



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

AGENDA

DATE: Tuesday, May 11, 2021

TIME: 5:00 p.m.

LOCATION: *In accordance with the Governor's Executive Orders N-25-20 and N-29-20 HCSD Board of Directors shall conduct the District's business via teleconference.*

The open session segment(s) of the meeting, including Public Participation, may be joined through the Zoom Website (<https://zoom.us>) by clicking on "Join A Meeting" and entering the following Meeting ID then follow the prompts for Passcode and audio. Access may also be achieved by telephone only by dialing 1-669-900-9128 followed by the Meeting ID and Passcode below:

Meeting ID: 830 3416 0091

Passcode: 245480

Participation protocol:

- Please use the MUTE function when not speaking*
- Please use the "RAISE HAND" feature when wishing to be acknowledged for participation. Raise Hand feature is located in the lower right portion of the screen via the "REACTIONS" icon.*
- Please do not speak out of turn; wait for the Board President to call upon you to share.*

A. CALL TO ORDER AND ROLL CALL

B. CONSENT CALENDAR

1. Approval of May 11, 2021 Agenda Pgs. 1-2
2. Approval of Minutes of the Regular Meeting of April 27, 2021 Pgs. 3-6

C. REPORTS

1. General Manager
 - a) Status Report Pgs. 7-9
2. Community Services
3. Superintendent
 - a) April 2021 Construction Operations Report Pg. 10
4. Finance Department
 - a) April 2021 Check Register Pgs. 11-21
5. Legal Counsel
 - a) Brown Act Training Presentation

6. Director Reports

7. Other

D. PUBLIC PARTICIPATION **

**Members of the public will be given the opportunity to comment on items not on the agenda by way of a Zoom meeting. Please use the information set forth above to participate. 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.

E. NON-AGENDA

F. NEW BUSINESS

1. Consideration of Ratepayer Petition for Exception to District Code 4.05.140 (Ordinance 2015-1) Cross Connection Control Program at 7058 Humboldt Hill Road Pgs 22-40
2. Consideration of Approval of Cost-of-Living Allowance (COLA) and Fiscal Year 2021/2022 Memorandum of Understanding (MOU) with the HCSD Employees Association Pgs 41-43
3. Consideration of Fiscal Year 2021/2022 Salary Adjustment for HCSD's Non-Represented (Management) Employees Pg 44
4. Consideration of Approving Fiscal Year 2021/2022 Capital Improvement Program (CIP) Pgs 45-63

G. OLD BUSINESS

H. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (one case)

I. ADJOURNMENT

Next Res: 2021-04
Next Ord: 2021-01

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

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, April 27, 2021, via tele/video conference in accordance with the Governor's Executive Orders N-25-20 and N-29-20.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call were Directors Benzonelli, Bongio, Gardiner, Hansen, and Matteoli. Staff in attendance: General Manager Williams (GM), Superintendent Latham, Finance Manager Montag (FM), Community Services Manager Hulstrom (CSM), and Assistant Engineer Adams (AE).

B. CONSENT CALENDAR

1. Approval of April 27, 2021 Agenda
2. Approval of Minutes of the Meeting of April 13, 2021

DIRECTOR MATTEOLI MOVED, DIRECTOR HANSEN SECONDED, TO ACCEPT AND APPROVE THE APRIL 27, 2021 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

C. ACWA/JPIA PRESENTATION

1. Executive Committee Member Bruce Rupp re Premium Analysis

Mr. Rupp summarized the ACWA/JPIA process of their insurance program analysis wherein excess premiums are refunded to its membership. A check for this year's refund to the HCSD amounted to \$34,183 and Mr. Rupp commended the District's staff for their outstanding safety performance that minimizes claims and also protects the public at large.

D. REPORTS

1. General Manager
 - a) Status Report

GM reviewed his April 22, 2021 Memorandum welcoming HCSD's newest staff member Assistant Engineer Benjamin Adams and providing status updates for:

- Pine Hill HDD – The contractor is nearing completion of their portion of the project wherein District staff will proceed with water sample analysis and finalize connections to the existing watermain.

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; April 27, 2021

- Ridgewood Tank – Staff is progressing on implementation of the temporary tank system and anticipate testing to begin by the first week of May.
- Surplus Vehicles – The April 21, 2021 bid opening resulted in the sale of the surplus Peterbilt 367 at \$50,125. Staff is considering options available to address the Ranger.
- Enclosed Bays and Estuaries – Advised the public comment period was extended to May 3, thus, the matter had been agendaized under G.3 for discussion.
- SB 222 – reviewed another of the State’s efforts to provide assistance to ratepayers unable to pay their bills. As worded, both ACWA and CSDA oppose the bill due to administrative overhead, unspecified funding sources, reliance on private corporation customer data, variable funding, and multi-agency involvement and approval process.
- Drought – Governor Newsom declared a drought emergency along the Russian River Watershed on April 21. It is expected conservation requirements will become statewide in the near future.
- Earthday – occurred April 20-22.

3. Superintendent

a) March 2021 Operations/Maintenance Report

Superintendent reviewed the normal activities of the Maintenance Department during the month of March without question.

4. Finance Department

a) March 2021 Budget Statement

FM reviewed the report adding that there is a potential credit due for water purchased from the City of Eureka which may offset the increased expense.

E. PUBLIC PARTICIPATION

President Bongio invited the public to address the Board on any item not listed on the agenda or issues generally affecting District operations, which are within the jurisdiction of the Board. None.

G. NEW BUSINESS

1. Consideration of Adopting Resolution No. 2021-04 Appointing a Board President and Vice-President for the Period June 9, 2021 through December 13, 2022

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; April 27, 2021

Director Gardiner reviewed the corresponding report concluding in a MOTION TO NOMINATE DIRECTOR BONGIO AS BOARD PRESIDENT THROUGH DECEMBER 13, 2022. After a lengthy, contentious discussion DIRECTOR MATTEOLI SECONDED THE MOTION. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR MATTEOLI, TO NOMINATE DIRECTOR BENZONELLI AS BOARD VICE-PRESIDENT THROUGH DECEMBER 13, 2022. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Email from J.A. Savage Requesting an Update to an Ordinance Requiring 14 copies of Presentation Materials for Board Meetings

GM reviewed the corresponding Agenda report emphasizing the Brown Act provides guidelines to support public participation including Government Code 54957.5 requiring paper copies.

PUBLIC COMMENT: J.A. Savage reiterated her desire that the District not require 14 copies of everything for Board Packs.

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR MATTEOLI, TO MAINTAIN COMPLIANCE WITH THE BROWN ACT, SPECIFICALLY GOVERNMENT CODE SECTION 54957.5 REQUIRING PHYSICAL AVAILABILITY OF WRITINGS AND DOCUMENTS. MOTION CARRIED UPON THE FOLLOWING ROLL-CALL VOTE:

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

3. Consideration of North Coast Regional Water Quality Control Board (NCRWQCB) Public Comment Period Regarding City of Eureka Project: Elk River Estuary Enhancement and Enclosed Bay and Estuaries Exemption

GM announced the day after he submitted his April 20, 2021 comment letter to the NCRWQCB, the public comment period deadline was extended from April 22, 2021 to

DRAFT – MINUTES OF THE REGULAR MEETING
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HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; April 27, 2021

May 3, 2021. Thus, if the Board desired modification, or to rescind the comments, such was possible. GM then summarized the key points of the letter which requested the District be included in the Technical Advisory Committee (TAC) and that Item 9.3 – Creation of an Interpretive Center – be removed from the NCRWQCB Resolution R1-2021-0017. Discussion included the costs that the City of Eureka (COE) plans to charge the District for the project, disappointment that the District was omitted from COE planning, concerns that modifications to the resolution could increase costs to both COE and the District.

PUBLIC COMMENT:

J.A. Savage Advised that she and Jerry Martien reached out by email to the environmentalist community after learning about the project at the last HCSD Board meeting. Specifically, Humboldt Bay Keepers and the Environmental Protection Information Center (EPIC) were also caught by surprise by the NCRWQCB Resolution, and are meeting with COE Public Works Director Brian Gerving to learn what the overall project entails.

The Board continued discussion. GM advised he intends to attend the NCRWQCB mid-June Public Hearing.

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, TO SUPPORT THE APRIL 20, 2021 PUBLIC COMMENT LETTER SUBMITTED TO THE NCRWQCB WITHOUT MODIFICATION. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF April 27, 2021 AT 6:20 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: May 7, 2021
SUBJECT: General Manager Report for May 11, 2021 Board Meeting

State Water Resources Control Board:

On Friday, April 30, 2021 I took and passed the Grade III Wastewater Treatment Plant Operator certification exam. Together with my education and 2080 hours of hands-on experience in wastewater treatment as an Operator-in-Training, this exam is the final step in the requirements to become a certified wastewater treatment plant operator in the State of California. I am collecting the necessary paperwork from Redway CSD to determine how many applicable hours I have served. If the total hours served at Redway meet the requirements I will submit an application for a Grade III Wastewater Operator Certification. If not, I will be making arrangements to accumulate the remaining experience hours required.

Ridgewood Tank:

Construction on the temporary tank system is complete. Bacteriological test results have been submitted to the State for approval. Testing on the pumping and control system was initiated Friday, May 7, 2021.

\$3.41 Billion Drought and COVID-19 Water Debt Relief Package:

On April 29, 2021, the CA Senate heard arguments regarding a \$3.41B plan to address the intensifying drought, safe drinking water, water supply reliability and ratepayer assistance. The Association of California Water Agencies (ACWA) and many of its member agencies testified in support of the plan (letter from ACWA attached). The Senate Budget and Fiscal Review Subcommittee passed the plan in a bipartisan 4-0 vote.

ACWA SUPPORTS STATE SENATE'S \$3.41 BILLION DROUGHT AND COVID-19 WATER DEBT RELIEF PACKAGE

BY ACWA STAFF APR 29, 2021 NEWS RELEASES

SACRAMENTO – The Association of California Water Agencies (ACWA) and many of its member agencies testified in support today for the Senate's \$3.41 billion drought relief package that would provide needed funding for many water management categories and related tools, such as atmospheric rivers research, and relief for Californians who have accumulated water and wastewater bill debt due to COVID-19's financial impacts.

The package passed out of the Senate Budget Subcommittee 2 on Resources, Environmental Protection and Energy hearing by a 4-0 vote and now moves to the Senate Budget Committee for consideration.

"ACWA applauds Senate President pro Tem Toni Atkins' leadership and strongly supports the Senate's proposal for drought and COVID-19 water relief funding," ACWA Executive Director Dave Eggerton said.

The package includes funding for several key areas, including:

- \$1 billion to help ratepayers, community water systems, wastewater treatment works and public utilities recover from COVID-19 economic impacts

- \$500 million for immediate community assistance for drought relief

- \$500 million for water-use efficiency

 - \$250 million for urban water-use efficiency

 - \$250 million for agricultural water-use efficiency, including irrigation and treatment ponds

- \$350 million for sustainable groundwater management

- \$200 million for resilient water infrastructure projects

- \$200 million for recycled water

- \$200 million for stormwater management

- \$285 million for fish and wildlife protection from drought impacts

- \$100 million for water quality, including PFAS remediation and septic to sewer conversions

- \$75 million for water data and forecast improvement for forecast-informed reservoir operation (FIRO), groundwater recharge and flood risk management, including atmospheric rivers research

With some regions, such as the Russian River Watershed, already experiencing severe drought conditions, local water managers across the state strongly support today's action on drought funding.

Also in the state budget process, ACWA continues to actively support the governor's budget proposal to allocate \$125 million in Prop 68 funds for habitat restoration projects. Beyond the Legislature's and

Newsom Administration's discussions in the state budget process, discussions regarding additional funding needed in categories noted above and other categories will continue as the Legislature develops a climate resilience bond. ACWA continues to advocate extensively for increased water infrastructure funding for water resilience in the proposed 2022 climate resilience bond.

The Senate's proposal includes \$1 billion in funding to help address COVID-19-related customer debt at community water systems, including public water agencies, wastewater treatment works and publicly owned electric utilities. ACWA advocated for the federal funding that is making this possible and supports the Senate's proposal in this area.

"ACWA and its member agencies have concurred with the temporary suspension of the authority to discontinue services for nonpayment," Eggerton said. "The Senate's action to move expeditiously on administration of COVID-19 relief funding is key to helping the customers who have been financially impacted by COVID-19 and the public water agencies at which water customer debt is accruing."

Media representatives looking for more information about local public water agency efforts to create a more resilient water supply can find examples at www.acwa.com/drought.

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Humboldt Community Services District

Post Office Box 158 Cutten, CA 95534 (707) 443-4558 Fax (707) 443-1490

To: H.C.S.D. Board of Directors

Date: May 6, 2021

From: Tim Latham, District Superintendent 

Subject: April 2021 Construction Operations Report

General business for the month of April included water service line replacements due to leaks on Christopher Drive, Walnut Drive, Middlefield Drive, Spring Street, Lissa Drive, Princeton Drive, 2nd Street (Fields Landing) and two on Edgewood Road, replacing a leaking water meter stop on Greenbriar Lane, abandoning an unused water service on Walnut Drive, installing a 2" hot tap on a water main line for a contractor on Walnut Drive, installing a clean-out on a sewer lateral line and repairing another sewer lateral line on Vernon Street, performing concrete repairs on Myrtle Avenue and Laurel Drive and completing the concrete portion of the Golf Course Sewer Line Crossing Project.

Other business included continued construction of the temporary storage tank portion of the Ridgewood Tank Off-line Project in preparation of the complete rehabilitation of the Ridgewood water storage tank beginning Mid-June 2021, assisting the Customer Service Department with service orders as necessary, taking required on-line training courses as time allows and preparation for the upcoming Pine Hill Bridge Water Main Line Replacement Project.

