



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

AGENDA

DATE: Tuesday, August 8, 2023

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)

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 August 8, 2023 Agenda *Pgs 1-2*

2. Approval of Minutes of the Regular Meeting of July 25, 2023 *Pgs 3-6*

D. REPORTS

1. General Manager

a) District Update *Pg 7*

2. Superintendent

a) July 2023 Construction *Pgs 9-10*

3. Finance Department

a) July 2023 Check Register *Pgs 11-19*

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 Voting for ACWA President, Vice President and Region 1 Board Elections for the 2024-25 Term.

Pgs 21-30

G. OLD BUSINESS

1. Consideration of Adopting Ordinance 2023-01 Modifying District Code Section 7.02.010 Water Capacity Charges and 7.05.010 Sewer Capacity Charges; Second Reading and Public Hearing

Pgs 31-38

H. ADJOURNMENT

Next Res: 2023-12

Next Ord: 2023-02

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, July 25, 2023, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

A. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 5:00 p.m. Present upon roll call were Directors Benzonelli, Hansen, and Matteoli. Director Ryan arrived at 5:02 p.m. Director Gardiner participated via teleconference from 20 Via Ravello, Henderson, NV. Staff in attendance: General Manager Williams (GM), Superintendent Latham, and Finance Manager Montag (FM).

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of the July 25, 2023 Agenda
2. Approval of Minutes of the Regular Meeting of July 11, 2023

Public Comment: None

DIRECTOR HANSEN MOVED, DIRECTOR MATTEOLI SECONDED, TO ACCEPT AND APPROVE THE JULY 25, 2023 CONSENT CALENDAR. 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

- Staffing – An offer has been made to fill another vacancy in the Finance Department and management is awaiting a response. Earlier in the day interviewed candidates to fill the two vacancies in the Maintenance Department and hope to make a selection decision later in the week. The Engineering recruitment closes August 15 and are hoping for several qualified candidates as well.
- City of Eureka – Due to repairs on the City’s water transmission lines, the Hubbard Booster Station shut down beginning the week of July 10 and the District rerouted water from the Truesdale Booster Station to maintain delivery to the Mitchell Rd., Pigeon Point, and Freshwater service areas.

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
JULY 25, 2023

While repaving Fairway Dr., the City's contractor mistakenly dropped a significant amount of broken concrete into the District's sewer main causing it to plug and creating a sewer spill. District staff responded immediately to clean up the spill, remove the concrete from the sewer line and restore service.

- Humboldt Bay Municipal Water District – HBMWD is co-sponsoring a cleanup event at Ruth Lake on September 23 from 9 a.m. to 2 p.m.

2. Superintendent

1. June 2023 Construction Operations

In addition to the regular monthly tasks, the report addressed numerous water service line leak repairs and replacements, a water main line repair, replacement of broken angle meters and leaking water meters, pouring new concrete rings around valve cans, and hot asphalt paving.

2. June 2023 Operations/Maintenance

Staff cleaned 3,118 ft. sewer main and sewer wet wells at 15 sewer lift stations, reinstalled several recently calibrated water flow meters at the wells and water booster stations, and performed required water sampling of the water distribution system. Without issue, the District passed required inspections of all portable and stationary generators by the North Coast Unified Air Quality Management District as well as inspection of the District water system by the State Water Resources Control Board – division of Drinking Water.

3. Finance Department

a) June 2023 Budgetary Statement

FM noted that although the period concludes Fiscal Year 2022/2023, there are still entries and adjustments remaining such as CIP billing for the COE wastewater treatment plant.

4. Director Reports

- Director Ryan shared emails received from Humboldt Baykeeper Executive Director Jennifer Kalt and resident J.A. Savage expressing appreciation for approval of the new rates as well as capacity charges. Ms. Savage also requested that the District emphasize the changes to the rate structure that encourages conservation. In response to Ms. Savage's suggestion to share RCEA water saving gadgets that are free or low-cost upgrades for water conservation, Director Ryan concurred it is a good idea and sent Ms. Savage a link to the District's water barrel installation program where customers can receive up to a \$75 credit. GM confirmed he will coordinate with RCEA to include links to the RCEA's water conservation programs on the District website. Director Benzonelli suggested initiating public service

announcements (PSAs) to push conservation and Director Ryan agreed to assist in the development of PSAs.

- Director Benzonelli advised she participated in the July 24 RREDC meeting wherein Steven Coleman presented regarding Rural REN which is a rural energy efficiency program that RCEA will administer. It will bring a few million dollars into Humboldt County for efficiency measures for both business and residential use. Separately, Director Benzonelli had the opportunity to meet with Assemblyman Wood requesting his support for budget and equity to small CSD's in order that they may participate in the State low-income support system.

E. PUBLIC PARTICIPATION

None

G. OLD BUSINESS

1. Consideration of Revised Ordinance 2023-01 Modifying District Code Section 7.02.010 Water Capacity Charges and 7.05.010 Sewer Capacity Charges; First (Revised) Reading

GM advised the May 23 introduction of Ordinance 2023-01 revealed several errors and omissions that have been resolved and summarized the necessity to adopt changes to the District Code in order to maintain compliance with recently defined language adopted by the State as well as clarifying methodology related to shifting from utilizing meter size when calculating demand to a Water Supply Fixture Unit Count based on the Uniform Plumbing Code.

PUBLIC HEARING: Director Benzonelli opened the Public Hearing at 5:24 p.m. There being no public present, the Public Hearing closed at 5:25.

Board discussion affirmed the matter is a continuation of previous information having nothing to do with rates or fees.

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN, TO ACCEPT THE FIRST READING OF ORDINANCE 2023-01 MODIFYING DISTRICT CODE SECTIONS 7.02.010 AND 7.05.010. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Consideration of Adopting Resolution 2023-11 Authorizing an Update to the Fiscal Year 2023/2024 Master Rate and Charges Schedule

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
JULY 25, 2023

FM advised the modified Master Rate and Charge Schedule will go into effect August 1st and summarized modifications to the previously approved Master Rate and Charges Schedule included with FY 23/24 Budget adoption on June 27 as:

- Monthly Water Flat Charges and Consumption Rates approved July 11
- Monthly Sewer Flat Charges and Consumption Rates approved July 11
- Water and Sewer installation charges aligning with the labor and equipment charges

PUBLIC HEARING: None

Discussion clarified confusion created by adopting the rate study after adopting the FY 23/24 Budget. Had the final rate study been finalized for adoption prior to adoption of the budget, the need for an updated Master Fee and Charges Schedule would not be necessary. GM added that when the adopted Capacity Charges mature on September 12, another update to the FY 23/24 Master Fee and Charges Schedule will come before the Board for acceptance.

IT WAS THEN MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR HANSEN TO ADOPT RESOLUTION 2023-11 ADOPTING AN UPDATE TO THE MASTER RATE AND CHARGE SCHEDULE FOR FISCAL YEAR 2023/2024. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

H. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF JULY 25, 2023 AT 5:38 P.M.

Submitted, Board Secretary

Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: August 4, 2023

SUBJECT: General Manager Report for August 8, 2023 Board Meeting

Mandatory Conservation in Redway

On Friday, July 28, 2023, Redway CSD issued a stage two mandatory water conservation declaration based on flows in the South Fork of the Eel River. Under this conservation declaration, outdoor watering is restricted to specific days of the week and hours of the day, various conservation measures become mandatory like using shutoff nozzles, not washing sidewalks or walkways, restaurants may only serve water when specifically requested and industrial users are limited to 2,500 cubic feet of water per month. More information is available on the Redway CSD website.

