Check Number 57206:	658.74
57207	M230 M263302 M263303 M263684	Mendes Supply Co PSCQcarbacticide 30gal/DrumDep PSCQcarbacticide 30gal/DrumDep Credit/Drum deposit for 2 30 Gallon Drums	06/10/2024	940.21 470.72 -120.00
			Total for Check Number 57207:	1,290.93
57208	M350 5210102	Mid-City Motor World Unit# 11 Cap	06/10/2024	9.97
			Total for Check Number 57208:	9.97
57209	M450 52126027 521570367 521617406 521660278 521706599	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	06/10/2024	234.93 401.89 231.54 406.28 239.32
			Total for Check Number 57209:	1,513.96

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57210	M565 04292024	Jacob Mitchell DWOCP D3 Certification Exam	06/10/2024	100.00
Total for Check Number 57210:				100.00
57211	M780 022058 022217	Municipal Maintenance Equipmen Vac-Con Parts Joystick and Trimline Handle. Vac-Con Parts Joystick and Trimline Handle.	06/10/2024	82.14 44.88
Total for Check Number 57211:				127.02
57212	O460 0524-50	OConner & Company Progress Billing Through May 2024	06/10/2024	3,765.00
Total for Check Number 57212:				3,765.00
57213	P190 217866	Pacific Paper Co Desk Pad/ Printer Cartridge	06/10/2024	270.25
Total for Check Number 57213:				270.25
57214	P430 05312024 05312024 05312024 187905 191350 192187 192369 192716 193435	Pierson Building Center Discount Earned May 2024 Discount Earned May 2024 Discount Earned May 2024 Round Box Outdoor Bronze/Carlton Conduit Boc Shelf White/ Command Hook Mini/ Mounting S 60lb Premix Concrete 2x12 Pressure Treated Fir 60lb Premix Concrete 2x4x8 Lumber	06/10/2024	-2.21 -0.29 -0.21 12.54 24.64 43.65 422.04 34.92 25.07
Total for Check Number 57214:				560.15
57215	P557 5C94985 5D52312 5D83644 5D95244 5E48944	Rexel USA Inc. Faceplate for CAT 6 Cable Cat 6 switches for Darrens office and Mike Brigg Cat 6 switches for Darrens office and Mike Brigg TFFN-16-RED-STR 500Ft Surface Mount/ WP 1 Port SG/ PH Wafer Tek	06/10/2024	2.11 150.92 155.09 78.70 41.14
Total for Check Number 57215:				427.96
57216	P670 06302024	US Postal Service Annual Rental PO Box: 07/01/24 - 06/30/25	06/10/2024	364.00
Total for Check Number 57216:				364.00
57217	R250 32282063	Recology Humboldt County Garbage Service - May 2024	06/10/2024	586.44
Total for Check Number 57217:				586.44
57218	S908 49368	SWRCB-DWOCP DWOCP D3 Cert - New/JM	06/10/2024	120.00
Total for Check Number 57218:				120.00
57219	T913 14645	Triangle Pump & Equipment Level Prob and Converter for Lift Station	06/10/2024	1,965.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57219:	1,965.00
57220	U410	United Way of Humboldt	06/10/2024	
		PR Batch 00001.06.2024 UNITED WAY	PR Batch 00001.06.2024 UNI	1.38
		PR Batch 00001.06.2024 UNITED WAY	PR Batch 00001.06.2024 UNI	2.00
		PR Batch 00001.06.2024 UNITED WAY	PR Batch 00001.06.2024 UNI	0.62
			Total for Check Number 57220:	4.00
57221	V700	Valley Pacific Petroleum Services Inc	06/10/2024	
	INV 24-787103	Fuel		3,622.22
	INV 24-791605	Fuel		3,444.20
			Total for Check Number 57221:	7,066.42
57222	W208	Watt's Cleaning Services	06/10/2024	
	1062	Office cleaning services: May 2024		950.00
			Total for Check Number 57222:	950.00
			Total for 6/10/2024:	277,342.76
57195	UB*02186	JOHN JOHNSON	06/11/2024	
		Refund Check		161.44
			Total for Check Number 57195:	161.44
			Total for 6/11/2024:	161.44
57223	A160	ACWA-JPIA	06/17/2024	
	0703085	aMedical Plan - Employees Coverage Period 07/01-31/20		53,495.74
	0703085	bDental Plan - Employees Coverage Period 07/01-31/20		1,415.48
	0703085	cVision Plan - Employees Coverage Period 07/01-31/20		343.86
	0703085	dLife/AD&D Plan - Employees Coverage Period 07/01-31/20		396.09
	0703085	eMedical Plan - Board Members Coverage Period 07/01-31/20		10,745.23
	0703085	fDental Plan - Board Members Coverage Period 07/01-31/20		342.64
	0703085	gVision Plan - Board Members Coverage Period 07/01-31/20		62.52
	0703085	hLife/AD&D Plan -Board Members Coverage Period 07/01-31/20		27.47
	0703085	iMedical Plan -Retired Members Coverage Period 07/01-31/20		26,626.04
	0703085	jDental Plan - Retired Members Coverage Period 07/01-31/20		1,372.76
	0703085	kVision Plan - Retired Members Coverage Period 07/01-31/20		375.12
	0703085	lCOBRA - Medical Coverage Period 07/01-31/20		2,830.89
	0703085	mCOBRA - Dental Coverage Period 07/01-31/20		98.92
	0703085	nCOBRA - Vision Coverage Period 07/01-31/20		31.26
			Total for Check Number 57223:	98,164.02
57224	C036	Corporate Payment Systems	06/17/2024	
	240095841503007	TW/WEF Membership Renewal 24-25		296.00
	241374641381002	DT/ Office Depot: Sewer Lift Station Power Sup		260.73
	241374641393007	DT/ Office Depot: Sewer Lift Station Power Sup		521.47
	241640741381054	DT/ Staples: Sewer Lift Station Power Supplies		396.05
	242042941350017	MM/DRI Crash Plan		29.97
	242042941370002	MM/Microsoft		112.93
	244309941290917	MM/Microsoft		30.00
	246921641311027	TW/Amazon: MC Maintenance Cartridge/Plott		61.40
	246921641311027	TW/Amazon: Decaf Coffee		39.95