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

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Accounts Payable

Checks by Date - Detail by Check Date

User: FM
 Printed: 5/4/2021 11:02 AM

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

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
54348	UB*01872	FRESHWATER ELEM. SCHOOL Refund Check	04/09/2021	3,575.94
Total for Check Number 54348:				3,575.94
54349	A625 12967 12989	An Electrician, Inc New soft start and bypass contactor for the South New soft start and bypass contactor for the South	04/09/2021	3,258.39 3,767.36
Total for Check Number 54349:				7,025.75
54350	B726 2103	Rusty Brown Annual respirator fit testing for staff required to	04/09/2021	735.00
Total for Check Number 54350:				735.00
54351	C450 INV00830	City of Eureka: Water Test Microbiological Testing - February	04/09/2021	408.00
Total for Check Number 54351:				408.00
54352	D910 209843	Don's Rent-All Inc 48" Form Stakes #50	04/09/2021	108.50
Total for Check Number 54352:				108.50
54353	E485 03312021 094855/3 094978/3 094979/3 095028/3 095507/3 095516/3 095593/3 095653/3 096068/3	Cooney Parris and Rieke Corp Discount Earned - March Shop/Disp mice bait stn/Mse-Inset blueboard Ridgewood WBS/Carp Square/Jigs Construction tools/Pencil red lead/Carp pencil Construction tools/Canopy Unit #1/Tools/Cut-off Wheels/4-1/2x1/16x7/8/4- PHB WL Rpc DDVH/Stencil Card stock 4/Brush PHB WL Rpc DDVH/Signs/Star con/Mnpt nippl Unit #1/Tools/Tape barcode caution 1000' Couple 1"/Elbow 90 1"/Elbow 45 1"/Tape elec/Pi	04/09/2021	-20.91 20.45 31.86 3.71 107.74 13.53 20.01 17.22 21.53 214.36
Total for Check Number 54353:				429.50
54354	E530 180049 180060 180470	Eureka Humboldt Fire Extinguisher Co Inc Annual fire extinguisher testing and maintenance New fire extinguishers Annual fire extinguisher testing and maintenance	04/09/2021	1,114.26 323.25 70.25
Total for Check Number 54354:				1,507.76
54355	E558 177594 180385 180741	NAPA Auto Parts of Eureka Unit #s 11 & 12/Cabin air filters Shop/Brakleen/Syn0W20/Purple power car wash Rental Vac/Repair air leak/Coupling	04/09/2021	30.21 103.96 10.61

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	181735	Unit #4/Brake pads/Caliper bolt/Delo 400 15W4		144.22
	181925	Detail Brush kit/3 PK Flannel Dusters/Cabin Air		18.82
	182280	Zieman Trailer/O-rings		1.36
	182365	Unit #s 1 14 18/2.5 Blue Def		34.68
	184234	2.5 Blue Def		17.34
			Total for Check Number 54355:	361.20
54356	E650 68853	Eureka Ready Mix Yard/Base delivered	04/09/2021	809.45
			Total for Check Number 54356:	809.45
54357	F010 81500777	Farmer Brothers Co Med Rst 2.0/Fr Rst 2.0	04/09/2021	148.59
			Total for Check Number 54357:	148.59
54358	H010 03312021 S011784107.001 S011790708.001 S011793238.001 S011801242.001 S011808168.001 S011809334.001 S011815086.001	Keenan Supply Discount Earned - March C110 DI Flng ecc reducers Yard Stock/Brass cplg/Vlv w lockwng/TTM Test Ridgewood WBS/4" Overflow/Sch 40 PVC male Yard Stock/Brass ball corp stop/Rubber meter ga SxS SCH 40 PVC Elbow Princeton Well site/MHT Wharf HydWPentagon Yard Stock/SS nut bolt kits	04/09/2021	-95.53 244.67 2,102.58 1,193.19 762.44 53.99 632.47 184.69
			Total for Check Number 54358:	5,078.50
54359	H410 26411000	Humboldt Bay Municipal Water D Water Purchased - March	04/09/2021	90,032.24
			Total for Check Number 54359:	90,032.24
54360	H690 432860	Humboldt Fasteners and Tools Cordless impact tool for the Construction Depart	04/09/2021	390.60
			Total for Check Number 54360:	390.60
54361	I401 IN39386	Industrial Electric Arcata Inc Shop Labor/Trouble-shoot Flygt 5HP	04/09/2021	45.00
			Total for Check Number 54361:	45.00
54362	I559 S1044293.001	Inland Water Works Supply Co 36 Itron 100W+ ERTs to pair with badger meters	04/09/2021	3,046.68
			Total for Check Number 54362:	3,046.68
54363	J800 114116	Johnson's Mobile Rentals LLC Rental fencing for the Ridgewood Tank Off-line	04/09/2021	252.78
			Total for Check Number 54363:	252.78
54364	J950 R706410 R708932 R708955	J. W. Wood Co. Inc. Parts for the Ridgewood Tank Off-line Project/SI Parts for the Ridgewood Tank Off-line Project/SI Parts for the Ridgewood Tank Off-line Project/D	04/09/2021	1,003.86 501.93 289.58
			Total for Check Number 54364:	1,795.37

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
54365	L100 03312021	Tim Latham Reimbursement for bottled water provided to 650	04/09/2021	171.24
Total for Check Number 54365:				171.24
54366	L200 60900605451	Les Schwab Tire Center of Calif Inc. Unit #12/Alignment	04/09/2021	89.99
Total for Check Number 54366:				89.99
54367	M350 5161275	Mid-City Motor World Unit #11/Heater fan	04/09/2021	67.64
Total for Check Number 54367:				67.64
54368	M370 150137	Miller Farms 5149 Blackberry/Trees	04/09/2021	2,702.20
Total for Check Number 54368:				2,702.20
54369	M450 514299048 514342684 514385996 514429562 514470587	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	04/09/2021	383.62 222.69 371.99 222.69 365.37
Total for Check Number 54369:				1,566.36
54370	M780 0158037-IN	Municipal Maintenance Equipmen Unit #18/Vac Con inlet tube	04/09/2021	1,064.30
Total for Check Number 54370:				1,064.30
54371	P190 160344 161200 161309 161403	Pacific Paper Co Rubber Bands #32/Mech pencil .5/Pink pencil ca Lined Pop-up notes 4x4 counter/Pentel yellow hi Post-it Pop-up notes/BIC Round stic ballpt pens/ Bus Source Premium Copy paper/Expo whiteboa	04/09/2021	37.40 56.24 177.79 63.40
Total for Check Number 54371:				334.83
54372	P430 03312021 948067 948147 948315 949752 949762 950027 951489 951570 952719 952727 953009 954321 954414 954687 954804 954808	Pierson Building Center Discount Earned - March Ridgewood WBS/2x12 #2 S4S/2x4x8 Prem Ridgewood WBS/Power-pro ext 9x2-.5 11# Maintenance Shed/Alum screen/Rat trap/Mouse Ridgewood WBS/16d Duplex 11#/SCH 40 PVC Ridgewood WBS/2x12 btr S4S Bulk fasteners Unit #11/Tools/SAE Hex Key set/Eklind 7pc He: 4" Overflow tie downs/36" Blk zip tie/11" Blk zi Princeton Station/Black roll roofing Princeton/Square cap nails 41# Pik-stik Pick-up tool 3M Blue Painters tape/Ace Trash bag Yard/Wash hose Ridgewood WBS/Restraint/Stlwks allthread/Ass Blk Valve box w grn cover 14x19 Flexogen gr 5/8x50' HD	04/09/2021	-120.14 966.33 17.34 13.53 27.37 161.63 12.33 22.97 18.68 130.18 21.65 43.38 14.08 39.05 17.71 31.45 30.37

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 54372:	1,447.91
54373	P490 1017789766	Pitney Bowes Inc. Pitney Bowes DL200 Letter opener. Maintenan	04/09/2021	2,199.52
			Total for Check Number 54373:	2,199.52
54374	P557 1H92930 1J69611	Rexel USA Inc. Ridgewood/Starter Split Bolts/Pens 20/Pens 30	04/09/2021	2,030.07 63.05
			Total for Check Number 54374:	2,093.12
54375	R750 12436	R. J. Ricciardi Inc. Progress billing through March	04/09/2021	4,660.00
			Total for Check Number 54375:	4,660.00
54376	S490 107911 108269 108269 108269 108269 108518 108518	SHN Consulting Engineers Credit/Overpayment/So. Broadway FM Test & I P.H.B. WL Rpc Dir Drl, Vlvs/Hyd So. Broadway FM Tower Lane SMR Freshwater Assessment District Revisions P.H.B. WL Rpc Dir Drl Vlvs Hyd FWMR General Engineering	04/09/2021 Overpayment from 107911	-3,816.72 1,257.30 1,197.50 85.00 255.00 7,130.00 267.50
			Total for Check Number 54376:	6,375.58
54377	S750 04012021	Standard Insurance Company Short&Long Term Empl Disability	04/09/2021	1,486.08
			Total for Check Number 54377:	1,486.08
54378	S850 04152021+10	Suddenlink Internet/Phone 03.24.21-04.23.21	04/09/2021	523.82
			Total for Check Number 54378:	523.82
54379	S908 46899	SWRCB-DWOCB D3 Water Distribution Cert Renewal/BE	04/09/2021	120.00
			Total for Check Number 54379:	120.00
54380	T410 1489549-01	Malcolm Kelly Inc. Ridgewood WBS/PVC 904	04/09/2021	10.54
			Total for Check Number 54380:	10.54
54381	U330 191507201-001	United Rentals, Northwest Inc Ridgewood WBS/Rental/Boom 40-50' Articulate	04/09/2021	633.79
			Total for Check Number 54381:	633.79
54382	U376 20-1470777	United States Treasury IRS Levy/Pintermedia/Inv 19-7143/Website Upd	04/09/2021	23.75
			Total for Check Number 54382:	23.75
54383	U410	United Way of Humboldt PR Batch 00001.04.2021 UNITED WAY PR Batch 00001.04.2021 UNITED WAY	04/09/2021 PR Batch 00001.04.2021 UNI PR Batch 00001.04.2021 UNI	0.46 2.27

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		PR Batch 00001.04.2021 UNITED WAY	PR Batch 00001.04.2021 UNI	6.27
			Total for Check Number 54383:	9.00
54384	V500 9876027873	Verizon Wireless Cellular Service - March	04/09/2021	387.62
			Total for Check Number 54384:	387.62
54385	V700 INV 21-384498 INV 21-390054 INV 21-390475 INV 21-391425 INV 21-393292	Valley Pacific Petroleum Services Inc Fuel Fuel Ethanol Free 92 Octane Fuel Fuel	04/09/2021	2,753.77 1,871.01 28.80 1,488.12 2,897.56
			Total for Check Number 54385:	9,039.26
54386	W208 1024	Watt's Cleaning Services Quarterly cleaning for January thru March 2021/	04/09/2021	1,745.00
			Total for Check Number 54386:	1,745.00
54387	W570 303096	Western Chain Saw Yard/Bar oil/6.4 Oz mix	04/09/2021	32.53
			Total for Check Number 54387:	32.53
			Total for 4/9/2021:	152,534.94
54388	3500 69615	3 T Equipment Inc Manhole inflow trays	04/15/2021	1,257.46
			Total for Check Number 54388:	1,257.46
54389	A072 1889	Accurate Drug Testing Services DOT Random	04/15/2021	65.00
			Total for Check Number 54389:	65.00
54390	A160 0665459 0665459 0665459 0665459 0665459 0665459 0665459 0665459 0665459 0665459 0665459 0665459 0665459 0665459 0665459 0665459	ACWA-JPIA iMedical Plan -Retired Members hLife/AD&D Plan -Board Members gVision Plan - Board Members kVision Plan - Retired Members eMedical Plan - Board Members dLife/AD&D Plan - Employees cVision Plan - Employees aMedical Plan - Employees jDental Plan - Retired Members nCOBRA - Vision lCOBRA - Medical fDental Plan - Board Members mCOBRA - Dental bDental Plan - Employees	04/15/2021	21,838.15 28.49 78.15 312.60 12,754.75 368.03 328.23 52,422.26 1,052.16 15.63 1,170.14 448.76 33.72 1,702.84
			Total for Check Number 54390:	92,553.91
54391	A360 987559	AFLAC Supplemental Health Premium - March	04/15/2021	265.74

