



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

**AGENDA**

**DATE:** Tuesday, January 23, 2024

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

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

This meeting will also be held by Zoom video/teleconference, per Government Code Section 54953(b)

Teleconference locations: 5055 Walnut Drive, Eureka, CA, and  
2050 University Ave., East Palo Alto, CA

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

**A. ROLL CALL**

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

**B. PLEDGE OF ALLEGIANCE**

**C. CONSENT CALENDAR**

1. Approval of January 23, 2024 Agenda Pgs 1-2
2. Approval of Minutes of the Regular Meeting of January 9, 2023 Pgs 3-6

**D. REPORTS**

1. General Manager
  - a) District Update Pgs 7-8
2. Finance Department
3. Planning
4. Legal Counsel
5. Director Reports

6. Other

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

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

**F. NEW BUSINESS**

1. Consideration of Director Nomination for the ACWA (Association of California Water Agencies) Region 1 Open Board Member Vacancy; Adopt Resolution 2024-02 Supporting the Nomination

*Pgs 9-12*

**G. ADJOURNMENT**

Next Res: 2024-02

Next Ord: 2024-01

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, January 9, 2024, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

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

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

**B. PLEDGE OF ALLEGIANCE**

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

**C. CONSENT CALENDAR**

1. Approval of the January 9, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of December 12, 2023

Director Hansen commented the vague description for F.4 seems to go against the spirit of the Brown Act as neither the public nor the Board know the topic, and would possibly be better classified as public comment, not an agenda item. Director Gardiner suggested F4 should be heard first before any other business so Rex Bohn and others do not need to stay through the full meeting.

Public Comment: None

DIRECTOR MATTEOLI MOVED, DIRECTOR GARDINER SECONDED, TO ACCEPT AND APPROVE THE JANUARY 9, 2024 CONSENT CALENDAR AND TO MOVE ITEM F.4 TO F.1. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**D. REPORTS**

1. General Manager

a) District Update

- Street Lighting – Advised the ratepayer request for installation of a new light received from County Supervisor Arroyo is being addressed by staff.

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
January 9, 2024

- Minimum Wage – Effective January 1, 2024, California’s minimum wage increased from \$15.50 to \$16.00/hour.
- Employee Association Dinner – Reminded all to RSVP by January 12<sup>th</sup>.

1. Finance Department

a) November 2023 Budget Statement

FM advised performance was standard with Construction and Maintenance Supplies continuing to be slightly over budget. PGE is implementing planned rate increases effective January 1 which will undoubtedly balance by the end of the current fiscal year unless additional increases are enacted.

b) December 2023 Check Register

FM advised expenses for the month of December were fairly standard with one significant expenditure of \$303,634.25 completing the Brier Lane Tank Rehabilitation project.

2. Planning

a) December Update

USP advised in addition to standard monthly tasks, a lot of time was dedicated to year end mandatory State reporting, operational system updates, and reconciliations.

3. Director Reports

- Director Benzonelli advised she continues to participate in RRRISE meetings with the hopes of identifying the process to secure some of the available funds for Humboldt County, and would like to explore resident outreach. Director Gardiner suggested ACWA might be a good source of assistance. GM affirmed the HCSD Boardroom could be utilized for a listening session for both district and non-district residences.

**E. PUBLIC PARTICIPATION**

Jerry Martien – advised he was hoping to offer congratulations to retired Superintendent Latham and he would like a summary of Board action items to appear in the Times-Standard’s Sunday paper with other agencies in the county.

**F. NEW BUSINESS**

1. (4) Ratepayer Rex Bohn Presentation

Mr. Bohn stated he believes the District ratepayers need more education on rates and how to conserve their water use. Comments then addressed Mr. Bohn's non-profit organization commonly referred to as Redwood Fields or Rex's ball fields which were established 33 years ago by benefactors and privately funded throughout its history to provide youth sports fields within the Cutten community, and how the current water rates make it a financial hardship to keep the grass green for the children. As such Mr. Bohn requested the HCSD Board consider taking over the 11+ acres to establish a parks department wherein he would give the District \$500,000 to bridge the time needed to secure funding from the community in lieu of the current private funding and volunteers.

**PUBLIC COMMENT:** Ratepayer Gordon Clatworthy expressed concerns about Mr. Bohn's proposition for HCSD to take over his fields. Referring to the complaints from Scotia residents who absorb \$600-700 annually to maintain similar fields, Mr. Clatworth concluded the matter needs to be thought through very thoroughly.

Board comment included the desire for the next generation to step up, that if the County added the parcel to their parks department the funding would come from property taxes they collect versus the District would need to establish a park department and then seek a ballot vote authorizing to attach an assessment to property taxes, concluding in the general consensus that it would be worthwhile to look into options.