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	246921641371072	TW/Craigslist: Recruitment Utility		40.00
	246921641421014	TW/Craigslist: Recruitment Utility		20.00
	246921641431027	MM/Amazon-Monitors for BMC		321.33
	246921641431027	TW/Weinhoff - DER Training/RC		75.00
	248019741284006	DT/Nilsen Feed and Grain: Unit #4 Bed Mats		152.93
	747826413600003	DT/Impulse Theimpulse Shop: Sewer Lift Statio		-591.54
			Total for Check Number 57224:	1,766.22
57225	C180	Canon Solutions America Inc.	06/17/2024	
	6008176780	Office/Black Copies WXD03492- 1646		21.30
	6008176780	Office/Color Copies WXD03492- 2395		199.39
	6008176780	UseTaxRecoveryFee/OfficeCopier		8.56
			Total for Check Number 57225:	229.25
57226	C430	City of Eureka: WA	06/17/2024	
	05312024	Water Purchased - May 2024		60,374.00
			Total for Check Number 57226:	60,374.00
57227	C450	City of Eureka: Water Test	06/17/2024	
	INV06174	Microbiological Testing - May 2024		459.00
			Total for Check Number 57227:	459.00
57228	C495	Colantuono, Highsmith, Whatley, PC	06/17/2024	
	60653	Special Legal Service Services Through 05/31/20		175.00
			Total for Check Number 57228:	175.00
57229	E170	Employee Relations	06/17/2024	
	97205	Pre Employment Background Report/ RC		180.90
			Total for Check Number 57229:	180.90
57230	E890	Express Employment Professionals	06/17/2024	
	30767351	Temp Personnel - Drug Screen		74.00
	30797030	Temporary Personnel - Maintenance		1,562.88
	30838658	Temporary Personnel - Maintenance		2,083.84
	60867937	Temporary Personnel - Maintenance		2,572.24
	60867937	Temporary Personnel -Testing		60.00
			Total for Check Number 57230:	6,352.96
57231	F180	FerndaleTech	06/17/2024	
	743827	Fix Yard Gate Camera		1,225.68
			Total for Check Number 57231:	1,225.68
57232	H525	Humboldt Co Div of Environmental Health	06/17/2024	
	PT0002394	Annual Haz Mat Bus Plan Fees		782.68
	PT0002409	Annual Haz Mat Bus Plan Fees		458.70
	PT0002410	Annual Haz Mat Bus Plan Fees		458.70
	PT0002411	Annual Haz Mat Bus Plan Fees		458.70
	PT0002412	Annual Haz Mat Bus Plan Fees		458.70
	PT0003939	Annual Haz Mat Bus Plan Fees		346.00
			Total for Check Number 57232:	2,963.48
57233	H810	Humboldt Waste Management Auth	06/17/2024	
	1000008178	Solid Waste - Self Haul		12.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57233:	12.00
57234	I525 263371 264168	Infosend UB/Process and Mail/Bills - May 2024 Programming Fee: Creation of New Support Pro	06/17/2024	5,044.44 525.00
			Total for Check Number 57234:	5,569.44
57235	M340 112539	Mercer Fraser Co Cold Mix	06/17/2024	2,083.31
			Total for Check Number 57235:	2,083.31
57236	M560 4219	The Mitchell Law Firm LLP Legal Services - May 2024	06/17/2024	1,488.00
			Total for Check Number 57236:	1,488.00
57237	P315 T1007	Pacific Towing & Roadside Assistance Tow for unit# 2 to Nor Cal Auto	06/17/2024	200.00
			Total for Check Number 57237:	200.00
57238	P550 1025492680 1025492680	Pitney Bowes Inc Qtrly Rent Base C Series Qtrly Rent Base C Series	06/17/2024	40.91 84.36
			Total for Check Number 57238:	125.27
57239	U730 INV00359885 INV00375846 INV00375846 INV00376229 INV00376229	USA Bluebook One Hand Wrench 10-1/2" Brass Plug Lead Free/ 4x3 Brushing MxF Galval Hach DPD 1 Brass Plug Lead Free Hach DPD 4	06/17/2024	211.75 139.05 29.51 14.96 32.16
			Total for Check Number 57239:	427.43
57240	W020 95572	W N Tetrault Co. Inc. Unit #2 New Tires	06/17/2024	1,441.66
			Total for Check Number 57240:	1,441.66
57241	W700 HCD-245734	Whitchurch Engineering Inc. Dr Office Lane Sewer Rehab Task Order No 061	06/17/2024	2,985.00
			Total for Check Number 57241:	2,985.00
			Total for 6/17/2024:	186,222.62
57242	UB*02187	TANI MAIN Refund Check Refund Check Refund Check Refund Check Refund Check	06/28/2024	28.68 19.10 10.37 16.34 24.66
			Total for Check Number 57242:	99.15
57243	D807	DLT Solutions	06/28/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	5249184A	Annual Software Subscription Renewal		3,064.77
			Total for Check Number 57243:	3,064.77
57244	E300 SO062560	Engineering Unlimited, Inc One-shot locks for use with problem addresses	06/28/2024	167.00
			Total for Check Number 57244:	167.00
57245	E890 30900954	Express Employment Professionals Temporary Personnel - Maintenance Payperiod	06/28/2024	2,539.68
			Total for Check Number 57245:	2,539.68
57246	F049 CAEUR132895 CAEUR132895 CAEUR132999 CAEUR132999 CAEUR133108 CAEUR133108	Fastenal Company G9 SlvrM HC Safety Glasses AAA Battery 2300V Respirator/ Flexguard Gloves/ XL C3 Lin AA Batteries/ Insect Repellant/ XL Gloves 50ct XL Disposable Gloves 2300V Respirator/ Cautn Blu 17oz/ XL C3 Lime	06/28/2024	22.72 3.80 149.02 112.55 34.09 94.27
			Total for Check Number 57246:	416.45
57247	F050 CAEUR132897 CAEUR132897 CAEUR133005	Fastenal Industrial Metal Handle Brace/ 24" Coarse Broom/ 60" Wo Knuckle Woven Bnd 40ct/Aspirin Coated Tablet Scott 2ply Bathroom Tissue	06/28/2024	135.19 66.83 69.33
			Total for Check Number 57247:	271.35
57248	H690 512345	Humboldt Fasteners and Tools Tools Construction dept. Battery Replacement fo	06/28/2024	236.53
			Total for Check Number 57248:	236.53
57249	I525 264270	Infosend Additional Deposit due to postage increase	06/28/2024	2,101.92
			Total for Check Number 57249:	2,101.92
57250	J800 181939	Johnson's Mobile Rentals LLC Temp. fencing 12x6	06/28/2024	297.39
			Total for Check Number 57250:	297.39
57251	M348 176805	Microbac Laboratories, Inc Nitrate well sampling and DBP distribution syste	06/28/2024	750.00
			Total for Check Number 57251:	750.00
57252	N465 0023351	Brad's Nor-Cal Automotive Unit #2 repair	06/28/2024	1,539.20
			Total for Check Number 57252:	1,539.20
57253	P010 07052024 07052024 07052024 07052024 07052024	Pacific Gas and Electric-GN aWA Pump & District/Cummings bHH Water System cFW/MR Water System dGeneral Sewer System eKS/HH Sewer System	06/28/2024	6,920.04 12,287.25 922.49 4,924.29 1,945.11

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	07052024	fOffice/Yard		6,421.50
	07052024	gSpark energy Gas/LP Gas Chgs		56.41
Total for Check Number 57253:				33,477.09
57254	P130 07082024	Pacific Gas and Electric-St Street Lights: June 2024	06/28/2024	6,769.40
Total for Check Number 57254:				6,769.40
57255	S750 07012024	Standard Insurance Company Short&Long Term Employee Disability Billing ]	06/28/2024	1,599.54
Total for Check Number 57255:				1,599.54
57256	S850 07162024	Optimum Internet: 06/24/24 - 07/23/24	06/28/2024	561.38
Total for Check Number 57256:				561.38
57257	U410	United Way of Humboldt PR Batch 00003.06.2024 UNITED WAY PR Batch 00003.06.2024 UNITED WAY PR Batch 00003.06.2024 UNITED WAY	06/28/2024 PR Batch 00003.06.2024 UNI PR Batch 00003.06.2024 UNI PR Batch 00003.06.2024 UNI	1.15 0.90 1.95
Total for Check Number 57257:				4.00
57258	V500 9967214804	Verizon Wireless Cellular Service - June 2024	06/28/2024	514.67
Total for Check Number 57258:				514.67
Total for 6/28/2024:				54,409.52
Report Total (64 checks):				518,136.34

# Humboldt Community Services District

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

## ENGINEERING MEMORANDUM

**To:** Board of Directors  
**From:** Kush Rawal, Assistant Engineer  
**Date:** July 5, 2024  
**Subject:** Assistant Engineer Progress Report for July 9, 2024 Board Meeting

The Operations and Maintenance Department has been working towards completing the installation of a flow meter at the Hubbard Booster Station along with installation of a third pump and modification of the discharge line. The District's policy is to have the purchase point flow meters calibrated every two years. During the most recent calibration, the Hubbard flow meter was out of tolerance and is old enough that it is now obsolete and unrepairable.