LHMP

Every five years, the County of Humboldt updates the Local Hazard Mitigation Plan (LHMP) to identify local risk to hazards, mitigation capabilities and mitigation strategies. An up-to-date LHMP is necessary to remain eligible for FEMA grant funding. The District has participated in all previous Humboldt County LHMPs. Recently, the County solicited letters of commitment from planning partners (which is what the State and County refer to the sub agencies as) to present to CalOES for a grant to assist with the development of the updated LHMP that will be submitted in 2024. A commitment letter has been submitted on behalf of the District. Keeping the LHMP up to date and maintaining these relationships is important so that the District remains eligible for FEMA grants like the grant we received for the South Broadway Forcemain Resiliency Project and the grant we received to make repairs to earthquake damage within Walnut Drive as well as the grants we have applied for to install standby generators at various sewer lift stations and for flood hardening of critical lift stations in low lying areas.

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Humboldt Community Services District

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

BOARD MEMORANDUM

To: H.C.S.D. Board of Directors
From: Tim Latham, District Superintendent
Date: August 2, 2023
Subject: July 2023 Construction Operations Report

General business for the month of July included water service line replacements due to leaks on “D” Street, Woodland Way, Home Drive, Irving Drive and Maple Lane, a water main line leak repair on Pigeon Point Road, replacing a broken angle meter stop on Sequoia Street, repairing a leaking water meter on Pine Hill Road, pouring concrete around a valve can on Woodland Way, installing a new water service on Westgate Drive, installing a new sewer service on Edgewood Road, replacing a leaking water pressure reducing valve (PRV) on Myrtle Avenue, and hot asphalt paving on Bret Harte Lane, Irving Drive, Purdue Drive, Mabelle Avenue, 2nd Street in Fields Landing, and various areas in Rosewood.

Other business included performing vehicle and equipment maintenance, water meter reading, customer service orders, landscape maintenance, valve exercising, water meter accuracy testing, hauling dirt to fill sites, continued construction of the District office as part of the District Office Rehabilitation Project and attending a JPIA instructed Defensive Driving class at the Humboldt Bay Municipal Water District.

As previously mentioned to the Board, the District had two sewer overflows in July. Descriptions of the overflows are listed below:

The first overflow occurred at approximately 10:40 am, on July 1, 2023, at the intersection of Herrick Avenue and Noe Street. District crews responded and determined the problem to be a leak in the sewer force main line. Crews isolated the leak by turning the sewer lift station that pumps into the sewer force main line off and the overflow ceased at

approximately 11:40 am. District crews, with the assistance of the City of Eureka and Wahlund Construction, completed the repairs and returned the system to normal operation at 11:00 pm. All affected areas were cleaned up. The total volume of the overflow was estimated at 1,200 gallons, with approximately 50% flowing into a vegetated area and absorbing into the ground, and the other 50% flowing into a storm drain line which eventually flows into the Elk River Slough and Humboldt Bay. All notification and reporting requirements were completed.

The second overflow occurred at approximately 12:00 pm, on July 12, 2023, on Fairway Drive. District crews responded and determined the problem to be a blockage in the sewer main line. Crews cleared the blockage, and returned the system to normal operations. All affected areas were cleaned up. The total volume of the overflow was estimated at 450 gallons, with approximately 25% evaporating on the paved road surface, and the other 75% captured at the appearance point and returned to the sewer system. All notification and reporting requirements were completed. Through an investigation, it appears the City of Eureka hired a contractor to pave Fairway Drive. While preparing for paving, the contractor accidentally dropped concrete chunks down an inline sewer cleanout, which eventually created the blockage, which caused the overflow.

Accounts Payable

Checks by Date - Detail by Check Date

User: FM
 Printed: 8/2/2023 1:16 PM

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

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
56367	A210 654863	Petrusha Enterprises Inc. Reprogram small truck shop codes and test upper	07/10/2023	150.00
Total for Check Number 56367:				150.00
56368	A360 236771	AFLAC Supplemental Health Premium - June 2023	07/10/2023	149.68
Total for Check Number 56368:				149.68
56369	B702 03-73571	Bobcat of Chico Diagnose issue with steering on the skidsteer loa	07/10/2023	1,146.53
Total for Check Number 56369:				1,146.53
56370	C410 06302023 06302023	City of Eureka: SW Humboldt Hill 21% General 79%	07/10/2023	28,293.93 106,439.07
Total for Check Number 56370:				134,733.00
56371	D910 238229 238292	Don's Rent-All Inc Hidden Meadows SLS Asphalt Repair Blackberry SLS Rehab	07/10/2023	48.07 107.06
Total for Check Number 56371:				155.13
56372	E485 06302023 06302023 141569/3 141968/3 142015/3 142028/3 142121/3 142291/3 142293/3 142653/3 142688/3 142751/3 143014/3	Cooney Parris and Rieke Corp Discount Earned June Discount Earned June Bug Spray 32oz x2 /Hose Flexgen 5/8"x100 Assorted File Set 2pc Thread Seal Tape x2 6x75 Fortiflash 5 Gal Bucket Garden Sprayer 2 Gal Auto Threadlocker 0.2 oz LED Flashlight 1500L Return LED Flashlight 1500L/LED Flashlight 3: Concrete Mix Hammer/Bungee Cord Asst 12 pk	07/10/2023	-18.68 -2.71 67.87 24.77 9.89 60.33 27.77 25.85 10.76 48.37 59.26 68.87 72.16
Total for Check Number 56372:				454.51
56373	E558 346622 346718 347596 347911 351237 351347	NAPA Auto Parts of Eureka 2.5 Blue Def Napagold Oil Filter x2 Unit #14 2.5 Blue Def x2 Unit #12 Premium Capsules 2.5 Blue Def x3 2.5 Blue Def x4	07/10/2023	28.38 89.24 28.38 57.07 42.57 56.77