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 54391:	265.74
54392	B284 1426221	Badger Meter Inc 36 Badger Model 25 5/8" Water Meters	04/15/2021	5,691.60
			Total for Check Number 54392:	5,691.60
54393	B360 38220	BT Metals Metal for a restraint on the Ridgewood Tank Off	04/15/2021	64.62
			Total for Check Number 54393:	64.62
54394	C036	Corporate Payment Systems	04/15/2021	
	240151710870039	TK/Wastewater TTCert/76 Elk Grove/Fuel for di		62.59
	240728010782070	DT/Galco/Fuses		503.98
	240728010912070	DT/Galco/So Bay Well/Fuses		316.45
	241640710771053	DT/Staples/Thermal pouches		106.27
	241640710859576	TK/Wastewater TTCert/Applebees/Meal		28.41
	242042910750001	TL/FY 20/21 Microsoft Online Email Exchange		84.00
	242078510921741	TK/CAPIO/ACWA Rate Change Webinar		25.00
	242107310922072	TK/Commcl Truck Trader Advg - Surplus Sale P		24.95
	242316810848370	TK/Wastewater TTCert/Texas Roadhouse/Meal		40.00
	242316810868370	TK/Wastewater TTCert/Safeway/Meal		8.61
	246921610851004	TK/Wastewater TTCert/Togo's/Meal		9.95
	24692161085100B	TK/Wastewater TTCert/Starbucks/Meal		9.60
	246921610861000	TK/Wastewater TTCert/Panera Bread/Meal		13.38
	24692161086100B	TK/Wastewater TTCert/Panera Bread/Meal		13.38
	246921610871002	TK/Wastewater TTCert/Starbucks/Meal		10.10
	246921610881006	TK/Wastewater TTCert/Starbucks/Meal		10.10
	246921610881009	TK/Wastewater TTCert/Starbucks/Meal		10.10
	246921610891008	TK/Wastewater TTCert/Fairfield Inn and Suite/L		437.76
	246921610911007	TK/Craigs List Advg - Surplus Sale Ranger & Pe		5.00
	24692161091100B	TK/Craigs List Advg - Surplus Sale Ranger & Pe		5.00
	247554210716407	DT/Compliance Signs/Parking Signs		81.89
	249064110771166	TL/CrashPlan/Code 42 Back-Up System 3 Serve		29.97
			Total for Check Number 54394:	1,836.49
54395	C180	Canon Solutions America Inc.	04/15/2021	
	4035829547	Office/Color Copies WXD03492-02.28.21-03.30		177.52
	4035829547	Office/Black Copies WXD03492-02.28.21-03.30		26.51
	4035829547	Use Tax Recovery Fee/OfficeCop		7.91
			Total for Check Number 54395:	211.94
54396	C410	City of Eureka: SW	04/15/2021	
	March 2021	Humboldt Hill 21%		25,100.25
	March 2021	General 79%		94,424.75
			Total for Check Number 54396:	119,525.00
54397	C430	City of Eureka: WA	04/15/2021	
	03312021	Water Purchased - March		49,621.00
			Total for Check Number 54397:	49,621.00
54398	E170 90003	Employee Relations Pre Employ Bkgrd Report/BA	04/15/2021	47.72
			Total for Check Number 54398:	47.72

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
54399	H210	Hensell Materials	04/15/2021	
	564238	Ridgewood WBS/T Post/#20 6'		139.97
	564349	Ridgewood WBS/T Post/#8 6'		55.99
	607066	Ridgewood WBS/Std/#6 8x8x16		20.64
	607570	Tools/CC193-01		22.90
Total for Check Number 54399:				239.50
54400	H810	Humboldt Waste Management Auth	04/15/2021	
	20222	Greenwaste		14.21
	231538	Greenwaste		15.68
	231585	Greenwaste		0.98
	233418	Princeton roof/Solid waste		60.77
	234475	Upper Shop/Solid waste		59.21
	234593	Greenwaste		12.25
Total for Check Number 54400:				163.10
54401	I525	Infosend	04/15/2021	
	188842	UB/Process and Mail/Bills - March		4,509.15
Total for Check Number 54401:				4,509.15
54402	J900	ACWA/Joint Powers Insurance Authority	04/15/2021	
	Q3 2021	Workers Comp Prog-Sales/Meter		551.39
	Q3 2021	Workers Comp Prog-Water		1,720.74
	Q3 2021	Workers Comp Prog-Clerical/Brd		580.45
	Q3 2021	Workers Comp Prog-Sewer		1,682.20
Total for Check Number 54402:				4,534.78
54403	M230	Mendes Supply Co	04/15/2021	
	M206953	CH Bacticide Gal		296.21
	M206953A	CH Bacticide Gal		148.10
	M208299	CH Bacticide Gal		394.94
Total for Check Number 54403:				839.25
54404	M560	The Mitchell Law Firm LLP	04/15/2021	
	47555	Legal Services - March 2021		943.00
Total for Check Number 54404:				943.00
54405	P550	Pitney Bowes Inc	04/15/2021	
	1017861587	Qtrly Rent Base PM G900/DM400c		21.82
	1017861587	Qtrly Rent Base PM G900/DM400c		123.64
Total for Check Number 54405:				145.46
54406	P785	Powell Landscape Materials	04/15/2021	
	12977	Concrete/Hubbard St/Valve can		185.72
	13074	Concrete/Ridgewood WBS/Underground thrust t		184.44
Total for Check Number 54406:				370.16
54407	R250	Recology Humboldt County	04/15/2021	
	26501098	Garbage Service - March		477.88
Total for Check Number 54407:				477.88
54408	T510	Times-Standard	04/15/2021	
	6554539	15 day Employmen Advertisement - Engineering		1,132.43

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 54408:	1,132.43
54409	W330 0047284-IN	WECO Industries Rebuild OZ 3 camera head	04/15/2021	5,768.88
			Total for Check Number 54409:	5,768.88
			Total for 4/15/2021:	290,264.07
54410	UB*01878	MARK BARNETT Refund Check Refund Check Refund Check Refund Check Refund Check Refund Check	04/29/2021	24.73 42.99 2.35 8.64 50.06 5.89
			Total for Check Number 54410:	134.66
54411	UB*01877	MOSS GROSS Refund Check Refund Check Refund Check Refund Check	04/29/2021	47.83 72.83 13.58 49.65
			Total for Check Number 54411:	183.89
54412	UB*01874	ELIZABETH LOFFELBEIN Refund Check Refund Check Refund Check Refund Check Refund Check Refund Check	04/29/2021	10.75 3.49 3.65 0.33 0.73 2.50
			Total for Check Number 54412:	21.45
54413	UB*01875	PHILIP SHAVER Refund Check Refund Check Refund Check Refund Check Refund Check Refund Check	04/29/2021	35.69 20.39 10.68 1.94 22.15 6.09
			Total for Check Number 54413:	96.94
54414	UB*01873	RYAN VODDEN Refund Check Refund Check Refund Check Refund Check	04/29/2021	4.87 6.07 0.84 7.07
			Total for Check Number 54414:	18.85
54415	UB*01876	BIJAN ZAIGHANI Refund Check Refund Check Refund Check	04/29/2021	3.96 41.59 108.45

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 54415:	154.00
54416	C180 4036032337 4036032337 4036032337	Canon Solutions America Inc. Constr Black Copies XLN04212-01.19.21-04.18 Use Tax Recovery Fee/ConsCopMa Constr Color Copies XLN04212-01.19.21-04.18	04/29/2021	4.45 0.50 8.66
			Total for Check Number 54416:	13.61
54417	C301 20421	Chris Cringle's Saw & Chain Tune up leaf blower	04/29/2021	71.35
			Total for Check Number 54417:	71.35
54418	C450 INV00967	City of Eureka: Water Test Microbiological Testing - March	04/29/2021	510.00
			Total for Check Number 54418:	510.00
54419	F010 81500920	Farmer Brothers Co Fr Rst DC 2.0/Creamer Shaker	04/29/2021	120.33
			Total for Check Number 54419:	120.33
54420	F049 CAEUR114605 CAEUR114605 CAEUR114757 CAEUR114903 CAEUR114903 CAEUR115035 CAEUR115035 CAEUR115160 CAEUR115160 CAEUR115160	Fastenal Company AA Btry/D Btry Safety Glasses/BLPC Gloves/Pipe Sealant/Disp Orgn Disp gloves Right Angle grinder Blk Chisel marker/Powerlock tape 25'/Blk elect t Grinding wheels/GP pipe thread sealant AAA Btry/White marking paint/Fold roll gp tow Safety glasses/Dlk gorilla ap duct tape Electrical tape Germicidal cleaner/Pump hand sanitizer	04/29/2021	4.26 65.82 192.48 5.01 31.77 23.13 95.75 84.18 4.61 47.36
			Total for Check Number 54420:	554.37
54421	F050 CAEUR111702 CAEUR114826 CAEUR114863 CAEUR114900 CAEUR114991 CAEUR115032 CAEUR115047 CAEUR115114 CAEUR115164 CAEUR115176	Fastenal Industrial First Aid Kit/Restock offices Asphalt Cut-off saw blade PPE/MW Cross Section Nitrile Metric O-ring Zinc Finish hex cap screw bulk/Zinc Finish Grad Contractor Bags Blk Power Phase releasable cable and mounting Stand bath tissue/60 Gal blk cont bag/Wht multi White paper towel Cross section O-ring/Plated coil welded chain	04/29/2021	108.98 135.98 43.15 36.28 23.21 72.64 51.99 146.49 48.02 54.65
			Total for Check Number 54421:	721.39
54422	I780 587591	Itron Inc. Meter reading hardware maint contract 05.01.21	04/29/2021	3,612.51
			Total for Check Number 54422:	3,612.51
54423	M099 10499801 A0066561 A0066817	Mad River Community Hospital Pre Employment Physical/AB Pre Employment Physical/AB Pre Employment Physical/AB	04/29/2021	262.92 43.75 472.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 54423:	779.17
54424	M340 103769	Mercer Fraser Co Ridgewood WBS/2500 PSI 470 Lbs Cement	04/29/2021	1,163.70
			Total for Check Number 54424:	1,163.70
54425	M780 0158588-IN	Municipal Maintenance Equipmen Unit#18/Water hand gun	04/29/2021	156.85
			Total for Check Number 54425:	156.85
54426	O800 3116	Owsley Electric Ridgewood pump panel	04/29/2021	1,392.06
			Total for Check Number 54426:	1,392.06
54427	P010 05032021 05032021 05032021 05032021 05032021 05032021 05032021	Pacific Gas and Electric-GN dGeneral Sewer System eKS/HH Sewer System bHH Water System fOffice/Yard aWA Pump & District/Cummings gSpark energy Gas/LP Gas Chgs cFW/MR Water System	04/29/2021	3,609.26 1,262.21 6,171.06 4,207.23 5,229.58 295.28 575.73
			Total for Check Number 54427:	21,350.35
54428	P130 05032021	Pacific Gas and Electric-St Street Lighting - April	04/29/2021	5,433.88
			Total for Check Number 54428:	5,433.88
54429	R715 307179	R. F. MacDonald Company Paco 20959 VL 200 GPM@250' TDH PUMP for	04/29/2021	4,988.53
			Total for Check Number 54429:	4,988.53
54430	S490 108802 108802	SHN Consulting Engineers So. Broadway FM Test & Design P.H.B, WL Rpc Dir Drl, Vlvs/Hyd	04/29/2021	170.00 235.00
			Total for Check Number 54430:	405.00
54431	S750 05012021	Standard Insurance Company Short&Long Term Empl Disabilit	04/29/2021	1,589.28
			Total for Check Number 54431:	1,589.28
54432	S850 05152021+10	Suddenlink Internet/Phone 04.24.21-05.23.21	04/29/2021	525.56
			Total for Check Number 54432:	525.56
54433	U410	United Way of Humboldt PR Batch 00002.04.2021 UNITED WAY PR Batch 00002.04.2021 UNITED WAY PR Batch 00002.04.2021 UNITED WAY	04/29/2021 PR Batch 00002.04.2021 UNI PR Batch 00002.04.2021 UNI PR Batch 00002.04.2021 UNI	5.92 1.08 2.00
			Total for Check Number 54433:	9.00
54434	U570	The UPS Store	04/29/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	06-2020	Credit/Overpymt June 2020		-1.96
	7273-002	So Bay Well parts/Shipped		15.06
Total for Check Number 54434:				13.10
54435	U601	US Bank	04/29/2021	
	1759221	DebtService 2014 WasteRevBond		-0.35
	1759221	DebtService 2014 WasteRevBond		200,000.00
	1759221	DebtService 2014 WasteRevBond		142,787.51
Total for Check Number 54435:				342,787.16
54436	X800	Xylem Inc.	04/29/2021	
	3556B68101	Hidden Meadows SLS/Mini-CasIIFus 120/24Va		598.02
Total for Check Number 54436:				598.02
Total for 4/29/2021:				387,405.01
Report Total (89 checks):				830,204.02

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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: May 11, 2021

AGENDA ITEM: F.1. (New Business)

TITLE: Consideration of Ratepayer Petition for Exception to District Code 4.05.140 (Ordinance 2015-1) Cross Connection Control Program at 7058 Humboldt Hill Road

PRESENTED BY: Mickey Hulstrom, Community Services Manager

Recommendation:

Discussion followed by a motion to enforce the District's Cross-Connection Control Policy to require a water backflow prevention device be installed at 7058 Humboldt Hill due to private onsite water storage tank or removal of said tank. Roll call vote.

Summary:

On October 16th, 2020, District employee, Brian McNeill (AWWA Certified Cross Connection Control Specialist) while on routine tasks for the District noticed a water tank located on 7058 Humboldt Hill Rd. that he had not noticed before. Brian discussed the issue with the residents. Soon after that same day, Mr. Dana Hendricks (property owner) called Brian to discuss the situation. The issue was left unresolved after the phone call.

Brian then followed up with a letter dated October 16th, 2020 (copy attached) identifying the need for a water backflow prevention device to ensure that the public water supply would be protected due to the private onsite water tank (auxiliary water system) as well as the use of a water pump to increase water pressures on the private tank water system.

- Due to no action by Mr. Hendricks, Mickey Hulstrom, Community Services Manager (CSM) called Mr. Hendricks on December 15th, 2020 to discuss the need for a backflow device, or removal of onsite tank.
- Due to no action by Mr. Hendricks, CSM mailed a letter dated January 21st, 2021 (copy attached).
- Due to no action by Mr. Hendricks, CSM mailed a certified letter dated February 25th, 2021 (copy attached) which was not picked up by owner.

- Due to no action by Mr. Hendricks, a door hanger with letter was left at the site on March 24, 2021 (copy attached).
- After no response by Mr. Hendricks, a 48-hour water shut off notice (letter) for non-compliance door hanger was left at the property on April 27th, 2021 (copy attached). After the door hanger was placed, Mr. Hendricks called HCSD General Manager to inform him of his wish to appeal the requirement mandating installation of a water backflow prevention device.

A letter dated May 4th, 2021, was received by the District on May 6th, 2021 from Mr. Dana Hendricks contesting the need for a backflow prevention device (copy attached).