The Hubbard flow meter is especially crucial as it monitors the water purchased from the City of Eureka. The meter has now been upgraded and changed out successfully. In addition to a new flow meter, a new pump and discharge system modification are currently in progress. In the past, the Hubbard Booster Station has only been able to serve either the Walnut Drive-Truesdale zone or the Myrtle-town-Freshwater zone. When this project is complete, the increased flow capacity provided by the third pump and the modified discharge system will allow the District to pump to both the Walnut Drive-Truesdale and the Myrtle-town-Freshwater zones at the same time, if there is ever a situation where the Truesdale transmission line is out of service.

Between January 1, and June 30, 2024, the Operations and Maintenance Department has completed 28,600 feet (5.42 miles) of sewer line cleaning in addition to cleaning 2,100 feet of sewer laterals. In conjunction with these cleanings, the crew was able to film 1,200 feet of sewer main line and 470 feet of sewer lateral lines. In this same time interval, Operations and Maintenance has also completed 47 wet well cleanings as well as 38 manhole inspections.

Summer is in full bloom and so are the grass and plants at each of our stations. In order to maintain accessibility and protect District infrastructure, the Operations and Maintenance Department spends about 50 hours every two weeks mowing between March and October every year. The District has currently budgeted to purchase a new larger format mower that will to reduce maintenance mowing time by over 50%.

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# Humboldt Community Services District

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

## MEMORANDUM

TO: Board of Directors  
FROM: Brian McNeill, Utility Services Planner  
DATE: July 5, 2024  
SUBJECT: Utility Services Planner Report for July 9, 2024 Board Meeting

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All required monthly water and sewer compliance reporting has been completed and sent to the State Water Resource Control Board. All other monthly reporting, such as fuel usage, reporting to other state regulators has been completed as well.

The Planning Department has continued responding to building and planning referrals which have been submitted to the District. Examples of the responses sent have included one for a proposed minor subdivision in the Myrtle town area, as well as for a project proponent looking to demolish an existing structure. Examples of rate payer interactions, has been working with a customer to help them correctly install the proper water backflow prevention device in an appropriate location, while in another instance staff assisted a rate payer in locating the water and sewer on a property they just purchased. Staff has continued to perform sewer lateral inspections as requested by project proponents.

July 1<sup>st</sup> of every year, District staff performs the annual reading of all intermingled water meters. This task has now been completed for 2024. The regular collection of bacteriological water quality samples from throughout the District's distribution system was performed.

The ongoing cycle of sending out Backflow reminder letters as well as reviewing the submitted test results continue. Staff will commence with the annual testing of District Backflow assemblies later this month.

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## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of:

July 9, 2024

**AGENDA ITEM: F.1.** (New Business)

**TITLE:** Consideration of Main Extension Agreement for 1308  
La Pointe Rd. APN: 300-211-010

**PRESENTED BY:** Brian McNeill, Utility Services Planner

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### Recommendation:

Staff recommends the Board approve main extension agreement that covers the installation of a pressure sewer main that will provide service to 1308 Lapointe Rd. APN: 300-211-010 with conditions by motion and roll call vote.

### Summary:

A copy of the Main Extension Agreement, Exhibits A and B and accompanying Figure 1A and 1B are attached. As shown in Figure 1A and 1B, the Applicant is proposing to extend a 3-inch pressure sewer main to their parcel as well as installing service to the existing single-family residence and newly built accessory dwelling unit.

### Attachments:

Main Extension Agreement  
Figure 1A and 1B  
Exhibit 'A'  
Exhibit 'B'

### FISCAL IMPACT:

None

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## **AGREEMENT FOR 1308 LAPOINTE RD. SEWER MAIN EXTENSION**

THIS AGREEMENT is made by and between the HUMBOLDT COMMUNITY SERVICES DISTRICT, hereinafter referred to as "District", and Alicia Shewmaker hereinafter referred to as "Applicant", this \_\_\_\_ day of \_\_\_\_\_, 2024.

### **RECITALS**

The purpose of this Agreement is to provide details of a pressure sewer main extension to an existing single family residence and an Accessory Dwelling Unit (ADU) being constructed at 1308 LaPointe Rd. APN# 300-211-010 (Subject) and shown on Figure 1A and 1B (attached).

NOW, THEREFORE, the parties do agree as follows:

### **1. CONSTRUCTION OF EXTENSION.**

- a. Applicant shall cause to be constructed, at Applicant's sole expense, pressure sewer pipeline extension at the above location in accordance with the plans and specifications heretofore approved by District and in conformity with District's Standard Specifications for Construction of Pipelines. The extension shall be constructed and installed under District's inspections as shown on Figure 1A and 1B (attached).
- b. Install sewer connections as shown on Figure 1A and 1B (attached). The service connections to the District's sewer system are to be made ONLY to the existing single family residence, the County Approved ADU at 1308 LaPointe Rd. and the District will make the final connection between the existing pressure sewer main and the new extension to the pressure sewer main.
- c. Sewer Capacity Charges have been paid by the applicant
- d. Applicant's licensed contractor shall install the pressure sewer main to Subject property as shown on Figure 1A and 1B, and described in Exhibit "A".
- e. All main extension work must be done under the direction (inspection) of the District and to District standard plans and specifications.
  1. Contractor shall provide District with a copy of the Humboldt County Encroachment Permit for aforementioned work performed within the County Right-of-Way.

2. Contractor shall provide District with insurance certificates per District's requirements.
- f. Cost for District to make the final connection to the existing pressure sewer main is based on time and materials.
  - g. Upon completion of the sewer main extension installation (Figure 1A and 1B) and a successful pressure test of the new main to the subject property line, the District commits to performing the connection to the existing pressure sewer main no later than 3-weeks after payment of any outstanding charges and reimbursement.
  - h. Before making final connection to the newly installed pressure sewer main (Figure 1A and 1B), Applicant shall pressure test the sewer line from the subject property line to the connected structure(s) per District specifications and under District inspection.
    - i. Applicant shall reimburse District for the cost of sewer installation inspection. See Exhibit B to reference this cost.
    - ii. Applicant shall reimburse District for the cost of plan check. See Exhibit B to reference this cost.
1. Applicant shall submit either a) Engineer's cost estimate or b) contractor's bid for sewer line with needed facilities installation.

**2. EXPENSES OF DISTRICT.** Applicant agrees to reimburse District for its expenses in connection with checking the detailed construction plans and specifications, legal expenses incurred in drawing necessary contracts and easements, inspecting the extension during construction and for any other expenses of District in connection with the construction of the extension and its acceptance described in Exhibit "B".

**3. GUARANTEE.** Applicant does hereby guarantee for a period of one year after acceptance of the extension by District that the extension will remain free from leaks, breaks, settlement of backfill, or other failures resulting from defective materials and/or labor. Applicant may be required to deposit a Surety Bond or other security with District equal to not less than twenty-five percent (25%) of the cost of construction of the extension, as estimated by District in a form approved by District, guaranteeing said work as a condition of approval of said pipeline extension.

**4. TIME LIMIT.** This agreement is valid for a period of twelve (12) months from Humboldt Community Services District's Board approval date. If work has not commenced and inspected within that time, the agreement shall be void. The Applicant can apply for a six-month extension if necessary.

**5. INDEMNIFICATION.** Applicant will indemnify and hold District harmless from all claims, demands or liability arising out of or encountered in connection with the prosecution of the installation work, whether such claims, demands or liability are caused by Applicant, Applicant's agents or employees or contractors or sub-contractors employed on the project, their agents or employees or products installed on the project by Applicant or others, excepting only such injury or harm as may be caused solely and exclusively by District's fault or negligence.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the date first above written.