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56373:	302.41
56374	E650 86935	Eureka Ready Mix Class 2 Base/ Pea Gravel	07/10/2023	1,714.57
			Total for Check Number 56374:	1,714.57
56375	E890 29240839 29240839 29240839	Express Employment Professionals Temporary Personnel - Construction PPE 06/25/ Temporary Personnel - Maintenance PPE 06/25/ Temporary Personnel - Finance PPE 06/25/2023	07/10/2023	1,088.40 1,230.40 2,107.84
			Total for Check Number 56375:	4,426.64
56376	H010 S013153005.001 S013153005.001 S013163719.001 S013163719.001 S013165302.001 S013182313.001 S013186124.001	Keenan Supply Krausz Hymax 2 Flip 260 PSI Return of 3 3/4x100 SIDR-7 250 psi Polyethylen Gasket/Bolt Kit/Clow Gate/Adpt/4" Flip/Traffic Discount Earned for June Return of Mipxpep Mac-Pak Brass Ball Stop/Pe AMY PVC Compxmip Brass Mac-Pak CPLG Lc 6 150 1/8 Red Rubber Full Face Gaskets x 10	07/10/2023	956.30 -296.22 6,151.31 -128.54 -163.57 299.91 73.26
			Total for Check Number 56376:	6,892.45
56377	H160	HCSD--Petty Cash Kitchen Supplies Separation Cards Holiday Staff Lunch Holiday Staff Lunch EA Dinner/Desserts EA Dinner/Desserts Kitchen Supplies Postage/Certified Mail Retirement Lunch Supplies	07/10/2023	4.39 10.97 45.99 27.99 6.78 24.99 6.53 9.72 34.90
			Total for Check Number 56377:	172.26
56378	H410 30095000	Humboldt Bay Municipal Water D Water Purchased - June 2023	07/10/2023	87,026.10
			Total for Check Number 56378:	87,026.10
56379	H690 489587	Humboldt Fasteners and Tools Repair impact gun for the Construction utility tru	07/10/2023	170.20
			Total for Check Number 56379:	170.20
56380	H710 11774B	Humboldt Fence Co (3) 4" X 6' full weight pipe posts for the Office A	07/10/2023	353.67
			Total for Check Number 56380:	353.67
56381	I700 5103524	IBS Interstate Battery System Unit #3 Genertor Chargers	07/10/2023	298.66
			Total for Check Number 56381:	298.66
56382	L200 60900732192 60900733670	Les Schwab Tire Center of Calif Inc. Unit 12 New Tires Unit #1 New Tires	07/10/2023	1,376.36 1,072.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	60900734383	Credit		-24.52
Total for Check Number 56382:				2,424.75
56383	M230	Mendes Supply Co	07/10/2023	
	M247759	PSCQcarbacticide 30gal/DrumDep		444.81
	M248638	PSCQcarbacticide 30gal/DrumDep		462.65
	M248717	Drum Deposit for 30 Gallon Drums x6		-360.00
Total for Check Number 56383:				547.46
56384	M450	Mission Linen	07/10/2023	
	519408580	Uniforms/Mats		236.97
	519447419	Uniforms/Mats		405.29
	519491164	Uniforms/Mats		239.68
	519532708	Urinal Mat		77.34
	519534917	Uniforms/Mats		403.93
	519577922	Uniforms/Mats		240.36
Total for Check Number 56384:				1,603.57
56385	M780	Municipal Maintenance Equipmen	07/10/2023	
	009420	Powervision Module		1,882.49
	010334	Water handgun for Unit #18		173.31
	010346	Credit for Powervision Module		-1,882.49
Total for Check Number 56385:				173.31
56386	O460	OConner & Company	07/10/2023	
	0623-16	Progress Billing Through June 30, 2023		1,250.00
Total for Check Number 56386:				1,250.00
56387	P190	Pacific Paper Co	07/10/2023	
	201697	Address Lables/Brother Tape/Pens/Post-its/Prong		253.36
	202222	8.5x11 Paper/ Pens		173.66
Total for Check Number 56387:				427.02
56388	P430	Pierson Building Center	07/10/2023	
	06302023	Discount Earned June		-4.45
	06302023	Discount Earned June		-3.76
	06302023	Discount Earned June		-15.70
	119085	15ft Power Cord/Triple Tap Grounded		60.24
	119905	Vac Con Parts		66.43
	120344	Misc. building materials for the Office Siding Re		102.51
	120347	Misc. building materials for the Office Siding Rc		6.96
	120401	Meter Bolts		26.13
	120579	Misc. building materials for the Office Siding Rc		25.35
	120716	Brass Nipples/Bulk Fasteners		20.59
	121370	Building materials for the District Office Rehabi		56.45
	122120	Uni-Bit #3/Male Adpt x2/40pc Bit Set/Uni-Bit #		214.94
	123239	Building materials for the District Office Rehabi		16.27
	123243	Building materials for the District Office Rehabi		29.01
	124091	Building materials for the District Office Rehabi		12.01
	124169	Commercial Door Closer Alum		87.39
Total for Check Number 56388:				700.37
56390	P557	Rexel USA Inc.	07/10/2023	
	4D14127	Hammer Drill/Vacuum M18		522.22

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56390:	522.22
56391	S145 288721	Schmidbauer Building Supply Z-metal for the District Office Rehabilitation Pr	07/10/2023	69.90
			Total for Check Number 56391:	69.90
56392	S310 220017050	Low Voltage Security Inc Replace tumbler and rekey new front office door	07/10/2023	182.02
			Total for Check Number 56392:	182.02
56393	S808 09008716	Statewide Traffic Safety and Signs (2) complete Detour Ahead signs	07/10/2023	289.38
			Total for Check Number 56393:	289.38
56394	T285 4961 4975	Thomas R. Bess Hot mix asphalt for hot paving Hot mix asphalt for hot paving	07/10/2023	619.61 626.85
			Total for Check Number 56394:	1,246.46
56395	V700 INV 23-683489	Valley Pacific Petroleum Services Inc Fuel	07/10/2023	4,891.16
			Total for Check Number 56395:	4,891.16
56396	W208 1051	Watt's Cleaning Services District offices cleaning for June 2023	07/10/2023	950.00
			Total for Check Number 56396:	950.00
56397	Y600 742-208139-3	YRC Freight Freight to ship (9) water distribution system flow	07/10/2023	463.35
			Total for Check Number 56397:	463.35
56398	U410	United Way of Humboldt PR Batch 00002.07.2023 UNITED WAY PR Batch 00002.07.2023 UNITED WAY PR Batch 00002.07.2023 UNITED WAY	07/10/2023 PR Batch 00002.07.2023 UNI PR Batch 00002.07.2023 UNI PR Batch 00002.07.2023 UNI	1.18 1.23 1.59
			Total for Check Number 56398:	4.00
			Total for 7/10/2023:	253,890.78
56399	A160 700107 700107 700107 700107 700107 700107 700107 700107 700107 700107 700107 700107	ACWA-JPIA aMedical Plan - Employees Coverage Period: 08 bDental Plan - Employees Coverage Period: 08/ cVision Plan - Employees Coverage Period: 08/ dLife/AD&D Plan - Employees Coverage Period eMedical Plan - Board Members Coverage Perio fDental Plan - Board Members Coverage Period: gVision Plan - Board Members Coverage Period: hLife/AD&D Plan -Board Members Coverage Pt iMedical Plan -Retired Members Coverage Perio jDental Plan - Retired Members Coverage Perio kVision Plan - Retired Members Coverage Perio lCOBRA - Medical Coverage Period: 08/01-31/2	07/13/2023	50,276.73 1,384.48 281.34 377.11 9,788.72 342.64 62.52 26.07 15,079.67 1,129.04 343.86 3,343.37