Per HCSD Cross-Connection Control Program (adopted April 28, 2015) Section 1 Authority and Intent:

(a) This Program is adopted pursuant to Title 17, division 1, chapter V, sections 7583 through 7605, inclusive, of the California Code of Administrative Regulations, entitled "Regulations Relating to Cross-Connections," which sets forth rules and regulations governing cross-connections. In addition, this Program is adopted pursuant to Public Law 93-523 of the Safe Drinking Water Act of 1974, and H.C.S.D. Ordinance 4 section 146, amended by ordinance 88-1 Section 3 and Ordinance 2015-01.

(b) The H.C.S.D. Board of Directors declares that this Program is adopted for the following purposes:

(1) To protect the public potable water supply of Humboldt Community Services District (District) from the possibility of contamination or pollution by isolating within the water users internal distribution system or the water users private water system contaminants or pollutants which could backflow or back-siphon into the public water supply system;

(2) To promote the elimination or control of existing cross-connections, actual or potential, between a customer's potable water system and that customer's non-potable water system, plumbing fixtures and/or industrial piping systems; and

(3) To provide for a continuing program of cross-connection control which systematically and effectively prevents the contamination or pollution of all potable water systems

Following are definitions within the District's Cross-Connection Program:

"Auxiliary Water Supply" Any water supply on or available to the premises other than District's water system. These auxiliary waters may include water from another purveyor's potable water system or any natural source such as a well, spring, river, stream, ponds, etc., or "used water" or "industrial fluids."

"Cross-Connection" Any unprotected actual or potential connection or structural arrangement between District's water system and any other source or system through

which it is possible to introduce into any part of the potable system any used water, industrial fluid, gas or substance other than the intended potable water with which the system is supplied. Bypass arrangements, jumper connections, removable sections, swivel or change over devices and other temporary or permanent devices through which or because of which "backflow" can or may occur are considered to be cross-connections.

Definition per Title 17 California Code of Regulations Division 1, Chapter 5, Subchapter 1, Group 4 Article 1 General, Section 7583 Definitions:

"Cross-Connection" is an unprotected actual or potential connection between a potable water system used to supply water for drinking purposes and any source or system containing unapproved water or a substance that is not or cannot be approved as safe, wholesome, and potable. By-pass arrangements, jumper connections, removable sections, swivel or changeover devices, or other devices through which backflow could occur, shall be considered to be cross-connections.

One of the tasks of District staff is to enforce the District's rules and regulations as adopted by the Board fairly and equally to all its customers. Per District Cross-Connection Control Policy Section 9 Backflow Protection Requirement, A. Where protection is required, No. 52: lists a water storage tank as requiring a water backflow prevention device.

Per the Cross-Connection Control Policy, if there is a private water tank(s) on a property that has a public water connection, a water backflow prevention device is required. The water tank signifies a private auxiliary water system that the District does not have control over. Private property owners and/or their tenants have the ability and right to use their property and onsite structures anyway they see fit. What we see today could be changed over the weekend without our knowledge. Installing a water backflow prevention device provides a level of certainty that there is no way that the private onsite water can enter the public water supply thus protecting the public water supply from any potential cross-connection. When the device is installed, it does not concern the District what property owners do on their private property related to private or public water use, the public water supply is protected.

Attachments: District Letter dated October 16, 2020
 District Letter dated January 21, 2021
 District Letter dated February 25, 2021
 District Letter dated March 24, 2021
 District Letter dated April 27, 2021
 HCSD Cross-Connection Control Policy Section 8 & Section 9
 Customer Letter dated May 4, 2021

Fiscal Impact: None.

Humboldt Community Services District

Post Office Box 158 Cutten, Ca 95534 (707) 443-4558 Fax (707) 443-0818

Mr. Dana Hendricks
7058 Humboldt Hill Rd.
Eureka, CA 95503

October 16, 2020

Subject: Request to install water backflow prevention device @ 7058 Humboldt Hill Rd.

Dear Mr. Hendricks,

This letter is to follow up on the conversation we had today. As stated in that conversation, there are a few options you have regarding the water storage tank on your property at 7058 Humboldt Hill Rd. Option 1, remove the tank from the property. Option 2, put the tank on its side so it is visible from the road for district staff to see. Option 3, keep the tank as it is and install a water backflow prevention device behind your water meter per state law.

Per California State law, Title 17, and the Humboldt Community Services District Code (attached are sections of our code relevant to this issue), water storage tanks require some form of a water backflow prevention device at the water service connection. This device eliminates any possible way that water which has passed through our water meter to your property can return to comingle with the public water supply system and possibly contaminate it.

To discuss the details of installing the water backflow prevention device, please call me at (707) 443-4559 ext. 224 to ensure the proper device in the proper location is installed correctly the first time.

Sincerely,

Brian McNeill
Cross-Connection Control Program Coordinator

Cc: M. Hulstrom Community Services Manager

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Humboldt Community Services District

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January 21, 2021

Dana Hendricks
7058 Humboldt Hill Road
Eureka, Ca 95503

Subject: Water Backflow Prevention Device Required
@ 7058 Humboldt Hill Rd, Eureka, Ca
APN 306-284-015

Dear Mr. Hendricks:

As we have discussed over the phone the past couple of months, you are required to either remove your private onsite water storage tank located at the above subject property or install an approved privately owned water backflow prevention device (a double check valve would be sufficient). You have led us to believe that you will install a double check valve. You have yet to install this required device.

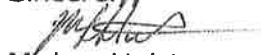
The water backflow prevention device is required to be installed directly behind the public water meter service box. Per past discussions, it is required to be installed above ground (see enclosed detail drawing). When it has been installed, it is required to be tested to show that it is working properly (not a lemon) by a certified tester (see enclosed list of certified testers that we are aware of in our area). The test results are required to be submitted to us for review and approval.

All persons/business's owning land with a public water source are required to install water backflow prevention devices to protect the public water supply if they should have on their property: a well, a spring, a private water source, a landscape sprinkler system, a water booster pump, an onsite water holding tank, some residential and/or commercial fire sprinkler systems, a business dealing in chemicals, etc.

Do not forget to call the District office to have the meter turned off before you install the water backflow prevention device. Note that is against District Code for a customer to enter the water meter box to use the District's shut off valve to control the flow of water to their premises. Once the backflow prevention device is installed, it will be your private water shut off valve.

Please feel free to call me at 443-1340 x225 should you have any questions.

Sincerely,



Mickey Hulstrom
Community Services Manager

Humboldt Community Services District

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

February 25, 2021

Dana Hendricks
7058 Humboldt Hill Road
Eureka, Ca 95503

Subject: Notice of Violation - Water Backflow Prevention Device Required
@ 7058 Humboldt Hill Rd, Eureka, Ca
APN 306-284-015

Dear Mr. Hendricks:

The Humboldt Community Services District (District) provides public water and sewer service to the community surrounding the City of Eureka. The above subject property, which Humboldt County Assessor's records indicate you as the owner, is provided water service from the District.

As we have discussed over the phone the past few of months (first phone call conversation on December 15, 2020) and a letter dated January 21, 2021 from us to you (copy enclosed) as well as per our phone call conversation of February 24th, you are required to either remove your private onsite water storage tank located at the above subject property or install an approved privately owned water backflow prevention device (a double check valve would be sufficient).

You have yet to install the required backflow prevention device or remove your water storage tank.

The requirement for the water backflow prevention device is based on the water storage tank onsite of which we do not know how it is utilized, we do not know how it is plumbed, we do not know the quality of water in tanks, and we have no control over onsite conditions (property owners change, property owner's needs change, and onsite plumbing changes without our knowledge). There are some people who are dishonest and will intentionally mislead us. As a public water supplier to the community, we have to protect the public water supply from any potential of a cross connection. The potential exists because you have a water storage tank onsite.

Following are sections of District Code that sets the requirement for backflow devices (copies attached):

- 1.) District Code Section 4.05.140 Cross-Connections: The customer must comply with State and Federal laws governing the separation of dual water systems or installations of backflow protective devices to protect the public water supply from the danger of cross-connections.
- 2.) District Code Section 4.05.170 Back Flow Device: Whenever backflow protection has been found necessary on a water supply line entering a

Mailing: Post Office Box 158 • Cullen, CA 95534 • tel (707) 443-4558 • fax (707) 443-1490

Physical Address: 6055 Walnut Drive, Eureka, CA 95503

received
mail

customer's premises, then any and all water supply lines from the District's mains entering such premises, buildings or structures shall be protected by an approved backflow device.

- 3.) District Code Section 4.08.050 Cross-Connections: Water service may be denied or discontinued to any premises where there exists a cross-connection hazard in violation of District Ordinance or State or Federal Regulations.

Also enclosed is a copy of Section 9 Backflow Protection Requirement out of the District's Cross-Connection Control Program adopted by the District Board of Directors on April 28, 2015 (the whole Program can be found on our website under "Reports & Resources" then 'File Attachments'). This section lists specific situations that the District has determined a water backflow device would be required.

You are required to either install an approved water backflow prevention device or remove your private onsite water storage tank at 7058 Humboldt Hill Rd by March 31, 2021. If you do not comply, the District will take up enforcement action; one enforcement action could be a discontinuance of water service.

Per past discussions, the water backflow prevention device is required to be installed directly behind the public water meter service box. Furthermore, it is required to be installed above ground (see enclosed detail drawing). Once the backflow device is installed it must be tested to show that it is working properly (not a lemon) by a certified tester (see enclosed list of certified testers that we are aware of in our area). The test results are required to be submitted to us for review and approval.

Note that it is a violation of District Code for a customer to enter the water meter box to use the District's shut off valve to control the flow of water to their premises. Please call the District office to have the meter turned off (and then back on) for installation of a water backflow prevention device. Once the backflow prevention device is installed, it will be your private water shut off valve.

Please feel free to call me at 443-1340 x225 should you have any questions.

Sincerely,


Mickey Hulstrom
Community Services Manager

cc: HCSD General Manager

Humboldt Community Services District

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

March 24, 2021

Dana Hendricks
7058 Humboldt Hill Road
Eureka, Ca 95503

Subject: Notice of Violation - Water Backflow Prevention Device Required
@ 7058 Humboldt Hill Rd, Eureka, Ca
APN 306-284-015

Dear Mr. Hendricks:

The Humboldt Community Services District (District) provides public water and sewer service to the community surrounding the City of Eureka. The above subject property, which Humboldt County Assessor's records indicate you as the owner, is provided water service from the District.

We had mailed a you a certified letter on February 25, 2021 (copy enclosed) regarding this issue, but you have not picked it up, therefore we are placing this notice by door hanger.

As we have discussed over the phone the past few of months (first phone call conversation on December 15, 2020) and a letter dated January 21, 2021 from us to you (copy enclosed) as well as per our phone call conversation of February 24th, you are required to either remove your private onsite water storage tank located at the above subject property or install an approved privately owned water backflow prevention device (a double check valve would be sufficient).

You have yet to install the required backflow prevention device or remove your water storage tank.

The requirement for the water backflow prevention device is based on the water storage tank onsite of which we do not know how it is utilized, we do not know how it is plumbed, we do not know the quality of water in tanks, and we have no control over onsite conditions (property owners change, property owner's needs change, and onsite plumbing changes without our knowledge). There are some people who are dishonest and will intentionally mislead us. As a public water supplier to the community, we have to protect the public water supply from any potential of a cross connection. The potential exists because you have a water storage tank onsite.

Following are sections of District Code that sets the requirement for backflow devices (copies attached):

1.) District Code Section 4.05.140 Cross-Connections: The customer must comply with State and Federal laws governing the separation of dual water systems

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3/24/21
10:50
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or installations of backflow protective devices to protect the public water supply from the danger of cross-connections.

- 2.) District Code Section 4.05.170 Back Flow Device: Whenever backflow protection has been found necessary on a water supply line entering a customer's premises, then any and all water supply lines from the District's mains entering such premises, buildings or structures shall be protected by an approved backflow device.
- 3.) District Code Section 4.08.050 Cross-Connections: Water service may be denied or discontinued to any premises where there exists a cross-connection hazard in violation of District Ordinance or State or Federal Regulations.

Also enclosed is a copy of Section 9 Backflow Protection Requirement out of the District's Cross-Connection Control Program adopted by the District Board of Directors on April 28, 2015 (the whole Program can be found on our website under "Reports & Resources" then 'File Attachments'). This section lists specific situations that the District has determined a water backflow device would be required.

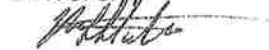
You are required to either install an approved water backflow prevention device or remove your private onsite water storage tank at 7058 Humboldt Hill Rd by April 26, 2021. If you do not comply, the District will take up enforcement action; one enforcement action could be a discontinuance of water service.

Per past discussions, the water backflow prevention device is required to be installed directly behind the public water meter service box. Furthermore, it is required to be installed above ground (see enclosed detail drawing). Once the backflow device is installed it must be tested to show that it is working properly (not a lemon) by a certified tester (see enclosed list of certified testers that we are aware of in our area). The test results are required to be submitted to us for review and approval.

Note that it is a violation of District Code for a customer to enter the water meter box to use the District's shut off valve to control the flow of water to their premises. Please call the District office to have the meter turned off (and then back on) for installation of a water backflow prevention device. Once the backflow prevention device is installed, it will be your private water shut off valve.

Please feel free to call me at 443-1340 x225 should you have any questions.

Sincerely,



Mickey Hulstrom
Community Services Manager

cc: HCSD General Manager

Humboldt Community Services District

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

April 27, 2021

Dana Hendricks
7058 Humboldt Hill Road
Eureka, Ca 95503

Subject: Second and Final Notice of Violation – Notice of Potential Water Service Termination - Backflow Prevention Device Required at 7058 Humboldt Hill Rd, Eureka, Ca, APN 306-284-015

Dear Mr. Hendricks:

The Humboldt Community Services District (District) provides public water and sewer service to the community surrounding the City of Eureka. The above subject property, which Humboldt County Assessor's records indicate you as the owner, is provided water service from the District.