HUMBOLDT COMMUNITY SERVICES DISTRICT

By \_\_\_\_\_  
General Manager

Date \_\_\_\_\_

APPLICANT

By \_\_\_\_\_

## EXHIBIT "A"

DATE: July 9, 2024  
LOCATION: APN: 300-211-010; 1308 LaPointe Rd.  
PROJECT: Pressure Sewer Main Extension  
APPLICANT: Shewmaker

### GENERAL CONDITIONS:

1. Applicant to construct all improvements per the plans approved by District and County of Humboldt, and the District Standard Specifications for the construction of sewer facilities.
2. Only District personnel shall operate sewer facilities.
3. No District facilities shall be taken out of service, abandoned, or relocated without approval of the District.
4. Applicant/contractor shall secure a trench permit from the California Division of Industrial Safety prior to excavating any trench over 5' in depth.
5. Applicant to secure a County encroachment permit and be responsible for all permanent and temporary paving on LaPointe Road to the specifications of the Humboldt County Public Works Department.

### PRESSURE SEWER MAIN EXTENSION

1. Applicant responsible for extending a 3-inch pressure sewer main approximately 200 feet to in front of 1308 LaPointe, and providing services to the lot.

## EXHIBIT "B"

DATE: July 9, 2024  
LOCATION: APN: 300-211-010; 1308 LaPointe Road  
PROJECT: Pressure Sewer Main extension  
APPLICANT: Shewmaker  
DEPOSIT: Applicant shall deposit with District 50% of the estimated cost of inspection

### PLAN CHECK BY DISTRICT:

District reserves the right to make any and all plan checks necessary to observe conformance with District standards. Plan check by the District that identifies deficiencies, shall be corrected by Applicant or the Applicant's contractor. Once the plans have been updated, they shall be submitted to the District for review. The District plan check review will be billed at the hourly rate of \$86.71/hour.

### INSPECTION BY DISTRICT:

District reserves the right to make any and all inspections necessary to observe conformance with the approved drawings and District standards. Inspection by District shall not relieve the Applicant or the Applicant's contractor from the obligations to perform the work in accordance with the requirements of this agreement. The Applicant's contractor shall be responsible for providing all testing, retesting, testing equipment, and construction at their own expense.

### INSPECTION COSTS:

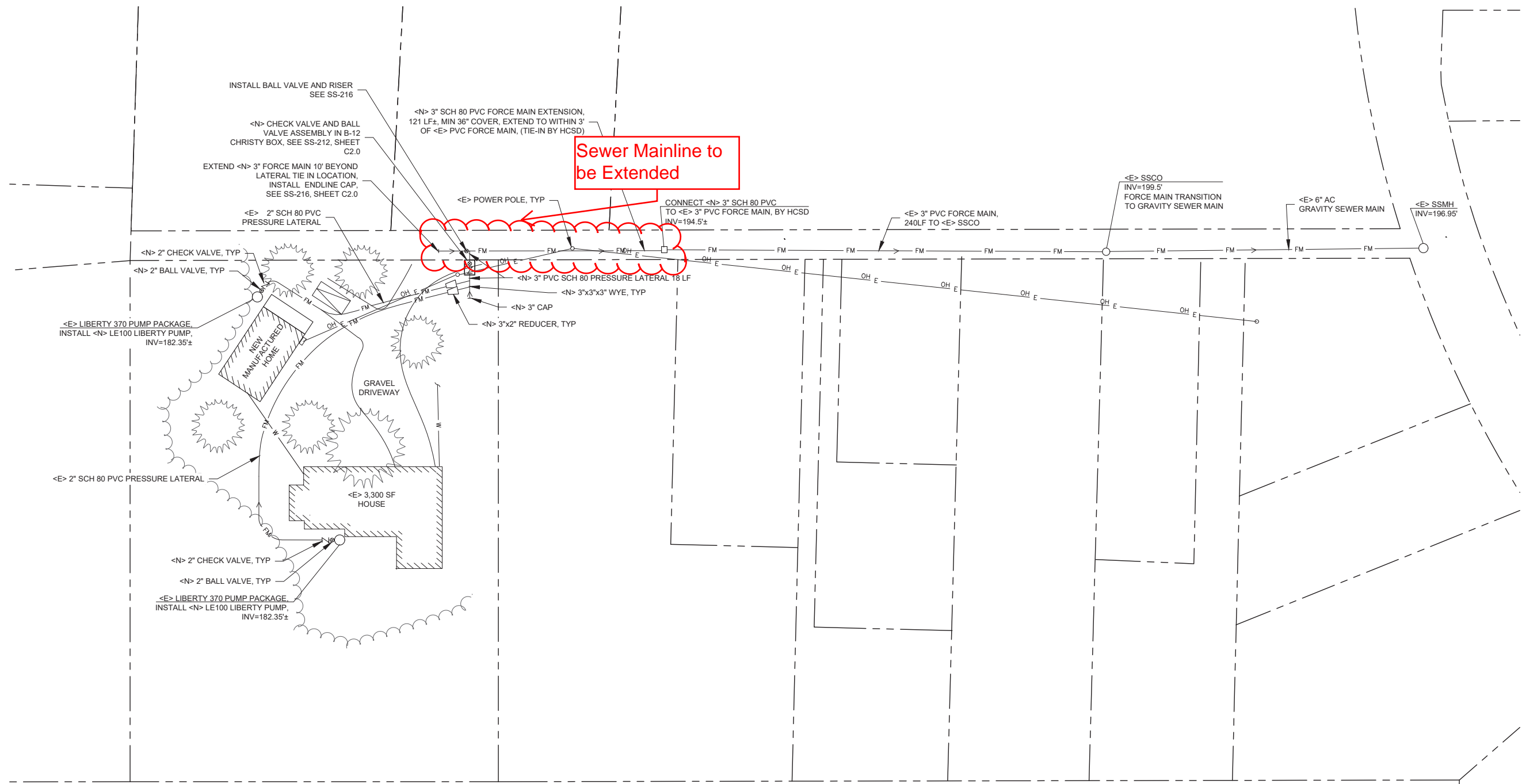
The following District opinion of inspection cost is provided to establish the 50% inspection deposit and may not represent the full amount of the true costs involved. Actual costs shall be based on the actual inspection hours required at an hourly rate of \$102/hour/person.

### Inspections:

6 Hrs. X \$102.00/Hr.	=	\$ 612.00
Deposit:	=	\$ 306.00

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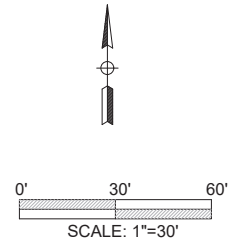


Sewer Mainline to be Extended

**PLAN**  
SCALE: 1"=30'

**NOTES:**

1. MAINLINE EXTENSION SHALL BE INSTALLED WITHIN THE RIGHT-OF-WAY ON LA POINTE ROAD. #12 COPPER COATED TRACER WIRE TO BE INSTALLED ALONG ENTIRE LENGTH OF MAINLINE EXTENSION AND FULL EXTENTS OF EACH LATERAL
2. EXISTING UTILITIES ARE NOT SHOWN, CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL EXISTING UTILITIES.
3. MAINTAIN 10' HORIZONTAL SEPARATION BETWEEN <E> WATER AND <N> SEWER



CANDOR ROCK  
INC.