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	700107	mCOBRA - Dental Coverage Period: 08/01-31/2		106.12
	700107	nCOBRA - Vision Coverage Period: 08/01-31/23		15.63
Total for Check Number 56399:				82,557.30
56400	C301	Chris Cringle's Saw & Chain	07/13/2023	
	24576	Repair mower and weed trimmer		112.77
	24592	Repair mower and weed trimmer		61.81
Total for Check Number 56400:				174.58
56401	C430	City of Eureka: WA	07/13/2023	
	06302023	Water Purchased - June 2023		56,635.00
Total for Check Number 56401:				56,635.00
56402	C450	City of Eureka: Water Test	07/13/2023	
	INV04683	Microbiological Testing - April 2023		459.00
	INV04684	Microbiological Testing - May 2023		510.00
Total for Check Number 56402:				969.00
56403	C495	Colantuono, Highsmith, Whatley, PC	07/13/2023	
	56616	Legal Services: Prop 218 Services Through 06/3		35.00
Total for Check Number 56403:				35.00
56404	E170	Employee Relations	07/13/2023	
	95227	Pre Employ Bkgrd Report		28.00
Total for Check Number 56404:				28.00
56405	E890	Express Employment Professionals	07/13/2023	
	29264258	Temporary Personnel - Finance PPE 07/02/2023		1,874.56
	29264258	Temporary Personnel - Construction PPE 07/02/		2,117.90
	29264258	Temporary Personnel - Maintenance PPE 07/02/		1,448.08
Total for Check Number 56405:				5,440.54
56406	H810	Humboldt Waste Management Auth	07/13/2023	
	1000001150	Solid Waste - Self Haul		65.44
	1000001320	Green Waste - Self Haul		250.96
	1000001466	Solid Waste - Self Haul		27.81
Total for Check Number 56406:				344.21
56407	J900	ACWA/Joint Powers Insurance Authority	07/13/2023	
	0010583	Property Program Premium Policy Year 07/01/23		33,706.27
	Q4 FY 23	Workers Comp Prog-Sales/Meter Reporting Peri		715.29
	Q4 FY 23	Workers Comp Prog-Water Reporting Period 04/		2,691.52
	Q4 FY 23	Workers Comp Prog-Clerical/Brd Reporting Per		571.62
	Q4 FY 23	Workers Comp Prog-Sewer Reporting Period 04		1,245.50
Total for Check Number 56407:				38,930.20
56408	M340	Mercer Fraser Co	07/13/2023	
	109822	Cold Mix		1,832.24
Total for Check Number 56408:				1,832.24
56409	M560	The Mitchell Law Firm LLP	07/13/2023	
	781	Legal Services - June 2023		304.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56409:	304.00
56410	N050 2023ci-5595 2023ci-5596	North Coast Journal Legal Notice/Public Hearing Rate Increase Publi Legal Notice/Public Hearing Capacity Chgs Pub	07/13/2023	216.00 216.00
			Total for Check Number 56410:	432.00
56411	N570 170852	North Coast Labs Ltd Required TTHM, HAA5, and Nitrate analysis fo	07/13/2023	730.00
			Total for Check Number 56411:	730.00
56412	R250 30571459	Recology Humboldt County Garbage Service - June 2023	07/13/2023	511.75
			Total for Check Number 56412:	511.75
			Total for 7/13/2023:	188,923.82
56421	C036 240009731679694 240095831713007 242042931650071 242042931660027 242697931835005 244273331827402 244273331827402 244309931664008 244921631660000 246921631721049 246921631741065 249064131791771	Corporate Payment Systems DT/Freight to ship SCADA Q-boards to TPC for TW/WEF: 8/1/23-7/31/24 Membership, GM TL/DRI Crash Plan MM/Microsoft: Upgrade windows to Pro for rep TL/Babes Pizza: Dinner for crews/emergency rej TL/Murphys Market: Drinks, plates and forks fo TL/Murphys Market:(4) cases of water for crews TL/Microsoft MM/PCSalesOnline: Microsoft Office for new c TW/Amazon: Decaf & Creamer MM/Amazon: DP to HDMI adapter for Erik TW/GoDaddy: Humboldtsd.com Domain Rene	07/18/2023	15.55 277.00 29.97 99.00 200.00 70.27 21.96 89.16 48.00 123.16 16.10 22.17
			Total for Check Number 56421:	1,012.34
56422	F017 23-018-A	Farr Construction Corp Install Vents, Ladders/ Dehumidification/Hand R	07/18/2023	77,466.80
			Total for Check Number 56422:	77,466.80
56423	I525 242242	Infosend UB/Process and Mail/Bills - June 2023	07/18/2023	4,853.08
			Total for Check Number 56423:	4,853.08
56424	J800 163820	Johnson's Mobile Rentals LLC Rental fencing for the Ridgewood Tank Rehabili	07/18/2023	252.78
			Total for Check Number 56424:	252.78
56425	M350 5196932 5196968	Mid-City Motor World Alternator/Reman Alternator for unit #19 Return of Reman Alternator for unit #19	07/18/2023	430.14 -75.00
			Total for Check Number 56425:	355.14
56426	T165 115411	Telemetry and Process Controls Inc. Annual SCADA Phone/Online Support Agrt 03.1	07/18/2023	6,704.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56426:	6,704.00
56427	U410	United Way of Humboldt	07/18/2023	
		PR Batch 00003.07.2023 UNITED WAY	PR Batch 00003.07.2023 UNI	0.40
		PR Batch 00003.07.2023 UNITED WAY	PR Batch 00003.07.2023 UNI	1.85
		PR Batch 00003.07.2023 UNITED WAY	PR Batch 00003.07.2023 UNI	1.75
			Total for Check Number 56427:	4.00
			Total for 7/18/2023:	90,648.14
56413	UB*02118	PHOEBE/PERRIN DURANT/TURNEY	07/20/2023	
		Refund Check		5.86
		Refund Check		4.15
			Total for Check Number 56413:	10.01
56414	UB*02114	CLYDE HUNTER	07/20/2023	
		Refund Check		52.92
			Total for Check Number 56414:	52.92
56415	UB*02115	LINDA/LYLE KITTLESON	07/20/2023	
		Refund Check		261.78
			Total for Check Number 56415:	261.78
56416	UB*02121	KURT KRAMER	07/20/2023	
		Refund Check		9.93
		Refund Check		11.43
		Refund Check		36.20
		Refund Check		24.53
			Total for Check Number 56416:	82.09
56417	UB*02117	AUSTIN/DANA MAPLES/PERRY	07/20/2023	
		Refund Check		32.76
		Refund Check		20.10
		Refund Check		60.41
		Refund Check		19.06
		Refund Check		10.60
			Total for Check Number 56417:	142.93
56418	UB*02116	VAHAN PETROSSIAN	07/20/2023	
		Refund Check		28.40
		Refund Check		4.76
		Refund Check		39.61
		Refund Check		9.92
		Refund Check		22.54
			Total for Check Number 56418:	105.23
56419	UB*02120	ALIA THOMPSON	07/20/2023	
		Refund Check		20.73
			Total for Check Number 56419:	20.73
56420	UB*02119	MARTHA WEGENER	07/20/2023	
		Refund Check		26.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Refund Check		4.28
		Refund Check		48.79
		Refund Check		15.40
		Refund Check		8.12
Total for Check Number 56420:				103.05
Total for 7/20/2023:				778.74
56428	C180 6004731440 6004731440 6004731440	Canon Solutions America Inc. Office/ Color Copies XLN04212- 3889 Office/ Black Copies XLN04212- 1848 UseTaxRecoveryFee/Office Copier	07/28/2023	281.54 20.80 11.71
Total for Check Number 56428:				314.05
56429	G050 5522 5523 5524	G R Sundberg Inc Pavement replacement on Tower Drive per quote Pavement replacement on Christian Lane per qu Pavement replacement on Park Street as a result	07/28/2023	20,400.00 42,900.00 33,075.00
Total for Check Number 56429:				96,375.00
56430	M099 10608971	Mad River Community Hospital Pre Employment/KB	07/28/2023	349.41
Total for Check Number 56430:				349.41
Total for 7/28/2023:				97,038.46
56431	A072 0009051	Accurate Drug Testing Services DOT Random/KN/WP	07/31/2023	60.00
Total for Check Number 56431:				60.00
56432	A360 590342	AFLAC Supplemental Health Premium - Monthly Payme	07/31/2023	149.68
Total for Check Number 56432:				149.68
56433	E890 29311522 29311522 29311522 29342076 29342076 29342076	Express Employment Professionals Temporary Personnel - Maintenance PPE 07/09 Temporary Personnel - Construction PPE 07/09 Temporary Personnel - Finance PPE 07/09/202 Temporary Personnel - Construction PPE 07/16/ Temporary Personnel - Finance PPE 07/16/2023 Temporary Personnel - Maintenance PPE 07/16/	07/31/2023	246.08 870.72 1,612.12 1,088.40 583.20 1,230.40
Total for Check Number 56433:				5,630.92
56434	H045 ENG-8223	Harper and Associates Engineering Inc. Diving insp & engineering services for the Donn	07/31/2023	2,660.00
Total for Check Number 56434:				2,660.00
56435	H670 Permit #6	Humboldt Co Sheriff's Office Alarm permit renewal (2 years)	07/31/2023	25.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56435:	25.00
56436	J900 INV014199	ACWA/Joint Powers Insurance Authority Cyber Liability Program Premium Policy Year 0'	07/31/2023	2,135.00
			Total for Check Number 56436:	2,135.00
56437	O588 358457	Colin Ott Installation of cultured stone and backer board on	07/31/2023	11,500.00
			Total for Check Number 56437:	11,500.00
56438	P010 08072023 08072023 08072023 08072023 08072023 08072023 08072023	Pacific Gas and Electric-GN aWA Pump & District/Cummings bHH Water System cFW/MR Water System dGeneral Sewer System eKS/HH Sewer System fOffice/Yard gSpark energy Gas/LP Gas Chgs	07/31/2023	7,129.24 12,160.42 984.70 4,548.46 1,469.92 7,414.10 114.44
			Total for Check Number 56438:	33,821.28
56439	S117 2308010-02	Sage Designs Inc SCADAPack 474 Controller	07/31/2023	10,839.65
			Total for Check Number 56439:	10,839.65
56440	S120 6358526 6358526	Santander Bank, N.A. Interest - VacCon Principal - VacCon	07/31/2023	9,161.83 108,279.09
			Total for Check Number 56440:	117,440.92
56441	S750 08012023	Standard Insurance Company Short&Long Term Empl Disability Billing Period	07/31/2023	1,222.67
			Total for Check Number 56441:	1,222.67
56442	S850 08152023	Optimum Internet: 07/24/2023-08/23/2023	07/31/2023	525.04
			Total for Check Number 56442:	525.04
56443	V500 9940210649	Verizon Wireless Cellular Service - July 21, 2023	07/31/2023	463.59
			Total for Check Number 56443:	463.59
56444	X800 3556C81948	Xylem Inc. Flygt Model NP-3085.070 230 volt/3 phase/60 H	07/31/2023	11,441.77
			Total for Check Number 56444:	11,441.77
			Total for 7/31/2023:	197,915.52
			Report Total (77 checks):	829,195.46