2. (1) Consideration of Adopting Resolution 2024-01 Honoring Timothy M. Latham Upon His Retirement After 34 Plus Years of Service

**PUBLIC COMMENT:** None

Without question, IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR GARDINER, TO ADOPT RESOLUTION 2024-01 RECOGNIZING TIMOTHY M. LATHAM FOR HIS SERVICE TO THE DISTRICT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

3. (2) Consideration of Modifying Regular Board Meetings Schedule

GM summarized the Board request to examine reduction from two to one regular meeting per month, and suggested the Board consider a trial period consisting of authorizing the GM to cancel meetings as appropriate for a specified period of time. Should the evaluation period prove beneficial to the District, official

Ordinance modification of the regular board meeting schedule could then be implemented. Discussion ensued with the Board concurring a trial basis authorizing the GM to cancel meetings as practical will provide better insight on making a decision. GM reminded the Board that there is always the option to call a special meeting if needed. Concern was also expressed regarding potential for lengthier meetings if held only once per month. By consensus, the Board directed the GM to place an agenda item on the first meeting of each month to consider canceling the second meeting of the month as appropriate.

4. (3) Review and Discuss Ratepayer Leak Relief Policy

GM summarized the agenda report. Discussion addressed concern that District policy does not contain a per incident dollar ceiling, re-affirming leak adjustments are borne by all ratepayers as volumetric rates for consumption are actually slightly less than what the District pays for the water wholesale, consideration of shortening the once every five-year period to a three-year period. GM then suggested an AdHoc be appointed to review modification of District Code Section 7.08.020.

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI TO APPOINT DIRECTORS HANSEN AND RYAN ESTABLISHING AN ADHOC TO ASSIST THE GM IN MODIFYING THE DISTRICT'S LEAK RELIEF POLICY. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**I. ADJOURNMENT**

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF JANUARY 9, 2024 AT 6:29 P.M.

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Submitted, Board Secretary

# Humboldt Community Services District

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

## MEMORANDUM

TO: Board of Directors  
FROM: Terrence Williams, General Manager  
DATE: January 19, 2024  
SUBJECT: General Manager Report for January 23, 2024 Board Meeting

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### Personnel

At the October 10, 2023 Board meeting, the Board authorized the hire of a Special Projects Instrumentation and Electrical Technician to assist with capital projects execution, specifically the SCADA systems upgrade projects. The associated tasks require a unique combination of electrical and software development skills as well as the drive and determination to overcome the challenges associated with building and integrating these critical systems in a robust manner that will function no matter what. The District was able to identify Michael (Mike) Briggs who is an accomplished individual with over 30 years of experience deploying, implementing, troubleshooting and maintaining SCADA systems and electrical projects here on the North Coast. Mike will begin work for the District on Monday January 22, 2024. I am so excited to see our new SCADA systems move from design space and bench testing to controlling the critical infrastructure of the District.

Since July, 2023, The District has been working to identify an engineer to fill the role of project and operations manager. This important role serves as the bridge between the administrative challenges of planning, designing, permitting, budgeting and scheduling the construction and maintenance activities, and the boots on the ground implementation of that work. Whether the work involves consultants and contractors or the District's in house teams, the Engineer will be involved in all of it. This demanding role requires a dynamic, self-motivated individual with the technical prowess to manage the design and implementation projects, the decision-making and managerial acumen to ensure that the projects move forward efficiently, on time and within budget, and a personality that builds trust and comradery among the people they work with while holding those same people accountable to their jobs.

After reviewing stacks of resumes, many from unqualified individuals, the selection committee identified a group of the most qualified people to interview. After the first round of interviews, a select group of stand-outs was invited back for a second interview/discussion session. The selection committee was able to make the difficult decision and identified the best candidate from the pool and an offer of employment was extended. The candidate has accepted the District's offer, and is proceeding through the pre-employment background check and physical. Once they have completed that process, they will officially be the newest member to join the HCSD team. I am very much looking forward to introducing the District's new Assistant Engineer in the near future.

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

Brenda, our Board Secretary and Administrative Services Manager, has officially tendered notification regarding her plan to retire after 18 years of service. She has graciously provided us with several months' notice so that we can attempt to identify somebody competent to fill her shoes and also re-allocate some of her responsibilities. Her last working day will be official May 15, 2024 but she will also be taking "vacation" from then until June 30<sup>th</sup> and has generously agreed to provide ongoing assistance as needed during that time period. We will begin soliciting for an Administrative Assistant with the hope that there is sufficient overlap to provide the opportunity for Brenda to mentor the successor so they can carry the ball on their own.