(707) 496-5360  
andy@candorrock.com

NO.	HISTORY / REVISION	BY	CHK.	DATE

1308 LA POINTE DR. EUREKA, CA  
NEW SEWER SYSTEM  
UTILITY PLAN  
APN: 300-211-010

DRAWN	JDB
CHECK	ACS
APPROVED	ACS
DATE	5-22-2024
JOB NUMBER	5.22.2024
SHEET	C1.0

**Figure 1A:** This sheet represents the utility plan set provided by Candor Rock INC. and reviewed by HCSD Staff for the mainline extension to be constructed at 1308 LaPointe Rd

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**CANDOR ROCK  
INC.**

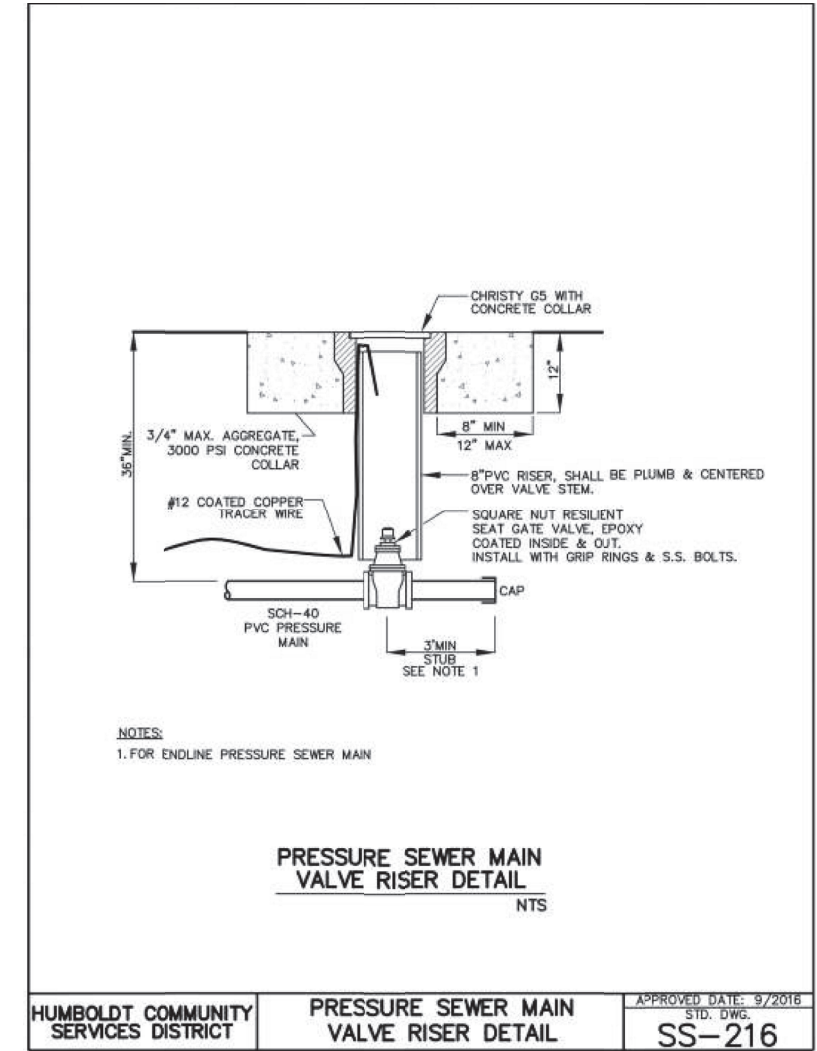
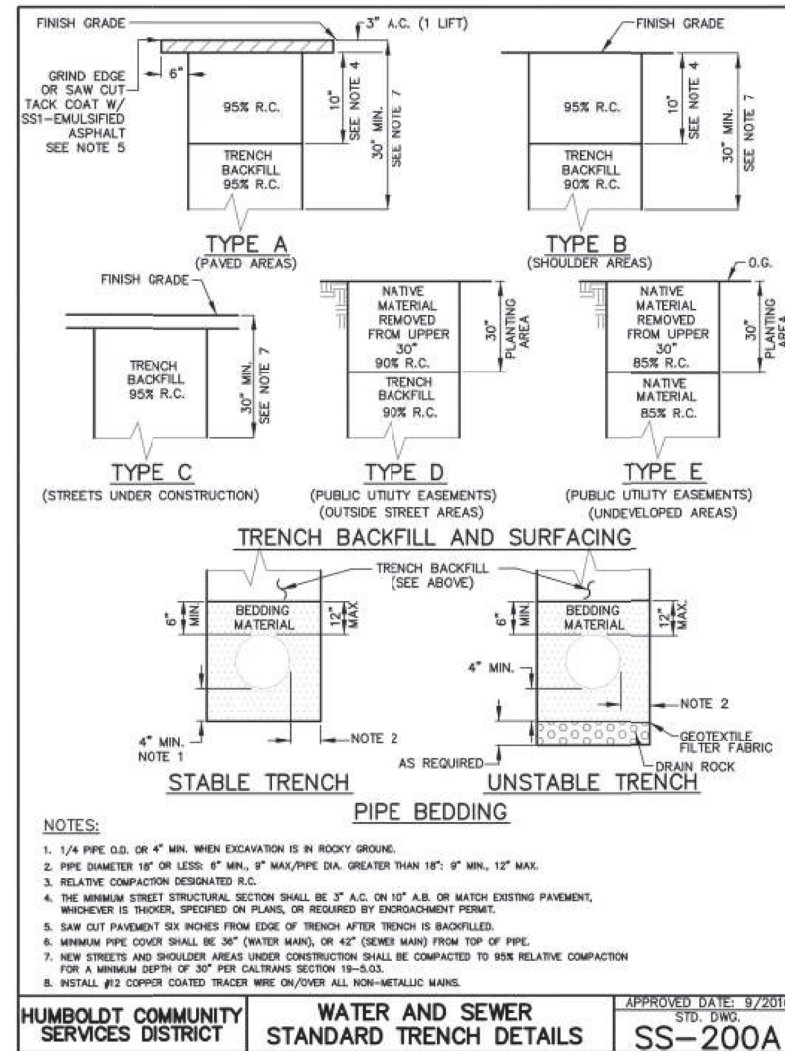
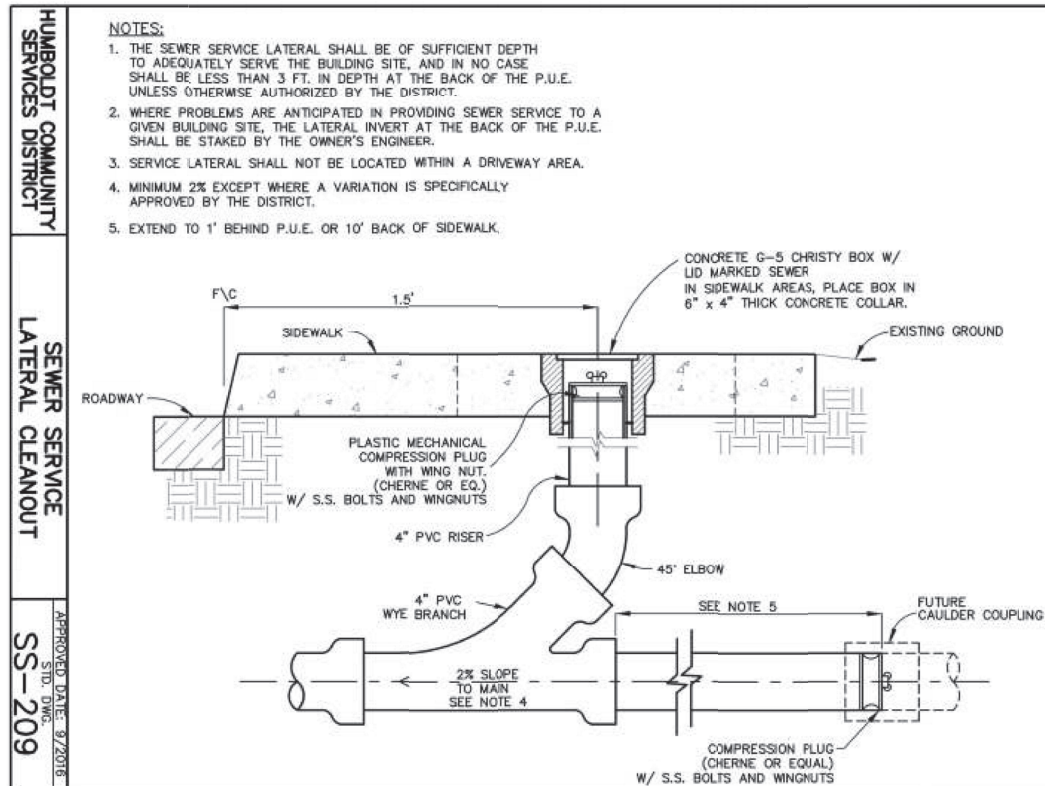
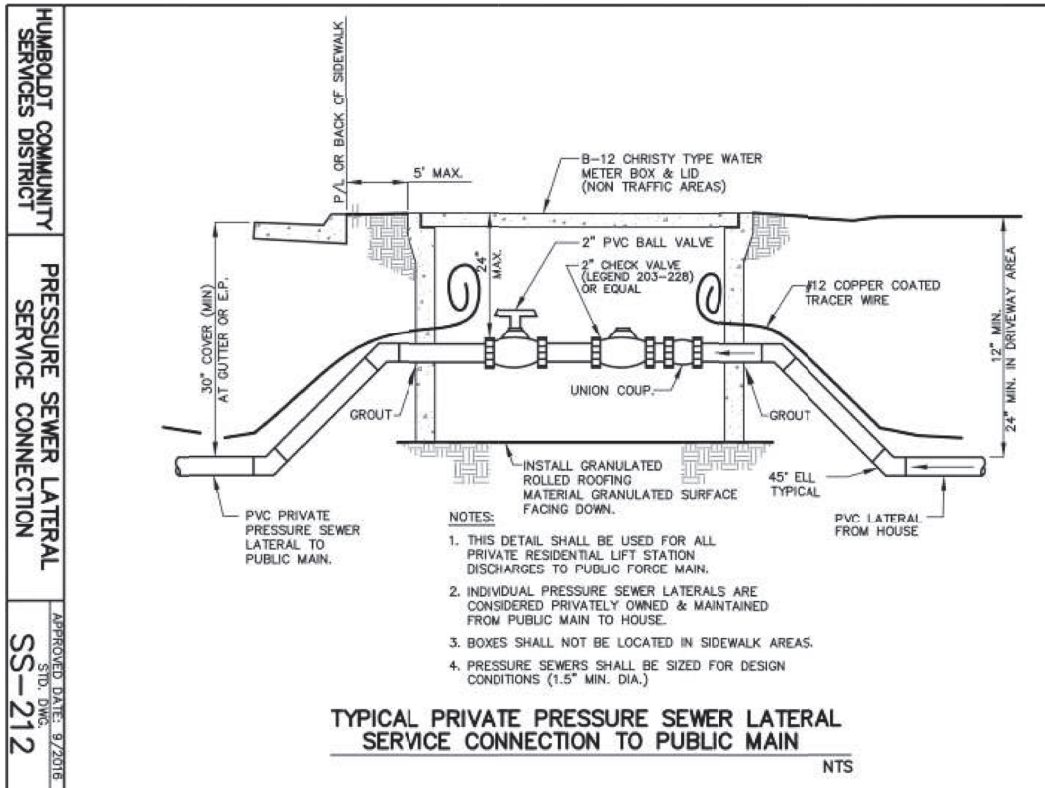
(707) 496-5360  
andy@candorrock.com