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Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: August 8, 2023

AGENDA ITEM: F.1.

TITLE: Consideration of Voting for ACWA President, Vice President and Region 1 Board Elections for the 2024-25 Term

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Review the material provided by the candidates and vote for the recommended slate for both elections by motion and roll call vote.

Summary:

Annually, the Association of California Water Agencies (ACWA) holds Regional Board of Director elections as well as Officer Elections for the overall Board of Directors of ACWA. This year the ballots for both elections are due by September 15, 2023. Humboldt CSD is allowed one vote in each of these elections. As the General Manager, I am appointed as the voting representative for the District.

For the Regional Board election, there are six candidates and six positions available. In their bid for candidacy, the candidates indicated their preferred role and their second preferred role on the Regional Board; the roles include Chair, Vice Chair and Board Member. Of the six candidates, one selected Chair as their preferred role, one selected Vice Chair as their preferred role and the rest selected Board Member as their preferred role. The nominating committee, which I participated on, selected the slate following the preferences of the candidates and is listed below:

Chair:

Elizabeth Salomone, General Manager, Mendocino County Russian River Flood Control and Water Conservation Improvement District

Vice Chair:

Jennifer Burke, Water Director, Santa Rosa Water

Board Members:

Tamara Alaniz, General Manager, Brooktrails Township Community Services District

Dennis Mayo, Board Director, McKinleyville Community Services District

David Rabbitt, Director, Sonoma Water

J. Bruce Rupp, Director, Humboldt Bay Municipal Water District
The Regional Board candidate's bios are included with this board packet for reference.

For the ACWA Board of Directors Officer Election, three candidates for two positions; President and Vice President. The President position has one candidate, Cathy Green, President of the Board for the Orange County Water District. The Vice President position has two candidates competing for the spot; Ernesto Avila, President of the Board of Directors for the Contra Costa Water District and Michael Saunders, Director for Georgetown Divide Public Utilities District. The nominating committee (which I did not participate on) recommends Cathy Green for President and Ernesto Avila for Vice President. You may also recommend a write in for either or both of the available officer positions. The candidate's bios are included with this board packet for reference.

Fiscal Impact

None.

Elizabeth Salomone, May 2023

ACWA Region 1 Candidate Nomination Form Attachment

Describe your ACWA-related activities that help qualify you for this office:

I have been an active member of the Region 1 Board since 2021. I have attended all ACWA conferences since 2019. I have attended ACWA Board meetings for several years. I have attended many ACWA committees for years prior to officially joining 3 ACWA Committees and serving on various short and long term working groups. I have helped to organize regional events and visits, ACWA conference sessions, and other ACWA related outreach efforts.

Write below or attach a half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership. Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community. You may share a candidate photo along with your application. Candidate photos and bios will be shared on the ACWA region election webpage.

I have served as General Manager of the Mendocino County Russian River Flood Control & Water Conservation Improvement District for 4 of the 9 years I've been at the District. I am recognized in the State as a collaborative water leader providing a rural viewpoint on the impacts of drought on small residential and Tribal communities, agriculture, commerce, and environment. I am often called to represent the region on local, State, and Federal platforms through presentations, panels, interviews, and to serve on working groups. I serve as the Technical Advisory Committee Chair to the Ukiah Valley Basin Groundwater Sustainability Agency and have been recently appointed to the North Coast Resource Partnership Technical Advisory Committee and the Mendocino County Climate Action Advisory Committee. I am a founding and active member of the Steering Committee for the Upper Russian River Voluntary Water Sharing Program which is a stakeholder and State Water Resources Control Board collaboration to balance water demand with the limited water supply available in the watershed. I have been called to participate on various stakeholder advisory groups such as the State Water Resources Control Board UPWARD program and the Telemetry Technical Group. I am recognized as an open-minded, collaborative water leader helping to creatively unravel some of the most pressing water issues facing our State and the world.