We had mailed a letter to you on January 21, 2021 (copy enclosed), a certified letter on February 25, 2021 (copy enclosed) which was not picked up, and placed a door hanger with letter dated March 24, 2021 on March 24, 2021 (copy enclosed) regarding this issue.

As we have conversed over the past few of months (first phone call conversation on December 15, 2020) and mailed multiple letters, you are required to either remove your private onsite water storage tank located at the above subject property or install an approved privately owned water backflow prevention device (a double check valve would be sufficient).

You have yet to install the required backflow prevention device or remove your water storage tank. This is in direct violation of District Ordinances.

Following are sections of District Code that sets the requirement for backflow devices (copies attached):

- 1.) District Code Section 4.05.140 Cross-Connections: The customer must comply with State and Federal laws governing the separation of dual water systems or installations of backflow protective devices to protect the public water supply from the danger of cross-connections.
- 2.) District Code Section 4.05.170 Back Flow Device: Whenever backflow protection has been found necessary on a water supply line entering a customer's premises, then any and all water supply lines from the District's mains entering such premises, buildings or structures shall be protected by an approved backflow device.

SEE PICTURES
HAND DELIVER
4-27-21
PA
WPH

3.) District Code Section 4.08.050 Cross-Connections: Water service may be denied or discontinued to any premises where there exists a cross-connection hazard in violation of District Ordinance or State or Federal Regulations.

Due to violation of District Ordinance, the District will be terminating water service to the property listed above. This letter serves as notice that water service will be terminated on the morning of May 3rd, 2021 unless the backflow device has been installed and tested or the tank is removed.

Per past discussions, the water backflow prevention device is required to be installed directly behind the public water meter service box. Furthermore, it is required to be installed above ground (see enclosed detail drawing). Once the backflow device is installed it must be tested to show that it is working properly (not a lemon) by a certified tester (see enclosed list of certified testers that we are aware of in our area). The test results are required to be submitted to us for review and approval.

Note that it is a violation of District Code for a customer to enter the water meter box to use the District's shut off valve to control the flow of water to their premises. Please call the District office to have the meter turned off (and then back on) for installation of a water backflow prevention device. Once the backflow prevention device is installed, it will be your private water shut off valve.

Please feel free to call me at 443-1340 x225 should you have any questions.

Sincerely,


Mickey Hulstrom
Community Services Manager

cc: HCS D General Manager
HCS D Assistant Engineer
HCS D Backflow Specialist

Section 8 Installation Requirements for Backflow Prevention Assemblies

A. Air-gap separation (AG)

1. An air-gap separation shall be located on the Owner and/or Operator's side of, and as close to, the service connection, as is practicable.
2. All piping from the service connection to the receiving tank shall be above grade and should be accessible for visual inspection, unless otherwise approved by the District.
3. Required air-gap is at least twice the diameter of the supply pipe measured vertically above the overflow rim of the receiving vessel; in no case less than 1 inch.

B. Reduced Pressure Principle Assembly (RP)

1. RP to be installed in an outdoors location, above ground, in a horizontal and level position, on the Owner and/or Operator's side of, and as close to, the service connection, as is practicable, unless otherwise approved by the District.
2. RP to be installed a minimum of 12 inches above finished grade and not more than 36 inches above finished grade as measured from the bottom of the assembly, and shall be readily accessible for maintenance and testing.
3. There shall be no outlet, tee, tap, take-off, or connection of any sort to or from the supply pipe line, between the service connection and the backflow prevention assembly.
4. RP shall be installed in such a way that no part of the assembly will be submerged during normal operating and weather conditions.

C. Double Check Valve Assembly (DC)

1. DC to be installed in an outdoors location, above ground in a horizontal and level position on the Owner and/or Operator's side of, and as close to the service connection as is practicable, unless otherwise approved by the District.
2. DC to be installed a minimum of 12 inches above finished grade and not more than 36 inches above finished grade as measured from the bottom of the assembly, and shall be readily accessible for maintenance and testing.
3. There shall be no outlet, tee, tap, take-off or connection of any sort to or from the supply pipe line, between the service connection and the backflow prevention assembly.

D. Pressure Vacuum Breaker (PVB)—Landscape installation only

1. PVB to be installed at least twelve inches above all downstream piping and outlets; it may be used under continuous pressure.
2. May only be used to prevent against backsiphonage.

E. Atmospheric Vacuum Breaker (AVB)—Landscape installation only

1. AVB to be installed at least six inches above all downstream piping and outlets; it may not be subjected to continuous pressure.
2. It may only be in use for twelve hours out of any twenty-four hour period and may have no shutoff valves or control valves downstream.
3. May only be used to prevent against backsiphonage.

Section 9 Backflow Protection Requirement

A. Where protection is required:

1. Protection shall be required at each service connection from a public water system that supplies water to premises having an auxiliary water system.
2. Protection shall be required at each service connection from a public water system that supplies water to premises on which any substance is or may be handled in such a manner as to permit entry into a public water system, including water originating from a public water system which is or may be subjected to deterioration in sanitary quality.
3. Protection shall be required at each service connection to any premises that has cross-connections unless such cross-connections are abated to the satisfaction of the District.

The type of protection that shall be provided to prevent backflow into a public water system or a small water system shall be commensurate with the degree of hazard that exists on the Owner and/or Operator's premises. The types of backflow prevention devices that may be required (listed in an increasing level of protection) include: Atmospheric Vacuum Breaker (AVB), Pressure Vacuum Breaker (PVB), Double Check Valve Assembly (DC), Reduced Pressure Principle Assembly (RP), or an Air-Gap Separation (AG). The Owner and/or Operator may choose a higher level of protection than required by this Section. Premises or situations which are not listed in this Section

shall be evaluated on a case by case basis and the appropriate type of protection shall be determined by the General Manager or his/her designee.

The minimum level of required service connection protection at specific Owner and/or Operator's premises and facilities shall include the following, unless otherwise specified by a cross connection control hazard assessment performed by the District:

1. Aircraft and Missile Plants -- RP
2. Automotive Plants – RP
3. Autopsy Facilities — RP
4. Auxiliary Water Systems — Defined as any water supply on, or available to, an Owner and/or Operator's premises other than an approved public water system:
 - a. Auxiliary water systems with no known cross-connections - DC
 - b. Auxiliary water systems where cross-connections are known to exist – RP
5. Beauty Salons—RP
6. Beverage Bottling Plants — RP
7. Breweries — RP
8. Buildings.
 - a. Hotels, apartment houses, public and private buildings, or other structures where sewage pumps and/or sewage ejectors have been installed — RP
 - b. Any commercial structure in which the specific business activity cannot be ascertained — RP
 - c. - Multi-storied buildings that use booster pumps or elevated storage tanks to distribute potable water within the premises — DC
 - d. Any building that exceeds forty (40) feet in height, as measured from the service connection to the highest water outlet -- DC
9. Canneries, Packing Houses and Reduction Plants — RP
10. Chemical Plants —Any premises, served from a public water supply, where there is a facility requiring the use of water in the Industrial process of manufacturing, storing, compounding or processing chemicals. This will also

include facilities where chemicals are used as additives to the water supply or in the processing of products — RP

11. - Chemically Contaminated Water Systems — Any premises, served from a public water supply, where chemicals are used as additives to the water supply, or where the water supply is used for transmission or distribution of chemicals, or where chemicals are used with water in the compounding or processing of products — RP

12. Cold Storage Plants -- RP

13. Convalescent Homes — RP

14. Dairy Processing plants — RP

15. Dental Clinics -- RP

16. Dry Cleaning Facilities -- RP

17. Dye Works — RP

18. Film Processing Facilities or Film Manufacturing Plants - RP

19. Fire Protection Systems that are supplied from a public water system:

A. Low-Hazard Fire Protection Systems:

I. Fire protection system is directly supplied from a public water system and where there is an auxiliary water supply on or to the premises (not Interconnected.) — DC

II. Fire protection system is supplied from a public water system and where either elevated storage tanks or fire pumps which take suction from private reservoirs and tanks are used — DC

III. Fire protection system is directly supplied from a public water system and interconnected with another public water service — DC

IV. Fire protection system is directly supplied from a public water system. —DC

V. A residential fire sprinkler system that is not a multipurpose wet-pipe sprinkler system (fire sprinkler system is connected to two

domestic plumbing fixtures located in separate rooms). – No device needed

VI. Stand-alone sprinkler system; shall be separate and independent from the domestic potable water distribution system. – DC

B. High-Hazard Fire Protection Systems:

I. Fire protection system is directly supplied from a public water system and interconnected with an auxiliary water supply — RP

II. Fire protection system is supplied from a public water system and contains any hazardous substance — RP

20. Hazardous or potentially •hazardous treatment processes, handling and/or pumping equipment interconnected to a piping system that can be connected to the public water system - AG

21. Hospitals — RP

22. Ice Manufacturing Plants — RP

23. Irrigation Systems:

a. Premises or locations where facilities have been installed for pumping, injecting or spreading fertilizers, pesticides or other hazardous substances — RP

b. Premises or locations having a separate service connection for Irrigation purposes — RP

c. Premises or locations with no booster pumps or other conditions listed in part a. or b. of this section.—AVB, or PVB

24. Laboratories — Including, but not limited to, teaching institutions, biological and analytical facilities — RP

25. Laundries (Commercial) -- RP

26. Medical Buildings and Clinics — RP

27. Metal Manufacturing, Cleaning, Processing or Fabricating Plants — RP

28. Morgues — RP

29. Mortuaries -- RP
30. Multi-Storied Buildings (see "Buildings" above)
31. Multiple Services: Includes two or more interconnected services provided by one or more water suppliers to a single Owner and/or Operator complex - RP
32. Nursing Homes — RP
33. Oil/Gas Production, Storage or Transmission premises — RP
34. Paper and Paper Products Manufacturing Plants — RP
35. Plastic Manufacturing, Extruding and Injection Molding — RP (see "Chemical Plants" above)
36. Plating Plants — RP
37. Portable Spray or Cleaning Equipment which can be connected to a public water system — AG
38. Radioactive Materials or Substances — Plants or Facilities that process, handle or store radioactive materials or substances — RP
39. Recycled Water Distribution Systems:
 - a. Premises where the public water system is used to supplement the recycled water system — AG
 - b. Premises where recycled water is used and there is no interconnection with the potable water system — RP
40. Restricted, Classified or Other Closed Facilities — RP
41. Rubber Manufacturing Plants — Natural or Synthetic — RP
42. Sand and Gravel Plants — RP
43. Sanitariums — RP
44. Schools, Colleges and Universities — RP
45. Sewage treatment processes, handling and/or pumping equipment interconnected to a piping system that can be connected to the public water system - AG

46. Solar Heating Systems:

- a. Solar collector system which contains any hazardous substance and where there is a direct makeup connection to the public water system — RP
- b. Service connection protection is not required for "once through" solar heating systems including, but not limited to, domestic hot water systems.

47. Swimming Pools—RP or DC

48. Tank Trucks — AG (see "Portable Spray" and "Cleaning Equipment" above)

49. Vehicle Washing Facilities — RP

50. Veterinary Clinics — RP

51. Waterfront Facilities and Industries — including, but not limited to, docks, fisheries, fish hatcheries and marinas — RP

52. Water Storage Tanks – AG (at service connection), RP, or DC

53. Water Troughs—AG, or DC

Section 10 Notice of Violation

The General Manager or his/her designee may issue a Notice of Violation to any customer found to be in violation of a provision of this Program, including, but not limited to, any regulation, information request, order, variance, condition, or other requirement that the District is authorized to enforce or implement pursuant to this Program.

Section 11 Notice of Violation—Content

- A. In addition to any other content, a Notice of Violation shall contain the following elements:
 - 1. A statement of the District’s findings that indicate a violation has occurred.
 - 2. A citation of the provision of this policy including any regulation, permit, information request, order, variance, condition, or other requirement that has been violated.
 - 3. A date by which any customer must be in compliance with this policy including any regulation, permit, information request, order, variance, condition, or other requirement, or a date by which an action plan must be submitted by the customer to propose a means and time frame by which to correct violations. The General

May 4, 2021

Humboldt Community Service District
5055 Walnut Drive, Eureka, CA 95503
P.O.Box 158, Cutten, CA 95534



Dear HCSD,

My name is Dana Hendricks, and my home is located at 7058 Humboldt Hill Road. This property is 2.63 acres, and lies on the Little Salmon Fault line.

The fires we have experienced in recent years has made it clear to me that I need to have backup protection on my property in case of a disaster situation. This concern led me to place an emergency water tank on my property. The tank is filled with HCSD water that I paid for, and is seated in a position that would allow gravity flow from the tank, via a hose, to areas of my property that might be impacted by fire.

I was recently contacted by representatives of HCSD regarding this 1,110 gallon water tank. The water that is stored in this tank is separate from my residence structure, and intended for use solely in emergency situations. It is not intended for use for my home, nor do I have any intentions of hooking it up for this purpose in the future.

I was issued pps. 11-16 of a document titled, *Cross-Connection Control Program – July 1, 2015* by your representatives. I fully understand that having access to sewer and water through HCSD is a great service that provide, and also understand your concerns about someone linking an outside water source into your system which could serve to contaminate the water used to serve our community. That said, this tank is not in any way tied into my home water line. I am also disabled and cannot support the purchase of a backflow device, maintenance of the device, and annual inspection costs. None of which is necessary because my emergency use tank is not, nor will it ever be hooked up directly to my home. It's serves as emergency protection only.

My concerns about the safety of my property have been confirmed by what I am seeing in recent news. On April 12, 2021, ABC10 News relayed that, *"Cal Fire is now encouraging homeowners that now is the time to get mitigation done around your property to create a defensible space around your home in the event of a fire."* On May 2, 2021, The Mercury News out of Sacramento relayed that *"Experts said Sunday that a confluence of weather phenomena have created a looming hazard. In many ways, the fire season is year-round now."* This water tank serves as part of my mitigation to prevent a disaster on my property.