NO.	DATE	BY	CHK.	HISTORY / REVISION

1308 LA POINTE DR. EUREKA, CA  
NEW SEWER SYSTEM  
DETAILS

APN: 300-211-010

DRAWN	JDB
CHECK	ACS
APPROVED	ACS
DATE	5-22-2024
JOB NUMBER	5.22.2024
SHEET	C2.0



**Figure 1B:** This sheet represents the Humboldt Community Services District standard details relevant to the construction of the mainline extension at 1308 LaPointe rd

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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:** July 9, 2024

**AGENDA ITEM:** F.2

**TITLE:** Consideration of Adopting Resolution 2024-08 Amend the Humboldt Community Service District's Conflict of Interest Code

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

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### **Recommendation:**

Motion to Adopt Resolution 2024-08 Amending the District's Conflict of Interest Code to reflect recent changes in legislation and District personnel and roll call vote.

### **Summary:**

The Political Reform Act requires local government agencies to review their Conflict of Interest Code every two years and determine if revisions to the code are necessary.

The District last modified the Conflict of Interest code in August, 2022 when the Community Services Manager position was removed and the Engineer position was added. Since the last revision the Political Reform Act has been revised to update the dollar amounts for the minimum threshold for reporting and disqualification. This necessitates an update to section nine and ten of the Conflict of Interest Code. The District has also removed the Superintendent position and therefore needs to amend Appendix B identifying employees required to comply.

District Legal Counsel Ryan Plotz reviewed the attached resolution and draft version of the District's Conflict of Interest Code to ensure District compliance. Changes to Appendix B are reflected in red by "strikeout" of old text and "underscore" of new text. Pursuant to Government Code §82011 the Humboldt County Board of Supervisors is the code reviewing body for the District's Conflict of Interest Code. The latest date for submission to the Office of Elections is August 5, 2024. Government Code §87303 provides that the reviewing body has 90 days from submission to approve the proposed amendment and those amendments are not effective until such approval is made by the Supervisors.

### **Fiscal Impact:**

None

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**RESOLUTION NO. 2024-08**

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

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

**WHEREAS**, the Humboldt Community Services District's local Conflict of Interest Code was adopted on April 10, 1980, and last amended on July 26, 2022; and

**WHEREAS**, the Conflict of Interest Code needs to be amended to reflect changes in designated personnel;

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

1. Section 9, Manners of Reporting; Section 10, Disqualification; and Appendix B in which officials and employees are designated and disclosure categories are set forth are hereby modified and incorporated by reference and constitute the Conflict of Interest Code of the Humboldt Community Services District as attached hereto.
2. This Resolution supersedes all previous Conflict of Interest Codes.
3. Pursuant to Government Code Section 87303, that this Resolution be forwarded to the Humboldt County Board of Supervisors for its approval and be deemed adopted and promulgated by Humboldt Community Services District on such approval.

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the Board of Directors for the Humboldt Community Services District held this 7<sup>th</sup> day of July 2024 upon the following roll call vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Heidi Benzonelli, Board President

ATTEST:

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Robert Christensen, Board Secretary

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# CONFLICT OF INTEREST CODE FOR THE HUMBOLDT COMMUNITY SERVICES DISTRICT

## Section 1. Introduction.

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

## Section 2. Incorporation of California Fair Political Practices Regulation 18730

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

## Section 3. Definition of Terms.

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

## Section 4. Designated Employees.

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

## Section 5. Disclosure Statements.

A designated employee shall be assigned one or more of the disclosure categories set forth in Appendix B. It has been determined that the financial interests set forth in a designated employee's disclosure category are the types of financial interests which he or she foreseeably can affect materially through the conduct of his or her office. Each designated employee shall file statements of economic interests disclosing his or her financial interests as required by the applicable disclosure category.