ACWA Region 1 Board Candidate Nomination – Bio

Jennifer Burke is the Director of Santa Rosa Water, overseeing the City of Santa Rosa's water, wastewater, and stormwater utilities as well as a regional wastewater treatment plant. She started with the City of Santa Rosa in 2003 as the Water Conservation Program Coordinator and promoted to Senior Water Resources Planner in 2006, responsible for water resources planning and managing the City's urban recycled water program. In 2012, she became the Deputy Director - Environmental Services, overseeing compliance with regulations for the Treatment Plant, Water Quality and Storm water. In 2013, Jennifer became the Deputy Director - Water and Engineering Resources, leading the Asset Management, Water Engineering Services, Water Use Efficiency, Water Resources Planning and Energy and Sustainability teams. She has been the Water Director since 2019, providing strategic direction over the operation, maintenance, long-range planning, and fiscal management of the City's Water Department, which provides water, wastewater, groundwater, recycled water, and stormwater operations. The City is also a member of the Santa Rosa Plain Groundwater Sustainability Agency. Jennifer also serves as the Chair of the Technical Advisory Committee (TAC) to the Water Advisory Committee to Sonoma Water, which is the regional water wholesaler for Sonoma and Marin counties.

She has worked in the environmental field for over 25 years and has a Bachelor's degree in Environmental Studies from U.C. Santa Barbara and a Masters in Business Administration from San Jose State University.



General Manager Tamara Alaniz joined Brooktrails Township CSD in 2018. A native of California, she has advocated for and been a manager with special districts since 2008. Her professional background is water resources development, management and land use planning in the southern and North Coast regions of the state.

She has a graduate degree in Public Administration with certification in Water Resources Management and an undergraduate degree in Environmental Studies.

Tamara currently lives in the City of Willits as an active member of St. Anthony of Padua Catholic Church and is Treasurer of the Willits Rotary Club. She has been married to her husband Matthew since 1995, a high school teacher and catechist and they have an adult son, Alexander.

2023

Dennis Mayo

Dennis Mayo has served on the Board of Directors for the McKinleyville Community Services District since 2008. He has served for several years on the ACWA Region 1 Board for a variety of positions, including chair and vice chair. He finds the federal affairs and agriculture committees to be most enjoyable.

David Rabbitt, Director, Sonoma Water Board of Directors/ Supervisor, County of Sonoma

Supervisor David Rabbitt represents Sonoma County's Second District and has been on the Sonoma County Board of Supervisors/ Sonoma Water Board of Directors since 2013. Supervisor David Rabbitt was first elected to the Sonoma County Board of Supervisors in November 2010, after serving four years on the Petaluma City Council, and was elected to his third term representing the Second District of Sonoma County.

The Supervisor served two consecutive terms as Chair of the Board of Supervisors in 2013 and 2014, and in 2019. Supervisor Rabbitt serves as the Board's liaison to Sonoma Water's Water Advisory Committee. The Water Advisory Committee represents the major cities and water districts that receive water delivered by Sonoma Water aqueduct system.

Supervisor Rabbitt is a Director of the Bay Area Association of Governments; Director of the Golden Gate Bridge District; Director of Sonoma-Marin Area Rail Transit; Director of the National Association of Counties; Chair of the North Bay Water reuse Authority; Director of the Sonoma County Transportation Authority and Regional Climate Protection Authority; and has been appointed twice by the Governor to represent local government on the California Seismic Safety Commission.

Supervisor Rabbitt is an architect, and resides in Petaluma with his wife, three children and their dog Nellie.



JOHN BRUCE RUPP (BRUCE)

DIRECTOR OF HUMBOLDT BAY MUNICIPAL WATER DISTRICT FOR 28 YEARS; TWO TERMS AS PRESIDENT

RETIRED REAL ESTATE BROKER & SMALL BUSINESS OWNER

MARRIED 52 YEARS: WIFE MARILYN, FORMER REAL ESTATE AGENT AND PARALEGAL

FAMILY: ONE SON, TWO DAUGHTERS AND ELEVEN GRANDCHILDREN

CONTACT INFO:

828 7TH STREET, EUREKA, CA 95501

T: 707-443-5018

E: RUPP@HBMWD.COM

CAREER HISTORY

- Five years as United States Army officer, combat veteran Vietnam; Bronze Star, Jump Wings, Vietnamese Cross of Gallantry
- Seven years of progressively more responsible positions in Alameda County Government, San Francisco Bay Area
- Ten years as City Manager, City of Alameda, CA
- Four years as County Administrative Officer, Humboldt County, CA
- Twelve years as Real Estate Broker/Owner of Rupp & Associates Realty

EDUCATION

San Rafael High School, San Rafael, CA

San Jose State University, BA, Public Administration

Graduate Officers Candidate School, Defense Language Institute

PROFESSIONAL & COMMUNITY SERVICE

Member ACWA/JPIA Executive Committee

Chair ACWA-JPIA Employee Benefits Committee

Vice-Chair of ACWA/JPIA Finance Committee

Member ACWA Board & Board Executive Committee

Past Chair of ACWA Region 1

Rotary Member for 45 years; twice Club President; Paul Harris Fellow

Member Eureka Elks Lodge

Member City of Eureka Finance Advisory Committee

Past Chair Redwood Region Economic Development Commission

Past President, Humboldt Association of Realtors

Former State Governor appointment to North Coast Regional Water Control Board

Past Board Member League of California Cities

CANDIDATE STATEMENTS

PRESIDENT

Cathy Green



As ACWA's Vice President since 2022, I have and will continue to diligently listen to and work on behalf of all ACWA members. My vision for ACWA is to fully embrace its motto of Bringing Water Together. I believe that we can accomplish this by unifying ACWA members and collaborating with stakeholders to find effective solutions to the challenges we face.

As your ACWA President, I will continue to advance the momentum I have built on key initiatives including: 1) advocating for state accountability on water infrastructure investments and policy issues, 2) spearheading the ACWA Council of Past Presidents to mentor new members so that they are aware of membership benefits, and 3) furthering ACWA's economical, efficient, and effective member services through sound fiscal, HR, managerial, and administrative practices.

I will also work on three new initiatives including: 1) re-examining ACWA dues to provide equity for all members, 2) strengthening the Association's ability to attract, develop, and retain top industry talent, and 3) increasing non-dues revenues.

I ask for your vote so that I may continue working to ensure ACWA offers value for all members. My experience, qualifications, decade long ACWA membership, and role as ACWA Vice President have provided me a unique understanding of ACWA as the nation's largest statewide coalition of public water agencies. Please contact me any time at 714.321.0522 or CGreen@OCWD.com.

ACWA Board Member and Committees

- ACWA Vice President (2022-current)
- Executive Committee (2020-current)
- Region 10 Chair (2018-2019)
- Region 10 Vice Chair (2016-2017, 2020-2021)
- Region 10 Board Member (2012-2021)
- Water Quality Committee (2012-current)
- Energy Committee (2019-current)
- State Legislative Committee (2012-2015)

Orange County Water District

- President (2015-2016, 2022-current)
- 1st Vice President (2013, 2014, 2019-2022)
- Director (2010-current)
- Joint Planning Committee Chair
- Labor Ad Hoc Committee Chair

Civic, Professional Experience

- Huntington Beach Mayor (2003, 2009)
- Council Member (2002-2010)
- Registered Nurse
- Law degree

CANDIDATE STATEMENTS

VICE PRESIDENT

Ernesto "Ernie" A. Avila



I want to be the next Vice-President of the Association of California Water Agencies (ACWA) because I want ACWA to continue to be the nexus of knowledge and leadership in water for California. We are emerging from a multi-year drought, and I will put my energy into strategies to keep water in the public eye with ACWA as the trusted sources for information and innovation. A priority for me is to ensure that ACWA continues to equip member agencies with information and resources necessary to support their water supply reliability efforts, implement infrastructure and watershed improvements, and address the challenges associated with climate change.