Clearly my concerns are valid, and just as clearly I need to be in a position to protect my family and my property. Having this tank in place gives me and my family a sense of peace of mind in the event of an emergency. Thank you for your consideration in reviewing my situation.

Sincerely,

Dana Hendricks
7058 Humboldt Hill Road
Eureka, CA

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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: May 11, 2021

AGENDA ITEM: F.2 (New Business)

TITLE: Consideration of Approval of Cost-of-Living Allowance (COLA) and Fiscal Year 2021/2022 Memorandum of Understanding (MOU) with the HCSD Employees Association

Recommendation:

Motion to approve the Fiscal Year 2021/2022 MOU with the HCSD Employees Association, and authorize the General Manager to sign. Roll-call vote.

Summary:

On May 4, 2021 the Board's Employee Relations Committee (Directors Hansen and Matteoli) met with the General Manager and Employee Association (EA) President and Vice President. The EA has requested a 1.7 % Cost of Living Allowance (COLA) for Fiscal Year 21/22. The 2020 Consumer Price Index for Western All Urban Annual Average reports a 1.7% increase. Therefore, it is the Employee Relations Committee's recommendation that the Board approve the Employee Association's request for a 1.7% COLA effective July 1, 2021.

All other benefits remain at the same levels as in the current fiscal year.

Fiscal Impact:

Approximately \$14,500

Attachments:

Draft MOU between HCSD and the HCSD Employees Association

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE HUMBOLDT COMMUNITY SERVICES DISTRICT
AND THE
HCSD EMPLOYEES ASSOCIATION**

Draft

JULY 1, 2021 TO JUNE 30, 2022

In accordance with the provisions of Chapter 10, Sections 3500 et seq of Division 4 of Title 1 of the Government Code of the State of California, representatives of the HCSD Employees Association, hereinafter called "Association" and the General Manager representing the Humboldt Community Services District, hereinafter called "District", after meeting and conferring in good faith on matters of wages, hours and conditions of employment, hereby enter into this Memorandum of Understanding of the matters agreed upon by the two parties:

1. Recognition of Classes

The District recognizes the Association as the bargaining agent for all regular full time and regular part time, non-management District employees including the following:

Maintenance Utility I, II, III	Engineering Technician
Water Service Worker I, II, III	Customer Service Rep. I, II
Equipment Mechanic III	Foreman
Construction Utility I, II, III	

2. Compensation

On July 1, 2021, all employees represented by the Association shall receive a cost-of-living salary increase, which is equivalent to 1.7% of the current District salary scale.

3. Benefits

All other benefits as contained in the Personnel Policies and Procedures Manual adopted on April 11, 2000 and amended on August 14, 2001, July 8, 2003, May 25, 2004, May 23, 2006, July 1, 2007, March 11, 2008, May 13, 2008, January 1, 2009, and July 1, 2016 by the Board of Directors, shall remain in effect through the term of this agreement.

4. Full Understanding, Modification, and Waiver

This Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding these matters, are hereby superseded, or terminated in their entirety.

5. Term of Agreement

This agreement shall be effective from July 1, 2021 and shall continue in effect through June 30, 2022.

6. Savings Clause

If any section or subsection of this agreement is found to be invalid, unlawful or unenforceable due to any existing or subsequently enacted legislation or by judicial authority, all other sections, or subsections of this agreement shall remain in full force and effect for the duration of this agreement. In the event of invalidation of any section or subsection of this agreement, the District and the Association agree to meet within Thirty (30) Days for the purposes of renegotiating said section or subsection.

**Humboldt Community
Services District**

HCSD Employees Association

Terrence Williams, General Manager

Keith Noga, President

Date: _____

Date: _____

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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: May 11, 2021

AGENDA ITEM: F.3 (New Business)

TITLE: Consideration of Fiscal Year 2021/2022 Salary Adjustment for HCSD's Non-represented (Management) Employees

Recommendation:

The General Manager recommends a motion to approve a 1.7% Cost of Living Allowance (COLA) salary increase for non-represented exempt employee staff effective July 1, 2021 and continuation of all other benefits.

Summary:

The non-represented exempt employees include the following positions: General Manager, Superintendent, Finance Manager, Assistant Engineer, and Administrative Services Manager/Board Secretary.

The requested 1.7% COLA comes from the year ending 2020 Bureau of Labor Statistics West Urban All City Annual Average.

Fiscal Impact:

Approximately \$5,500

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Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: May 11, 2021

AGENDA ITEM: F.4 (New Business)

TITLE: Consideration of Approving Fiscal Year 2021/2022 Capital Improvement Program (CIP)

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discussion followed by a motion to approve the FY 2021/2022 Capital Improvement Program. Roll call vote.

Summary:

The FY 2021/2022 Capital Improvement Program (CIP) includes five years of scheduled capital projects that have been prioritized based on a cost benefit analysis for each project, available budget and other criteria pertinent to each situation. The FY 2021/2022 CIP also includes 10 and 20-year projections for capital expenditures. These projections indicate that the District has not been keeping pace with the deterioration rate of the District's infrastructure. Effectively, the District has been spending down the infrastructure and accelerated spending will be necessary in the coming years.

There are several options for accommodating this necessary infrastructure renewal. First, we will be initiating a grant funding program whereby the District will be actively seeking grant funding to support critical infrastructure rehabilitation and replacement. Second, much of the infrastructure that has reached the end of useful life based solely on age can be repaired or rehabilitated for less than the replacement cost. This may effectively extend the useful life and enable the District to defer some of the costs. Third, infrastructure projects that cannot be deferred or delayed may need to be financed so that the District can continue to provide high quality water and wastewater services to the community.

Fiscal Impact:

\$3,410,600 in FY 2021/22

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DRAFT

Humboldt Community Services District

Fiscal Year 2021/22

Capital Improvement Program

With Details for

Fiscal Year 2021/22 – 2025/26

To Be Adopted May or June 2021

EXECUTIVE SUMMARY

The Humboldt Community Services District Fiscal Year 2021/22 Capital Improvement Plan details the cost and scheduling for the anticipated capital projects and expenditures for the five-year period beginning with Fiscal Year 2021/22 and ending with Fiscal Year 2025/26. The plan also includes less detailed projections for anticipatable expenditures to the ten and twenty-year planning horizon. A table summarizing the capital expenses can be found below (Table 1).

Table 1: Summary of Humboldt Community Service District anticipated capital expenses out to the 20-year planning horizon.

	Current FY20-21	Scheduled FY 21-22	Projected FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected 10 year*	Projected 20 year**
		1	2	3	4	5		
Sewer Facilities	\$1,120,095	\$1,691,600	\$1,466,600	\$1,546,600	\$1,531,600	\$1,706,600	\$17,458,000	\$13,916,000
Sewer Mains	\$64,000	\$65,000	\$400,000	\$580,000	\$700,000	\$639,000	\$35,364,043	\$34,648,085
Water Facilities	\$875,000	\$1,201,000	\$1,041,000	\$1,061,000	\$926,000	\$266,000	\$7,705,000	\$2,500,000
Water Mains	\$402,145	\$204,000	\$34,500	\$164,100	\$304,500	\$304,500	\$18,179,598	\$36,359,196
Building and Yard	\$20,000	\$199,000	\$24,000	\$96,000	\$120,000	\$20,000	\$100,000	\$500,000
Vehicles and Equipment	\$458,643	\$50,000	\$340,000	\$60,000	\$0	\$410,000	\$1,500,000	\$3,000,000
Sewer Total	\$1,423,416.5	\$1,881,100.0	\$2,048,600.0	\$2,204,600.0	\$2,291,600.0	\$2,560,600.0	\$53,622,042.6	\$50,314,085.1
Water Total	\$1,516,466.5	\$1,529,500.0	\$1,257,500.0	\$1,303,100.0	\$1,290,500.0	\$785,500.0	\$26,684,598.2	\$40,609,196.4
Total	\$2,939,883	\$3,410,600	\$3,306,100	\$3,507,700	\$3,582,100	\$3,346,100	\$80,306,641	\$90,923,281
Annual averages for 10 and 20 year projections							\$16,061,328	\$9,092,328
20 Year Projected Grand Total								\$191,322,405

*10 year column represents the cumulative expenses for the 5 years between year 5 and year 10

**20 year column represents the cumulative expenses for the 10 years between year 10 and year 20

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INTRODUCTION

The Fiscal Year (FY) 2021/2022 Capital Improvement Program/Plan (CIP) is a five-year plan for budgeting and planning of District water and sewer facility improvements. The CIP is used to identify, prioritize and schedule necessary improvements. The CIP is also a tool to assist with rate setting and identification of funding sources for future projects. The CIP consists of projects that require major financial and human resources in a, scheduled format. Interdependency of year-to-year project selections is a major consideration to insure an efficient and orderly progression of improvements. Routine maintenance is not considered a capital improvement expense.

Criteria for CIP project selection includes projects that reduce maintenance and cost to the District, improve service and reliability, and provide for water security and infrastructure resiliency. The CIP is also used as the master plan for scheduled infrastructure replacements based on performance and useful life expectancy.

The CIP will inform and assist with the District's annual budgeting process as well as the upcoming rate study. The ten- and twenty-year projections are intended for planning purposes. These estimates represent known expenses that will impact the District's finances on a longer-term planning horizon than a standard five-year CIP can. These long-term projections do not represent an exhaustive list or project schedule. The ten- and twenty-year projections are intended to inform financial planning, rate setting and grant writing efforts so that the District can remain financially sustainable into the future.

The projected values reflected in these pages are in 2021 dollars with no consideration of potential inflation.

BACKGROUND

The District was formed in 1952 to provide water and wastewater services to the unincorporated areas of Eureka. Since that time, the District has expanded the service area to include Myrtle town, Pine Hill, Humboldt Hill, Fields Landing, King Salmon, and Freshwater. Expansion was accomplished both by District construction of facilities, such as in Myrtle town and Cutten, and by acquisition of existing facilities such as the Pialorsi water system in Humboldt Hill and the County Service Area No. 3 in King Salmon and Fields Landing.

Between 1974 and 1980, the Capital Improvement Program consisted mainly of equipment and plant purchases. From 1980 to 1990, the CIP included revenue bond financing of major water supply, distribution and storage projects. From 1990 onward, the District adopted a formal five-year CIP process that focused on steel main replacement and sewage lift station upgrades. The structured program has resulted in increases in production and project completion. Capital expenditures have also increased from an average of 10% to nearly 30% of total budget as the District's aging system requires replacement and improvements.

Ten- and twenty-year projections, developed for this plan, indicate that the District's capital expenditures will need to accelerate again to keep pace with the aging infrastructure that will be coming to the end of useful life during those timeframes. This includes over 100 miles of water and sewer mains, some of which will be approaching 100 years old at the end of the 20-year planning horizon. There is also a North Coast Regional Water Quality Control Board Cease and Desist Order in effect for the Elk River Regional Wastewater Treatment Facility that will require significant capital expenditure for compliance by 2030. The current estimated economic impact of this project to the District is \$10M.

WATER

The District's water distribution and storage system is complex, consisting of twenty-two (22) different pressure zones, ten (10) water storage tanks containing 5.0 million gallons of storage capacity, and twelve (12) water booster pumping stations. The District's water related capital expenditure plan is detailed in Table 3 and Table 4.

Water supply is furnished by three sources. Approximately one half of the District's consumption is purchased from the Humboldt Bay Municipal Water District (HBMWD) through the Truesdale booster pump station; one quarter is purchased from the City of Eureka (who purchases it from HBMWD) through the Hubbard and Harris booster pump station; the final quarter is pumped from District owned wells located in the Humboldt Hill area drawing off of the Elk River aquifer.

These three water sources supply the three major service areas of the District. Hubbard and Harris pump station (COE water) supplies the northern area of Myrtle town, Mitchel Road, Freshwater and Pigeon Point (Freshwater/Mitchel Road Zone). Truesdale pump station (HBMWD water) supplies the central areas of Cutten, Rosewood, Pine Hill, Ridgewood and Elk River (Ridgewood Zone). District well water supplies the southern area of Humboldt Hill, King Salmon, Fields Landing and College of the Redwoods (Humboldt Hill Zone).

Using the District's current infrastructure, water can be moved from the Ridgewood zone to the Humboldt Hill Zone and to the Freshwater/Mitchel Road Zone. Water can also be moved from the Freshwater/Mitchel Road Zone to the Ridgewood Zone. Using current infrastructure, water cannot be moved from the Humboldt Hill Zone to the Ridgewood or Freshwater/Mitchel Road Zones. This could prove problematic during a regional emergency because all of the District's current wells are located in the Humboldt Hill Zone.

Interties also exist between the City of Eureka water system and the District for emergency purposes. In most places, the City of Eureka pressure grid is approximately 5 psi greater than the District pressure grid. There are areas where the District's delivered pressure is higher than the City's pressure at the District's boundary. Although these District service/supply interties exist, moving water from one service zone to another is complicated by undersized transmission mains and under capacity storage volume necessary to supply both zone demands concurrently.

Systematic Steel Main Replacement

The systematic steel watermain replacement program was initiated in the early 1990s to replace approximately 15 miles of undersized watermain most of which was installed in the 1950s. There are a total of seven steel main replacement projects remaining with a total length of less than half a mile that are scheduled over the next several years. You can find these projects listed in the Table 4, marked with an SMR for Steel Main Replacement.

Water Tank Rehab

During FY 2017-18, the District performed an assessment of three water storage tanks; Walnut Drive 1MG, Ridgewood and Donna Drive. The inspections revealed that all three tanks required rehabilitation including recoating, structural rehabilitation and were in need of safety upgrades for fall protection, venting and cathodic protection. The Walnut Drive and Ridgewood tanks were the highest priority. The Walnut Drive tank rehabilitation was completed during FY 2020-2021 and the Ridgewood Tank rehabilitation will be completed during FY 2021-2022. Due to the age and condition of the remaining District water storage tanks, all of the District's tanks will be evaluated and rehabilitation will be scheduled accordingly.