## Section 6. Place of Filing.

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

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

#### Section 7. Time of Filing.

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

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

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

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

#### Section 8. Contents of Statements.

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

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

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

(d) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, and income and management positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office whichever is later.

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

## Section 9. Manner of Reporting.

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

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

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

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

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

(4) A statement whether the fair market value of the investment or interest in real property exceeds ~~one~~ two thousand dollars (~~\$1,000~~ \$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).<sup>1</sup>

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

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

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

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

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

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

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

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

payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand (\$10,000).

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

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

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

#### Section 10. Disqualification.

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

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

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

(c) Any source of income, other than loans by a commercial lending institution in the regular course of business, aggregating ~~two hundred fifty~~ five hundred dollars (~~\$250~~ 500) or more in value received by or promised to the designated employee within twelve months prior to the time when the decision is made; or<sup>4</sup>

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

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

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

## Section 11. Manner of Disqualification.

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

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

### Comments:

<sup>1</sup> Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations Section 18730 was updated and increased the real property interest amount.

<sup>2</sup> Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations Section 18730 was updated and changed income amounts

<sup>3</sup> Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations Section 18730 was updated and modified the business entity income reporting standards.

<sup>4</sup> Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations Section 18730 was updated and changed the source of income amounts.

## APPENDIX A

### CONFLICT OF INTEREST CODE FO THE HUMBOLDT COMMUNITY SERVICES DISTRICT

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

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

APPENDIX B

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

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

**Comments: Delete Superintendent position. The Superintendent position is no longer a job title in the organization.**

## APPENDIX C

### General Provisions

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

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

### Disclosure Categories

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

Category 2: All interest in real property.

Category 3: All business positions.



# 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: July 9, 2024

**AGENDA ITEM:** F.3

**TITLE:** Consideration of Withdrawing from South Broadway Forcemain Grant Funding so that the District is Eligible to Apply for Appropriate Funding.

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

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### Recommendation:

Approve withdrawal from South Broadway Forcemain Grant Funding by motion and roll call vote.

### Summary:

In 2017, the District completed an application for a FEMA Hazard Mitigation Grant to replace the South Broadway Forcemain due to hazards associated with sea level rise and earthquake vulnerability. The District was awarded \$2.25M in grant funding for this project in July 2022. District staff have been working diligently with District consultants and CalOES representatives to move this project forward; CalOES administers FEMA Hazard Mitigation Grants in California.

The funding was for the conceptual design and alignment of the replacement pipeline. The project includes a detailed final design phase and cost estimation ahead of construction. Through that effort, the total project cost was determined to be on the order of \$15M. This far exceeds the allowable limitations of the grant funding which indicates that the total project cost will not exceed \$3M.

District staff reached out to CalOES for advice. CalOES recommended that the District analyze some alternative alignments and implementation techniques to determine if there is a project that can be completed within the guidelines of the FEMA funding requirements. Through that effort, four alternatives were analyzed along with several construction/implementation techniques. The range of anticipated costs for these alternatives was from \$10M to \$17M. Even the lowest estimate far exceeds the allowable spending with FEMA funding.

CalOES has advised that the District should withdrawal from the currently awarded yet insufficient funding so that the District can be eligible to apply for the current funding round for an appropriate level of funding.

### Fiscal Impact:

None at this time.

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# Humboldt Community Services District

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## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: July 9, 2024

**AGENDA ITEM:** F.4

**TITLE:** Consideration of Declaring Unit 4B: 2009 Ford F450 and Unit 17B: 2001 E350 Ford Van Surplus and Disposal by Bidding Process

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

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### **Recommendation:**

By motion, declare the 2009 Ford F450 (VIN 1FDAF4GRXAEA66912) and the 2001 Ford E350 (VIN 1FDSE35L81HB63816) as surplus District property, and authorize the General Manager to sell the surplus property. Roll-call vote.

### **Summary:**

During Fiscal Year 2023-24, the district made Capital Improvements to its rolling stock as outlined in the Capital Improvement Plan. The District's current policies include replacement schedules for Rolling Stock based on mileage, age, hours of operation, and repair history.

The District replaced Unit 4B a 2009 Ford F450 (crane truck) and Unit 17B a 2001 E350 Ford Van (sewer camera van). Staff is requesting the Board consider declaring the 2009 Ford F450 and the 2001 Ford E350 as surplus for sale through the standard bidding process.

### **Fiscal Impact:**

The minimum bid for Unit 4B, the 2009 Ford F450, will be \$30,000.  
The minimum bid for Unit 17B the 2001 Ford E350 Sewer Camera Van, will be \$18,000.

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# Humboldt Community Services District

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## AGENDA REPORT

**For HCSD Board of Directors Regular Meeting of: July 9, 2024**

**Agenda Item:** **G.1**

**TITLE:** Adoption of Resolution 2024-09 to Approve a Corrected Master Charge Schedule for Fiscal Year 2024/25

**Presented by:** Michael Montag, Finance Manager/District Treasurer

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**Recommendation:** Staff recommends the Board of Directors:

1. Review correction to Master Charge schedule for Fiscal year 2024-2025
2. Motion and roll call vote on adoption of Resolution 2024-09 to approve a Corrected Master Charge Schedule for Fiscal Year 2024-2025

**Summary:**

At the Board Meeting of June 25 2024, the Board adopted the updated Budget and Master Charge Schedule. In preparing to post the updated Master Charge Schedule to The District's Website, an error was discovered. The Master Charge Schedule that was presented on June 25, incorrectly listed the Water and Sewer Capacity and Connection Charges as those that were in effect prior to the update to the Connection and Capacity Charges that was adopted on August 8<sup>th</sup> 2023 and became effective September 12<sup>th</sup> 2023.

A corrected Master Charge Schedule for Fiscal Year 2024-25 is included with this agenda item. This corrected version lists the correct Water and Sewer Capacity and Connection charges. The amounts for these charges are the same as the amounts previously adopted and effective since September 12<sup>th</sup> 2023. No other changes were made to the Mater Charge Schedule that was adopted on June 25, 2024.

**Fiscal Impact:**

None.

**Customer Service Account Charges**

<b>Activation, Deposits and Miscellaneous Charges</b>	
Credit Card Convenience Charge	3.5% of amount paid
Establish Water & Sewer Accounts (Admin)	\$35.00
Initial Residential Deposits:	
Water & Sewer	\$200.00
Water Only	\$100.00
Sewer Only	\$100.00
Increase in Deposit due to non-payment per occurrence:	\$50.00
Maximum Deposit:	\$300.00
Multi-Family Units:	
Water & Sewer (1 <sup>st</sup> unit)	\$200.00
2 <sup>nd</sup> Unit	\$100.00
Each Additional Unit	\$50.00
Water Only (1 <sup>st</sup> Unit)	\$100.00
2 <sup>nd</sup> Unit	\$50.00
Each Additional Unit	\$25.00
Commercial Deposits	2.5 x Mo Base Rate
When considering collection of a security deposit, deposit requirements may be waived if customer meets any of the following District guidelines for creditworthiness:	
(a) Prior service within the District showing timely payments within the previous two (2) years, or	
(b) Produce a letter of credit from PG&E, or other recognized utility showing timely payments for a period of one (1) year	
(c) Produce a positive rating report from a recognized credit reporting agency. (Ref. Code §7.06.030)	
(d) Participation in Automatic Payment Program	
Returned Checks	\$25.00
Reinstatement of Service after discontinuance for nonpayment	1 <sup>st</sup> time = \$40.00 \$65.00 + penalties thereafter
Tow Truck Call Charge	\$25.00 + actual tow costs
Broken Lock Charge	\$25.00
Tampering Charge (any unauthorized operation of meters, valves, etc.)	\$260.00
Meter Test Deposit – refunded if test fails	\$147.00
After-hours Service Call	\$84.00

**WATER – MONTHLY SERVICE RATES**

Rates below are effective August 1, 2024. The monthly fixed charge shall depend on the meter size. Volumetric rates are for units of 100 cubic-feet (HCF).