I have 40 years of experience with California water as a Civil Engineer, General Manager, Executive Director of three water coalitions involving over 50 water agencies, and I currently serve as CCWD Board President. I have led or supported over \$5 Billion in California water infrastructure serving over 5 million citizens and many industries today.

I have supported ACWA for 20 years including serving on the Board of Directors, the Executive Committee, the Region 5 Board, the Federal Affairs Committee, the ACWA Foundation Steering Committee and Chair of the Local Government Committee.

This year, we have gone from extreme drought conditions to concerns about flooding in months. ACWA has been leading the discussions for water supply reliability, investments in infrastructure, including above- and below-ground storage, and it is now crucial to progress beyond conversations to action. I want to work with all ACWA members to find strategies to advance projects and I will work with ACWA members to keep our seat at the table to affirm the state's commitment to help fund and facilitate these critical investments.

I would be honored to represent our members as the next Vice-President of ACWA.
Learn more at: ccwater.com/AvilaForACWAVP

Michael Saunders



I have been working with water issues as an elected; with MSRs as a County LAFCO commissioner; through my work with the CABY Integrated Regional Water Management Group; my work in the water use efficiency workgroups with the Department of Water Resources; and as an Executive Board member of the Regional Water Authority. I have been active in ACWA since I became an elected official in 2018, each year increasing my level of participation and leadership, from conferences to workgroups to symposiums. I was a member of the Diversity, Equity, and Inclusion Workgroup which helped form the new ACWA Foundation. I am currently a member of the Headwaters Workgroup, Water Use Efficiency Workgroup, State Infrastructure Workgroup, and the Membership Committee. I also participate in the State Legislative Committee. I am on

the ACWA Region 3 Board and have worked on a regional forum and event and on our regional issues dealing with guidelines and legislation.

The qualities I can bring to the office is my understanding of the water issues from our Region and the State along with my working relationship with our Board members, Regional members, ACWA members, ACWA staff, elected officials, and District Staff. Coming from a small agency, the input from our members is vital and important to bring each Agency's issues, strategies, and suggestions to the table and make every agency feel valued. I will continue to be a strong legislative advocate, continue to build on our outreach, and rely and utilize the expertise and talents of our members and ACWA staff. I am enthusiastic and committed to the work of ACWA and hope to bring my excitement to our members and continue to push for the growth and success of ACWA.

I would be honored to have your vote.

Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: August 8, 2023

AGENDA ITEM: G.1. (Old Business)

TITLE: Consideration of Adopting Ordinance 2023-01 Modifying District Code Section 7.02.010 Water Capacity Charges and 7.05.010 Sewer Capacity Charges; Second Reading and Public Hearing

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Open public hearing for second reading of Ordinance 2023-01 Modifying District Code Section 7.02.010 Water Capacity Charges and 7.05.010 Sewer Capacity Charges. Hear public comments. Close public hearing. Motion and roll call vote to adopt modifications to District Code Sections.

Summary:

On May 23, a modification to the code sections describing how capacity charges are calculated was presented to the Board. The concept of the changes was accepted unanimously but there were several instances of the phrase "Connection Fee" that were not changed to "Capacity Charge" as they should have been. Additionally, the language within code section 7.05.010 Sewer Capacity Charges was found to be lacking with regard to new multifamily construction where the developer elects to include separate water meters (and therefore separate accounts) for each individual living unit.

The ordinance was re-introduced (first reading) at the July 25, 2023 Board meeting and was accepted by a majority vote (4:1). This public hearing represents the second reading with the recommendation to adopt Ordinance 2023-01.

The original impetus for these changes is that California law is becoming more stringent regarding the words/phrases Capacity Charges, Connection Fees, and Development Impact Fees. One thing that is being tightened up is the definitions of each. To comply with state law and the way the District charges for new construction, it is necessary to use the phrase Capacity Charges in our Code and not reference Connection Fees, Development Fees or Impact Fees. Language in both of the referenced Code Sections was adjusted to comply with this.

The rate study that was recently adopted includes Water Capacity Charges for new construction that are based on the meter size necessary to supply the actual demand that the new development will place on the system based on the Water Supply Fixture Unit Count; and

not based on the meter size required for fire flow. Language in Code Section 7.02.010 Water Capacity Charges was adjusted to accommodate that change in policy.

Fiscal Impact:

The modifications to the District's Code support the policy to charge new single-family connections a capacity charge based on their actual usage demands on the system and not the meter size required for fire flow. The current Rate Study that was recently adopted, also supports this policy. Therefore, the fiscal impact to the District is nominal.

ORDINANCE NO. 2023-01

**AN ORDINANCE OF
THE HUMBOLDT COMMUNITY SERVICES DISTRICT
REVISING THE HUMBOLDT COMMUNITY SERVICES DISTRICT CODE
CHAPTERS 7.02 AND 7.05 RELATED TO WATER AND SEWER CAPACITY
CHARGES**

WHEREAS, the Humboldt Community Services District provides water and sewer services to the residents of the District, and

WHEREAS, the Board of Directors of the Humboldt Community Services District has the authority to set water and sewer capacity charges for water and sewer services provided by the District; and

WHEREAS, the Board of Directors of the Humboldt Community Services District declares the water capacity charges for all classes of customers shall be based upon the number of meters per lot as well as the size of meter required to supply the property's demand based on the water supply fixture unit count; and

WHEREAS, the Board of Directors of the Humboldt Community Services District declare the sewer capacity charge for all customer classes shall be based upon the number of Equivalent Dwelling Units (EDUs) the connection will serve; and

WHEREAS, the Board of Directors of the Humboldt Community Services District desires to define one Equivalent Dwelling Unit (EDU) as 24 drainage fixture units as defined by the most recent Uniform Plumbing Code for calculating sewer capacity charges for single residential lots with more than one living unit and all other classifications; and

WHEREAS, the Board of Directors of the Humboldt Community Services District desires to define the capacity of one 5/8" meter as 24 water supply fixture units as defined by the most recent Uniform Plumbing Code for calculating water capacity charges for single residential lots and all other classifications; and

WHEREAS, the Board of Directors of the Humboldt Community Services District declares that when drainage fixture unit count of the proposed development is greater than 24, the additional drainage fixture units shall be pro-rated against the prevailing EDU sewer capacity charge and added to the single EDU sewer capacity charge; and

WHEREAS, the Board of Directors of the Humboldt Community Services District declares that when water supply fixture unit count of the proposed development is greater than 24, the meter size necessary to supply the demand based on the water supply fixture unit count will be used as the basis of the water capacity charge regardless of the size meter required to supply fire flow; and

WHEREAS, the Board of Directors of the Humboldt Community Services District declares that if a customer/developer requests a meter larger than necessary to supply

WHEREAS, the Board of Directors of the Humboldt Community Services District declares that if a customer/developer requests a meter larger than necessary to supply the demand based on the water supply fixture unit count for reasons other than fire flow, the water capacity charge will be based on the size meter requested; and

WHEREAS, The Board of Directors of the Humboldt Community Services District has considered this Ordinance at a duly noticed Public Hearing,

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT TO ADOPT, REPLACE AND INCORPORATE EXHIBIT A (PAGES 3-6) ATTACHED HERETO INTO THE HUMBOLDT COMMUNITY SERVICES DISTRICT CODE BY ITS REFERENCE MADE A PART HEREOF.