During the five-year term of this Capital Improvement Plan, the following water storage tanks are scheduled for rehabilitation; Ridgewood 0.5MG, Donna Drive 0.5MG, Brier Lane 0.5MG, and the Walnut Drive 0.5MG tank. The District will rehabilitate the remaining tanks within the ten-year planning horizon. The following table provides some detailed information regarding the District’s water storage facilities (Table 2).

Table 2: The tabulated data shows details regarding the District's water storage tanks.

Water Storage Tank Data					
Location/Name	Volume (MG)	Height (Feet)	Diameter (Feet)	Date Constructed	Date Refurbished
Blue Spruce	1	35	72	2002	--
Brier Lane	0.5	32	52	1982	--
Cummings	0.12	24	30	1991	--
Dana Lane	0.375	30	48	1992	--
Donna Drive	0.5	24	61	1988	--
Lentell	0.15	20	37	1992	--
Pigeon Point	0.17	24	35.5	1996	--
Ridgewood	0.5	52	40	1982	2021
Walnut Drive	1	40	67	1971	2020
Walnut Drive	0.5	34	50	1952	1996

Pump Station Rehab/Upgrade

The District maintains twelve (12) water booster or pump stations. These include South Bay Well, Spruce Point Well, Blue Spruce Booster, Donna Drive Booster, Truesdale Pump Station, Ridgewood Pump Station, Hubbard Pump Station, Cummings Road Booster, Mitchel Road Booster, Lentell Booster, Kluck Booster and Pigeon Point Booster. Some of these stations pump water out of the ground and up to a tank (South Bay Well and Spruce Point Well). Other stations move water from a low elevation up to a tank at a higher elevation and operate under level control (Blue Spruce Booster, Truesdale Pump Station, Ridgewood Pump Station, Cummings Road Booster, Mitchel Road Booster, Pigeon Point Booster, and Hubbard Pump Station). The remaining stations pressurize water using hydropneumatics to deliver water with sufficient pressure to connections whose elevation cannot be reached by the nearest pressure zone (Donna Drive Booster, Lentell Booster, and Kluck Booster).

HUMBOLDT CSD FISCAL YEAR 2021/2022 CAPITAL IMPROVEMENT PLAN (CIP)

Table 3: Capital improvements planned for Humboldt Community Services District water pumping and storage facilities.

WATER	Current FY 20-21	Scheduled FY 21-22	Projected FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected 10 years*	Projected 20 years**	Comments
WATER SYSTEM IMPROVEMENTS									
C=Contract									
PUMPING FACILITY UPGRADES									
Walnut Drive 1.0 MG Tank	\$600,000								Tank Rehab
Ridgewood Water Booster Station	\$250,000								Preparation for Ridgewood Offline
AMR Program	\$25,000	\$141,000	\$141,000	\$141,000	\$141,000	\$141,000	\$705,000		6,000 remaining @ \$235/ea
SCADA Upgrade	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000			
Hubboldt County ADA Access	\$5,000								
Water Storage Tanks	\$30,000								\$ tanks Cleaning Maintenance
South Bay School Backflow Device	\$15,000								DOHS required
Donna Drive Hydro-tank	\$150,000								Tank Rehab
Ridgewood Tank	\$670,000								Spare Pump
Spruce Point Well	\$15,000								building 21-22 Spare Pump 22-23
South Bay well	\$20,000	\$30,000							21/22 Eng-24/25 Rehabilitation
Brier Lane 0.5 MG Tank	\$40,000	\$660,000							Upsize pumps/ mod system
Hubbard 3rd Pump	\$15,000	\$35,000							New pumps/Upgrade
Truesdale WBS		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000			Rehab/roofing/siding
Pigeon Point WBS		\$10,000							22/23 Eng-23/24Rehabilitation
Donna Drive 0.5 MG Tank		\$40,000							Resolves Fireflow Issues
16th & Quaker PSV				\$30,000					Siding, roofing and drainage
Donna Drive WBS				\$85,000					23/24 Eng-24/25 Rehabilitation
Walnut Drive 0.5 MG Tank				\$40,000	\$660,000				
Water Resiliency at Little CA. St.							\$1,000,000		
Meyers Well							\$750,000		
Princeton Well							\$750,000		
Rehabilitate Remaining Tanks							\$4,500,000	\$2,500,000	
Water Pumping Facilities Totals	\$875,000	\$1,201,000	\$1,041,000	\$1,061,000	\$926,000	\$266,000	\$7,705,000	\$2,500,000	\$14,700,000

*10 year column represents the cumulative expenses for the 5 years between year 5 and year 10
 **20 year column represents the cumulative expenses for the 10 years between year 10 and year 20

HUMBOLDT CSD FISCAL YEAR 2021/2022 CAPITAL IMPROVEMENT PLAN (CIP)

Table 4: Capital improvements planned for Humboldt Community Services District water main replacements.

WATER		Current	Scheduled	Projected	Projected	Projected	Projected	Projected	Projected	Comments
CAPITAL IMPROVEMENTS - WATER		FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	10 years*	20 years**	
WATER MAIN REPLACEMENTS										
C=Contract										
SMR=STEEL MAIN REPLACEMENT										
	LF									
	New Connections	\$6,000	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500			Water main replacements
	Christian Lane SMR 150	\$45,000								\$110,00/LF except as noted
	Pine Hill Bridge WL Replacement C 550	\$350,000								
	Water Rate Study		\$50,000							
	18th Street SMR 400		\$65,000							New connections
	Tower Lane SMR 600		\$65,000							\$300/LF + addl trucking
	Christiansen Way SMR 120		\$16,500							County Project
	Stanford Court C 100			\$27,000						\$110,00/LF plus trucking
	Temple Circle C 130							\$35,100		\$110,00/LF plus trucking
	Park Street SMR 200							\$67,500		\$270,00/LF
	Crane Street SMR 250							\$67,500		\$270,00/LF
	Vista Tie In Phase 1 C 700					\$189,000				\$270,00/LF
	Shady Lane SMR 400					\$108,000				\$270,00/LF
	Vista Tie In Phase 2 C 700					\$108,000				\$270,00/LF
	Meadowood SMR 400	\$1,145						\$189,000		\$270,00/LF
	AC Water Main Replacement Program 272694							\$108,000		\$270,00/LF
	Water Main Replacement Totals	\$402,145	\$204,000	\$34,500	\$164,100	\$304,500	\$304,500	\$18,179,598	\$36,359,196	AC Mains @ \$200/LF
								\$18,179,598	\$36,359,196	\$55,550,395

*10 year column represents the cumulative expenses for the 5 years between year 5 and year 10
 **20 year column represents the cumulative expenses for the 10 years between year 10 and year 20

SEWER

Unlike the water system, the sewage collection system is straightforward in concept. All sewage collection gravity flows or is pumped to the City of Eureka's Elk River Wastewater Treatment Plant for treatment. By agreement, the District has purchased approximately 30% of the current plant capacity. Annually the District spends approximately \$1.5M to the City of Eureka for operation and treatment of District collected sewage. This represents approximately 19 percent of the total operating expenses budgeted for FY 2020-21.

The hilly terrain and historical piecemeal development within the District resulted in a system that includes 28 sewage lift stations. For comparison, the McKinleyville Community Services District (MCSD) operates six stations, City of Arcata operates eight stations, and City of Fortuna operates five stations. The City of Eureka, adjacent to and similar to the District topography, operates 26 stations. Needless to say, this many stations have resulted in major person-power and financial resources to operate, maintain, and replace. Under current operations, the District has no alternative but to upgrade and replace these stations to achieve reduced maintenance, emergency call-out and sewage overflow potential.

The District's sewer related capital expenditure plan is detailed in Table 5 and Table 6.

Martin Slough Lift Station Reversals

In the early 1980's the concept of a regional sewage lift station serving both the City of Eureka and District customers in the Ridgewood, Pine Hill and City Golf Course area was explored. The stated objectives were threefold: 1) To eliminate approximately 3 major and 3 minor City and 13 minor District lift stations; 2) Reduce the large pumping and maintenance costs associated with pumping into cascading lift station systems, which pumps along an in-direct route, completely around the City through the cross-town interceptor and 3) Provide for future development of some 5,000 new residential units in the non-sewered areas of Westgate and Ridgewood.

Another stated benefit of this project is to redirect the City of Eureka's "O" Street sewage lift station to the new Martin Slough Interceptor, thereby freeing up capacity in the City's northeast (Myrtle town) sewage drainage area. Before the Martin Slough Interceptor project, the City's northeastern collection system, was at capacity.

Over the years, the project morphed into the Martin Slough Interceptor project for which construction was completed in 2015. By 2007, the concept project had been modified to the point that only ten of the District's lift stations had the potential to be "turned" or "reversed"; Artino, Sea Avenue, Pine Hill, Hidden Meadows, Alder, F Street, Hartman, D Street, Spruce, Campton and the metering station at Hemlock. Of these ten, Campton has been "turned" and converted to a metering station, Sea Avenue is in the process of being "turned", the Hemlock metering station will be eliminated with the Hemlock rerouting project that is scheduled to be completed FY 24-25, Hartman Ln "reversal" is scheduled to be completed FY 23-24, and F Street is scheduled to be "reversed" FY 25-26.

The remaining six lift stations (Artino, Pine Hill, Hidden Meadows, Alder, D Street and Spruce) are not currently scheduled to be "turned." Some of these lift stations are currently listed in the ten-year projections. They will be prioritized and scheduled as it becomes cost effective to consider performing the necessary work to "turn" these stations. Most of these stations serve very small sewer sheds and the cost of performing the work necessary to "turn" them currently outweighs the resulting benefit.

In the case of Pine Hill, the Martin Slough interceptor project was modified at some point between planning and execution so that the Pine Hill lift station cannot flow to the Martin Slough Interceptor.

Turning the Pine Hill lift station will require major upgrades to one of the City of Eureka’s lift stations, Pound Road. Additionally, the developable land in Westgate and Ridgewood have limited access to the Martin Slough Interceptor as it was constructed.

Lift Station Rehab

The District currently maintains 28 lift stations; Hoover, Alder, Spruce, Foxwood, S. Broadway, Sequoia, Christine, Sea Avenue, Pine Hill, Bailey, Wellington, Beechwood, Moore Ln, Maple Ln, Perch, Buhne, King Salmon, Fields Landing, Blackberry, Hartman, Roth Ct, Artino, Hidden Meadows, Cedar Ridge, Liberty Bell, Edgewood, F Street, and D Street.

The anticipated life of a lift station is between 15 and 20 years. Given that the District has almost 30 lift stations, the District is continually performing rehabilitation activities on these assets. In fact, to keep pace with degradation, the District rehabs the equivalent of two lift stations per year. This is in the form of pump upgrades, replacement panel enclosures, rail replacements, lid replacements and grouting/concrete. Rarely does the District undertake a complete lift station rehabilitation because the ongoing maintenance of the lift stations allows staff to spread the effort and expense across many years and avoid shutting down and re-routing an entire station to accommodate a rehabilitation project.

During the coming five-year period, the District will be performing rehabilitation work on 12 of the 28 lift stations. The lift stations being addressed during the current five-year CIP are Sea Ave, Sequoia, Blackberry, Bailey, Artino, Allard, Roth Court, Pine Hill, Christine, Hoover, Beechwood, and King Salmon.

Trouble Spots (Enhanced Cleaning Locations)

A “Trouble Spot” is a location within the District’s sewer collection system that has given the maintenance staff “trouble” and is in need of periodic attention. The District has a sewer maintenance program to deal with trouble spots in the collection system. When a problem is reported or detected, maintenance staff will investigate the issue to determine the root cause. If the cause of the problem is determined to be the District’s infrastructure, (root intrusion, infrastructure deterioration, sagging, damage, design issues etc.) a project will be initiated and the area will be identified as a trouble spot. Once an area is identified as a trouble spot, that section, area or location is put on a list to be repaired and prioritized along with other District projects. During the time between when a trouble spot is identified and when a permanent solution can be implemented, the maintenance staff will make periodic inspections and take temporary corrective action (sewer line cleaning, de-rooting etc.) as needed.

Trouble spots that are large enough to be considered a capital improvement that will be repaired during the next five years include Dr. Office Lane (un-named road at 2826 Harris), Walnut Drive at Hemlock, Mesa/Bell Terrace, London Drive at Burns, Ridgewood Drive at Ridgewood Elementary and Summit Ridge to David. There is money included in the ten-year plan for trouble spot repairs but those cannot be scheduled at this time.

Systematic Sewer Line Replacement

As the infrastructure ages, the District must consider replacement. The systematic sewer line replacement program takes into account the age of the assets, the history of problems and repairs, critical loading to the asset, the material that the asset was constructed from and the design life of the asset. As feasible, the District will schedule sewer line replacements for the most vulnerable assets. The most vulnerable of the District’s in ground sewer assets are asbestos cement and clay pipes. Much of the existing sewer system was constructed in the 1960s from asbestos cement composite pipe. This material does not hold up well to the sulfur compounds that off-gas from wastewater.

Outside Agency Obligations

The District is affected by several outside agencies including the City of Eureka, County of Humboldt and the State of California. These agencies impose programs or regulations that require District response. In the case of the County of Humboldt, the Pine Hill Bridge HDD project that was completed in FY 2020-2021 is an example of an outside agency obligation. The County determined that Pine Hill Bridge needed to be replaced. The District owns a watermain that serves as an interconnect between Humboldt Hill and Pine Hill. The District's watermain was attached to pine hill bridge. The District's watermain would be out of service for the duration of the construction project to replace Pine Hill Bridge. This would isolate Humboldt Hill, King Salmon, Fields Landing, and College of the Redwoods from the rest of the District. These communities would be reliant only on the well water. If there were a problem with the District's wells, the District would have no way to provide water to these communities.