# 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:** January 23, 2024

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

**TITLE:** Consideration of Director Nomination for the ACWA (Association of California Water Agencies) Region 1 Open Board Member Vacancy; Adopt Resolution 2024-02 Supporting the Nomination

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

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### **Recommendation:**

Discuss the opportunity and determine if any Board members are interested/available to take on the responsibility of serving as a Region 1 Board Member for ACWA. If so, adopt resolution 2024-02 supporting the nomination.

### **Summary:**

The Association of California Water Agencies (ACWA) is the largest statewide coalition of public water agencies in the US. Their mission, "To provide comprehensive leadership, advocacy and resources for California public water agencies to ensure a high quality and reliable water supply in an environmentally sustainable and fiscally responsible manner." To that end, ACWA has developed a five-year strategic plan. The plan has six core elements, as identified below, to serve as guiding principles for ACWA.

- **Advocacy:** Advocate for member interests on legislation, regulations and funding.
- **Connections:** Build strong, lasting and trusted partnerships that provide interconnectivity among all sectors of the water industry.
- **Education:** Invest in California's water future by providing opportunities through education, information and professional development for ACWA members, staff and the public.
- **Resources:** Deliver high quality member services to support the mission of ACWA's member agencies.
- **Organizational Strength:** Foster a collaborative and mutually respectful culture to ensure a positive experience for ACWA members and staff and continually invest in the financial health and organizational well-being of the association.
- **Innovation:** Lead the industry on proactive advancements for the betterment of the communities, agricultural operations and businesses that ACWA members serve.

ACWA's Region 1 serves Marin, Napa, Sonoma, Lake, Mendocino, Trinity, Siskiyou, Del Norte and Humboldt Counties. The current Region 1 Board consists of members from the Russian River Flood Control District, City of Santa Rosa, Humboldt Bay MWD, Sonoma Water, McKinleyville CSD, and Brooktrails Township CSD and there is a vacancy.

ACWA's policy agenda is driven by its Board of Directors through the adoption of policy principles and identification of goals in the association's Five-Year Strategic Plan. In addition, ACWA's various policy committees, including the State Legislative Committee, help identify issues of importance to member

agencies. If there is state or federal policy that one or more of you feel passionate about, this is an excellent opportunity to amplify the voice of Humboldt CSD.

If a nomination is to be made, please adopt resolution 2024-02 supporting the nomination. A fact sheet describing the roles of the Region 1 Board members is included with this report. To complete the nomination, a nomination form will need to be filled out that includes a description of the nominee's ACWA-related activities that help qualify them for the office, a written bio of the nominee and a photo of the nominee. The application deadline is February 9, so if we are going to nominate somebody, we will need to do so at this meeting.

**Fiscal Impact:**

Unknown

*ACWA Regions provide the grassroots support to advance ACWA's legislative and regulatory agenda.*

### Background

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

### Primary Charge of Regions

- To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- To assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- To assist staff with association membership recruitment at the regional level.
- To recommend specific actions to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

*Note: Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.*

## GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS

### Region Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement. Appoints Outreach Captain to help lead outreach effort within the region.
- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.
- Makes joint recommendations to the ACWA President regarding regional appointments to all ACWA committees.
- Appoints representatives in concurrence of the region board, to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

### Region Vice Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Vice Chair will also participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Performs duties of the Region Chair in the absence of the chair.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement.
- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.

### Region Board Member

- Participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.
- May serve as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.

**RESOLUTION NO. 2024-02**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
PLACING IN NOMINATION (NOMINEE NAME) AS A MEMBER OF THE ASSOCIATION OF  
CALIFORNIA WATER AGENCIES REGION BOARD MEMBER

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF HUMBOLDT COMMUNITY SERVICES DISTRICT AS FOLLOWS:

A. Recitals

(i) The Board of Directors (Board) of the (District Name) does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).

(ii) (Nominee Name) has indicated a desire to serve as a Board Member of ACWA Region 1.

B. Resolves

**NOW, THEREFORE, BE IT RESOLVED** THAT THE BOARD OF DIRECTORS OF HUMBOLDT COMMUNITY SERVICES DISTRICT,

(i) Does place its full and unreserved support in the nomination of (Nominee Name) as Board Member of ACWA Region 1.

(ii) Does hereby determine that the expenses attendant with the service of (Nominee Name) in ACWA Region 1 shall be borne by the Humboldt Community Services District.

PASS, APPROVED, AND ADOPTED at a regular meeting of the Board of Directors of the Humboldt Community Services District held this 23<sup>rd</sup> day of January 2024, by the following roll call vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Heidi Benzonelli, Board President

ATTEST:

\_\_\_\_\_  
Brenda K. Franklin, Board Secretary

Res 2024-02