	<u><b>Fixed Monthly Service Charges</b></u>	<u><b>Volumetric Consumption Charge</b></u>
SFR <1 inch and <24 Fixture Units	\$25.43	\$5.73 per HCF
5/8 inch meter	\$25.43	\$5.73 per HCF
3/4 inch meter	\$36.61	\$5.73 per HCF
1 inch meter	\$58.96	\$5.73 per HCF
1-1/2 inch meter	\$114.83	\$5.73 per HCF
2 inch meter	\$181.86	\$5.73 per HCF
3 inch meter	\$360.64	\$5.73 per HCF
4 inch meter	\$1,120.45	\$5.73 per HCF
6 inch meter	\$1,790.86	\$5.73 per HCF

**Other Miscellaneous Water Charges:**

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

**Water Hauler Program:**

	<u><b>Charge</b></u>
<600 gallons	\$20
>600 gallons	\$0.03/gallon

**SEWER - MONTHLY SERVICE RATES:**

Rates below are effective August 1, 2024. The rates and minimum sewer service charges billed monthly to customers within the service area of the District shall be as follows:

	<i>Monthly Fixed Service Charge per Account</i>	<i>Plus Monthly Fixed Service Charge Per Living Unit (LU)/Equivalent Dwelling Unit (EDU)*</i>	<i>Plus Winter Average - Volumetric Charge per HCF</i>
Single Family Residential (1-3 LU)	\$4.15	\$32.86	\$10.90
Multi-Family (4 or more LU)	\$4.15	\$24.21	\$10.90
Mobile Homes	\$4.15	\$19.72	\$10.90
Trailer Parks	\$4.15	\$19.72	\$10.90
Commercial – Light Strength (<370 mg/liter)	\$4.15	\$32.86	\$10.91
Commercial – Med. Strength (370-500 mg/liter)	\$4.15	\$32.86	\$19.04
Commercial – Heavy Strength (>500 mg/liter)	\$4.15	\$32.86	\$24.30

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

**Sewer – Other Miscellaneous Charges**

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

**Waste Water Hauler Program:**

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



## WATER SYSTEM CAPACITY CHARGES AND INSTALLATION CHARGES

### Water Capacity Charge.

The Water Capital Capacity Charge is \$5,597 per 5/8” meter equivalency. See table below for additional meter sizes.

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

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

**Figure 1: Water Capital Capacity Charges**

Meter Size	Equivalency Factor		Max. Water Capacity Charge Per Meter
	Max. Continuous Flow (gpm) <sup>(1)</sup>	Equivalency to 5/8-inch Base Meter Size	
5/8 inch	25	1.00	\$5,597.00
3/4 inch	35	1.40	\$8,396.00
1 inch	55	2.20	\$13,993.00
1-1/2 inch	100	4.00	\$27,985.00
2 inch	160	6.40	\$44,776.00
3 inch	320	12.80	\$89,552.00
4 inch	500	20.00	\$139,925.00
6 inch	1,000	40.00	\$279,850.00

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

<b>WATER METER PURCHASE AND INSTALLATION:</b> In addition to the Capital Capacity Charge, where the District installs a new water meter and service line, the Meter Charge and Installation Charge shall be dependent on the size of the meter required. All costs are based upon actual time and materials. Where the Developer has installed the new water service line, the District shall install the meter upon payment of the corresponding Meter Charge, Installation Charge and appropriate Capacity Charge. Charges within and without the limits of the District boundaries are payable in advance for the installation of new services and meters when work is performed by District forces. Charges shall be as indicated in the table below. Costs do not include permanent pavement or sidewalk replacement.	
5/8” Meter Charge	\$273.12
Installation	\$2,915.00
3/4” Meter Charge	\$308.12
Installation	\$2,950.00

1" Meter Charge Installation	\$396.37 \$3,115.00
1 ½" and larger Meter Charge Installation	Special Quote Special Quote
Split Water Service on 1" Service Line (New) (Does not include permanent pavement or sidewalk replacement)	2 ea 5/8" \$4,260.00 3+ Special Quote 2 ea ¾" Special Quote 3+ Special Quote
Split Water Service in 2" Service Line (New) (Does not include permanent pavement or sidewalk replacement)	2 ea 5/8" \$4,260.00 3+ Special Quote 2 ea ¾" \$4,330.00 3+ Special Quote
Splitting an Existing Water Service	Actual cost. Not to exceed charges for a new service
Temporary Construction Meter	\$50.00

**SEWER CAPITAL CAPACITY CHARGES AND INSTALLATION CHARGES**

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

**Sewer Capital Capacity Charge (Capacity Charge Buy-In)**

**Current Charge: The Sewer Capital Capacity Charge is \$9,974.00/Equivalent Dwelling Unit (EDU)**

- A. Residential:** The amount charged is based on the number of EDUs.
- Multiple residential units: The charge is calculated on the total fixture unit count converted to EDU and pro-rated for the second and subsequent EDU's based on a percentage calculation as compared to one EDU. One EDU shall equal 24 drainage fixture units.

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

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

**Water Waste Fines & Penalties**

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

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

	Charge
General Labor	\$66.54
Foreman	\$99.07
Inspector	\$109.14
Plan Checker	\$86.71
Engineering Technician	\$86.71
Clerk	\$66.54
Backhoe	\$73.63
Bobcat	\$48.93
Compressor	\$27.47
Concrete Saw	\$19.42
Light Tower	\$5.52
Dump Truck <5 yards	\$73.10
Dump Truck 5-7 yards	\$83.61
Dump Truck 10 yards	\$94.12
Excavator	\$53.81
Honda EU 2000 Generator	\$5.00
Choremaster Generator	\$12.34
MQ 45 Generator	\$19.57
MQ 70 Generator	\$35.36
MQ 125 Generator	\$71.60
MQ 300 Generator	\$122.26
Mole	\$50.00/Day
Tapping Machine	\$50.00/Day
Shoring Trailer/shoring	\$670.80/Day
Shielding/Trench Boxes - Each	\$645.00/Day
Sewer Bypass Pump	\$1,000.00/Day
Trailer	\$28.56
TV Van (sewer)	\$293.18
Utility Truck (small)	\$37.19
Utility Truck (medium)	\$41.96
Utility Truck (large)	\$54.23
Construction Utility truck	\$105.34
VacCon/Hydro Excavator	\$254.00
VacCon/Hydro Cleaner	\$274.00
Roller	\$35.54
Loader	\$74.37

## Administrative Charges

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

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

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

**RESOLUTION NO. 2024-09**

**A RESOLUTION OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
CORRECTED MASTER CHARGE SCHEDULE FOR FISCAL YEAR 2024/25**

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

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

**WHEREAS**, the Humboldt Community Services District desires to prepare and adopt a Master Charge Schedule for the Fiscal Year detailing charges for services performed by the District.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Humboldt Community Services District adopts the following Master Charge Schedule for Fiscal Year 2024-2025 which is attached hereto and by its reference made a part hereof.

**PASSED, APPROVED, and ADOPTED** at a regular meeting of the Board of Directors of the Humboldt Community Services District this 9<sup>th</sup> day of July 2024, on the following roll call vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Heidi Benzonelli, Board President

ATTEST:

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Robert Christensen, Board Secretary

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