A second example of a County imposed Capital Improvement is the County's ADA access project. The County is working to improve ADA access at intersections and other areas with high foot traffic by incorporating access ramps, bulb out aprons and high visibility, high traction surfaces and other improvements. Through the course of this work, the County will disturb many valve cans, meter boxes and other District assets. When these assets are affected by the County's project, the District supplies the materials and labor to ensure that the components are replaced to the District's standards.

City of Eureka CIP

The District's wastewater flows through several metered locations to the City of Eureka (COE, City), through some of their infrastructure and to the COE Wastewater Treatment Facility (COE-WTF). The contract with the City for wastewater treatment specifies that a portion of the City's capital improvements are the responsibility of the District. This includes 32.1 percent of capital improvements to the COE-WTF as well as specific pumping stations and trunk lines or interceptors. Additionally, the District is contractually obligated to pay for three percent of capital improvements to all of the City's wastewater collections and treatment infrastructure not covered by the afore mentioned 32.1 percent. A line item is included in the District's Capital Improvement Plan to cover the anticipated expenses associated with the City's capital improvements.

City of Eureka Wastewater Treatment Facility (COE-WTF)

The City of Eureka is currently under a Cease-and-Desist order issued in 2016 from the North Coast Regional Water Quality Control Board (NCRWQCB) for discharging to Humboldt Bay. The requirements being imposed by the NCRWQCB include full secondary treatment, including dichlorination to all discharge flows to Humboldt Bay, as well as compliance with the applicable water quality objectives for ammonia by 2030. In short, what this means is that the COE-WTF does not have sufficient capacity to treat all of the wastewater that is sent there nor does that facility have the ability to sufficiently remove ammonia from the waste stream.

Although detailed reports have not yet been furnished by the City that document the plans to come into compliance with the NCRWQCBs order; the estimate at this time is that these upgrades will total on the order of \$30M. The Wastewater Treatment Agreement with the City specifies that 32.1 percent of capital improvements to the COE-WTF are the responsibility of the District. There is a budgetary item in the ten-year projection of \$10M to cover the requisite upgrades to the COE-WTF.

HUMBOLDT CSD FISCAL YEAR 2021/2022 CAPITAL IMPROVEMENT PLAN (CIP)

Table 5: Capital improvements planned for Humboldt Community Services District sewer facilities.

SEWER	Current FY 20-21	Scheduled					Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected 10 year*	Projected 20 year**	Comments
		1	2	3	4	5						
SEWER FACILITIES												
V=Vendor												
C=Contract												
M=Martin Slough Reversal												
South Broadway SLS	V	\$20,000										Spare 10HP pump
Perch SLS		\$10,000										Panel Enclosure
Buhne SLS		\$10,000										Panel Enclosure
Sea Avenue SLS	M	\$50,000	\$20,000									Upgrade/Reversal
Sewer Rate Study			\$50,000									
Sequoia SLS			\$10,000									SLS rehab/pumps
Blackberry SLS			\$100,000									SLS rehab/pumps
Bailey SLS	C		\$120,000									Stationary Generator
Artino SLS	C			\$75,000								Stationary generator
Allard Access Vault					\$10,000							Meter vault upgrade
Roth Court SLS					\$70,000							SLS rehab/pumps
Pine Hill SLS Generator	C				\$75,000							Stationary generator
Christine SLS							\$40,000					New electrical control panel
Hoover SLS Upgrade							\$100,000					Upgrade SLS and flow meter
Pine Hill SLS Rehab								\$200,000				SLS conversion/rehab
Beechwood SLS Panel								\$40,000				New electrical control panel
King Salmon SLS	C							\$75,000				Stationary generator
SCADA Upgrade	C								\$500,000			
WWTP Upgrades									\$10,000,000			Per estimates by COE
CIP Contribution to COE		\$1,030,095	\$1,391,600	\$1,391,600	\$1,391,600	\$1,391,600	\$1,391,600	\$1,391,600	\$6,958,000	\$13,916,000		Based on 2021 COE CIP
Sewage Facilities		\$1,120,095	\$1,691,600	\$1,466,600	\$1,546,600	\$1,546,600	\$1,531,600	\$1,706,600	\$17,458,000	\$13,916,000		\$40,437,095

*10 year column represents the cumulative expenses for the 5 years between year 5 and year 10

**20 year column represents the cumulative expenses for the 10 years between year 10 and year 20

HUMBOLDT CSD FISCAL YEAR 2021/2022 CAPITAL IMPROVEMENT PLAN (CIP)

Table 6: Capital improvements planned for Humboldt Community Services District sewer mains.

SEWER	Current FY 20-21	Scheduled FY 21-22	Projected FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected 10 years*	Projected 20 years**	Comments	
										1
SEWER MAINS										
MAIN EXTENSION & REPLACEMENTS										
	C=Contract									
	M=Martin Slough Reversal									
	V=Vendor									
Sea Ave FM Reversal Project	M, C	\$14,000								
Golf Course Sewer Crossing		\$30,000								
New Connections		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000				
Hemlock	M,C	4500	\$250,000	\$250,000	\$250,000	\$250,000				
Dr. Office Lane		370	\$80,000							
Hartman Lane	M,C	900	\$65,000							
Walnut Drive Trouble Spot		525		\$325,000						
Walnut Drive Laterals	C			\$150,000						
Mesa/Bell Terrace	C	700		\$40,000						
F Street	M	900		\$230,000						
London Drive at Burns	C	220		\$25,000						
Ridgewood Drive	C	200								
Summit Ridge to David	C	265								
Martin Slough Reversals	M						\$1,500,000			
Trouble Spots							\$1,500,000			
South Broadway FM		11700					\$4,680,000			
Fields Landing FM		7150					\$2,860,000			
Humboldt Hill Sewer Sys							\$7,500,000			
Gravity Main Replacement		267537					\$15,606,309	\$31,212,619		
Forcemain Replacement		12883					\$1,717,733	\$3,435,466		
Sewer Main		\$64,000	\$400,000	\$580,000	\$700,000	\$639,000	\$35,364,043	\$34,648,085		\$72,460,128

*10 year column represents the cumulative expenses for the 5 years between year 5 and year 10

**20 year column represents the cumulative expenses for the 10 years between year 10 and year 20

ROLLING STOCK

Rolling Stock includes all vehicles and construction equipment that the District owns. Some of the vehicles are used to transport personnel and equipment, others are used to transport materials to or from construction sites. Equipment includes tractors, trailers, truck mounted sewer cleaning and camera equipment, specialty underground boring equipment and specialty large scale plumbing equipment. Rolling Stock covers any equipment that the District uses that is on tracks or wheels.

The District's current policies include replacement schedules for Rolling Stock based upon mileage, age, hours of operation, and repair history. If any of these criteria are exceeded, a piece of equipment becomes eligible for replacement. The District Management uses discretion to determine which equipment will be recommended for replacement based on the critical nature of the equipment, the expected longevity, redundant assets, and other contributing circumstances. Some equipment replacement is unavoidable while others are less necessary.

Details regarding the capital expenditures associated with the District's rolling stock can be found in Table 7.

Light Duty

During the next five years, the District will be replacing a 2005 Dodge pickup, a 2006 Ford van and a 2010 Ford service truck. The van and the pickup have reached their useful life because of age and repair history. The 2010 Ford service truck has a diesel engine that will no longer be allowed to operate in California.

Heavy Duty Equipment

During the next five years, the District will be replacing a 2010 Peterbilt 7-yard dump truck and a 580 Super M Backhoe. The dump truck has a diesel engine that will no longer be allowed to operate in California. The backhoe is at the end of its useful life because of age and repair history.

Specialty Equipment

The District is projecting the need to replace the sewer camera van during the fifth year of the current capital improvement plan. This critical piece of equipment allows District staff to see inside of sewer lines and identify problems before they manifest as emergencies. The camera van is at the end of useful life because of age and repair history.

HUMBOLDT CSD FISCAL YEAR 2021/2022 CAPITAL IMPROVEMENT PLAN (CIP)

Table 7: Capital improvements planned for Humboldt Community Services District rolling stock.

REVENUE FUNDED		CAPITAL PROGRAM PROJECTIONS										Comments
VEHICLES / EQUIPMENT		Current FY 20-21	Scheduled FY 21-22	Projected FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected 10 Year*	Projected 20 Year**			
		C=Contract										
		V=Vendor										
		Mileage										
		Hours										
Light Duty Service Vehicles												
9	2006 Ford Van		\$50,000									Replacement/age
4	2010 Ford F450 w/crane			\$140,000								Replacement/AQMD
16	2005 Dodge				\$60,000							Replacement/age
Heavy Duty Equipment												
13	2007 VacCon											Replacement/age/AQMD
10	2010 Peterbilt 7 CY Dump Truck			\$200,000								Replacement/AQMD
	2004 580 Super M Backhoe							\$130,000				Replacement/age
Specialty Equipment												
	Lateral Boring Tool		\$6,000									age/repair history
	Sewer Camera							\$280,000				
Fleet Replacement Program												
								\$1,500,000	\$3,000,000			
Vehicles & Equipment		\$458,643	\$50,000	\$340,000	\$60,000	\$0	\$410,000	\$1,500,000	\$3,000,000			\$5,818,643

*10 year column represents the cumulative expenses for the 5 years between year 5 and year 10

**20 year column represents the cumulative expenses for the 10 years between year 10 and year 20

OFFICE AND CORPORATION YARD IMPROVEMENTS

The District office and corporation yard are critical to the daily operation of the District's systems, assets and services. This facility serves as a meeting place for personnel, work space for administration, customer service and engineering staff, a location to hold Board of Directors meetings as well as facilities for equipment and vehicle storage, maintenance and repair. As with the rest of the District's assets, the office and corporation yard requires capital improvement planning to keep the facilities useful, safe and up to date. During the current five-year planning period, the District will be repairing the office building exterior, replacing the roof on the office and breakroom, rehabilitating the small truck storage facility and repairing pavement in the corporation yard and the parking lot.

The District's office and corporation yard related capital expenditure plan is detailed in Table 8.

HUMBOLDT CSD FISCAL YEAR 2021/2022 CAPITAL IMPROVEMENT PLAN (CIP)

Table 8: Capital improvements planned for Humboldt Community Services District's office and corporation yard.

REVENUE FUNDED		Current	Scheduled	Projected	Projected	Projected	Projected	Projected	Projected	Comments
CAPITAL PROGRAM PROJECTIONS		FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	10 Year*	20 Year**	
BUILDING, YARD & PAVING IMPROVEMENTS		1	2	3	4	5				
Office Building Exterior phase 1	C	\$20,000	\$80,000							Front of Office
Yard Paving Repairs			\$35,000							
Vehicle Storage Upgrades			\$20,000							VacCon Storage
Office Building and breakroom Roof	C		\$40,000	\$20,000						Roof Replacement/Age
Office ADA	C		\$24,000	\$4,000	\$16,000	\$20,000				20% of building remodel cost
Office Building Exterior phase 2	C			\$80,000						North and back of Office
Small Truck Garage Rehab	C				\$100,000					
Seal Coat Parking Lot	C						\$20,000	\$100,000		Front parking lot
Future Yard Paving	C								\$500,000	
Office and Yard Facility Upgrades										
Building and Yard		\$20,000	\$199,000	\$24,000	\$96,000	\$120,000	\$20,000	\$100,000	\$500,000	\$1,079,000

*10 year column represents the cumulative expenses for the 5 years between year 5 and year 10

**20 year column represents the cumulative expenses for the 10 years between year 10 and year 20

EXTENDED PROJECTIONS

Historically, the Capital Improvement Plan is a five-year projection and schedule for capital projects and expenditures. This format captures some very important information about the near future of the District and helps to plan, prioritize and schedule projects that will impact the District's budget and workforce. What is missing from the CIP is a longer view of infrastructure needs based on the state of the system. The five-year CIP only addresses those projects that are immediately necessary and does not enable the District to plan and save for the much larger looming needs associated with aging infrastructure.

This document incorporates ten and twenty-year projections that capture known long-term improvements that the District will need to undertake in the foreseeable planning horizon. Placing these items in print will enable staff to strategize and plan for the anticipated improvements that will be necessary in the future to keep District operations on track and sustainable.

Extended projections are included in all of the tables detailing capital expenditures planning (Table 3 through Table 8)

Ten Year

The ten-year planning horizon includes some large expenditures that the District needs to be planning for. These include upgrading the COE-WTF, SCADA upgrades, Martin Slough reversals, force main replacements, gravity sewer replacements, water storage tank rehabilitation, and ongoing fleet replacement. These ten-year totals are not all inclusive, but for planning purposes, the District will be facing \$80M in expenses. These projects and expenses are necessary to the continued operation of the District and represent an accelerated level of spending as compared to the District's current budgeting for capital improvements. The current capital expenditures over the next five years average \$3.4M. To meet the projected \$80M of expenditures at the ten-year horizon, the District will need to save an additional \$8M annually over the next ten years.

Twenty Year

Similar to the ten-year projections, the twenty-year projections indicate anticipated expenditures for the twenty-year planning horizon. While these expenditures are not all inclusive, they do represent anticipated expenditures that the District needs to plan for. Included on the twenty-year horizon are additional systematic main replacements (water and sewer), storage tank rehabilitation, source water development for resiliency, office/corporation yard improvements and expansion, as well as ongoing fleet replacement. Once again, these projection estimates are not all inclusive but represent those expenditures that can be anticipated that are not being addressed in the five-year CIPs.

The financial impact at the 20-year planning horizon is an additional \$90M. What this means is that the District should be planning for annual expenditures on the order of \$8-9M over the next 20 years.