Effective Date. All rules and regulations as amended or established by this Ordinance shall become effective on September 12, 2023.

Separability. If a section, subsection, sentence, clause, or phrase of this Ordinance is held to be unconstitutional, or contrary to the general or special laws of the United States or the State of California, the invalidity of such section, subsection, sentence, clause, or phrase shall not affect the remaining portions of this Ordinance.

Further Action. The Board of Directors of the District is hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Ordinance.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT ON THIS _____ day of _____ 2023 by the following roll call vote:

AYES:
NOES:
ABSENT:

APPROVED:

Heidi Benzonnelli, President
Board of Directors

ATTEST:

Brenda K. Franklin, Board Secretary

ORDINANCE 2023-01

EXHIBIT A

Chapter 7.02: Water Capacity Charges

MODIFY:

7.02.010 Water Capacity Charges. Capacity charges are one-time charges intended to reflect the cost of existing infrastructure and planned improvements available to new services. The charges for a permit to connect a new water service to the District's water system (Capacity Charge Buy-In), shall be adopted by resolution following a public hearing by the Board of Directors. Notice of the public hearing shall be published at least ten days in advance in a newspaper of general circulation.

A. Water Capacity Charge Buy-In

Capacity Charges for all classes of customer shall be based on the number of meters per lot and vary depending on the size of the water meter required to serve the customer/parcel based on the water supply fixture unit count, regardless of the meter size required to accommodate fire flow. If the customer elects to install a larger meter than required to support the water supply fixture unit count for reasons other than to accommodate fire flow demand, the capacity charge will be based solely on the meter size installed.

The size of the water meter required to serve the customer/parcel shall be calculated based on the water supply fixture unit count served. A 5/8" meter shall be required for less than, or equal to, 24 water supply fixture units. Should the calculated water supply fixture unit count exceed 24, the meter size required to accommodate that demand shall be used to determine the additional capacity charges. Water supply fixture unit counts are defined by the most current Uniform Plumbing Code Edition.

Meter size is proportionate to the demands a parcel places on the water utility system, specifically the peaking requirements related to the meter size. The capacity charge shall be charged based on measured flow equivalents of a 5/8" meter as detailed in the latest adopted Master Rate and Charges Schedule. Capacity charges will not be prorated between available meter sizes.

For example, if the Master Rate and Charges Schedule shows that a 3/4" meter is equivalent to 1.40, 5/8" meters then a 3/4" meter would support up to 34 fixture units (24 fixture units times the equivalency factor of 1.40 equals 33.6 rounded to the nearest whole fixture unit is 34 fixture units).

1. Accessory Dwelling Units (ADU)

An accessory dwelling unit shall not be considered to be a new residential use for the purposes of calculating capacity charges for utilities, except for water services as set forth below;

- a. Capacity charges may be assessed if the owner requests a new or separate utility service between the accessory dwelling unit and the utility.
 - b. For an accessory dwelling unit that is not contained within the existing space of a single-family residence or accessory structure (detached) or an accessory dwelling unit which is contained within the existing single-family dwelling (attached) and does not meet the conditions listed below in numbers I-IV, a new or separate utility service directly between the accessory dwelling unit and the utility may be required. Consistent with Government Code Section 66013, the connection may be subject to a capacity charge that is proportionate to the burden of the proposed accessory dwelling unit upon the water system, based upon water meter size. The rate or charge shall not exceed the reasonable cost of providing the service.
 - I. The accessory dwelling unit or junior accessory dwelling unit (JADU) is within the proposed footprint of an existing or proposed single family dwelling or accessory structure, and may include an expansion of not more than 150 square feet beyond the same physical dimension as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.
 - II. The accessory dwelling unit or junior accessory dwelling unit has separate exterior access from the proposed or existing single-family dwelling.
 - III. The side and rear setbacks are sufficient for fire and safety as established by the local fire authority.
 - IV. The junior accessory dwelling unit complies with the requirements of section 65852.22 of the Government Code.
2. Capacity charges are in addition to the actual cost of installing a service including main line tap, service line, meter and box. Does not include permanent paving or sidewalk replacement.
- a. District Installed Water Service Line and Meter from Existing Mains. Where the District will be installing a new water meter and service line the charges shall be dependent on the size of the meter required and shall be per current adopted resolution setting District installed water service line and meter charges.
 - b. Existing Service Line, District Installed Meter. Where the Developer has installed the new water service line and the District will merely be installing a new meter, the charge shall be per current adopted resolution setting existing water service meter charges.

Chapter 7.05: Sewer Capacity Charges

MODIFY:

7.05.010 Sewer Capacity Charges. Capacity Charges) are one-time charges intended to reflect the cost of existing infrastructure and planned improvements available to new services. The Capacity Charge Buy-in for a permit to connect a new sewer service to the District's sewer system shall be per current adopted resolution setting sewer capacity charges. Resolution shall be adopted following a public hearing by the Board of Directors. Notice of the public hearing shall be published at least ten days in advance in a newspaper of general circulation.

A. Sewer Capacity Charge Buy-In

1. One, Two to Three Single Family Residential (SFR) including Accessory Dwelling Unit (ADUs) on one legal parcel if applicable

The Capacity Charge shall be calculated on the drainage fixture unit count converted to EDU's. The first EDU shall be less than, or equal to, 24 drainage fixture units. Should the calculated drainage fixture count exceed 24, the excess amount shall be pro-rated to determine additional capacity charges. Drainage fixture unit counts are defined by the most current Uniform Plumbing Code Edition.

2. For Multiple Family Residential (MFR) units (four or more living units), Including Accessory Dwelling Units on one legal parcel if applicable.

Where the property owner requests a single water meter to serve all units on the parcel or development, the Capacity Charge shall be calculated on the drainage fixture unit count converted to EDU's. The first EDU shall be less than, or equal to, 24 drainage fixture units. Should the calculated drainage fixture count exceed 24, the excess amount shall be pro-rated to determine additional capacity charges.

Where the property owner requests individual water meters for each living unit, each separately metered service will be treated as a separate full EDU, with an allowance of 24 drainage fixture units each. Should the calculated drainage fixture count exceed 24, the excess amount shall be pro-rated to determine additional capacity charges for each EDU.

Drainage fixture unit counts are defined by the most current Uniform Plumbing Code Edition.

3. Commercial on one legal parcel

Capacity Charges for Commercial developments shall be calculated on the drainage fixture unit count converted to EDU's. The first EDU shall be less than, or equal to, 24 drainage fixture units. Should the calculated drainage fixture count exceed 24, the excess amount shall be pro-rated to determine additional capacity charges. Drainage fixture unit counts are defined by the most current Uniform Plumbing Code Edition.

4. Accessory Dwelling Units (ADU)

An accessory dwelling unit shall not be considered to be a new residential use for the purposes of calculating capacity charges for utilities, except for sewer services as set forth below;

- a. Capacity charges may apply if the accessory dwelling unit was constructed with a new single-family dwelling
- b. For an accessory dwelling unit that is not contained within the existing space of a single-family residence or accessory structure (detached) or an accessory dwelling unit which is contained within the existing single-family dwelling (attached) and does not meet the conditions listed below in numbers I-IV, a new or separate utility connection directly between the accessory dwelling unit and the utility may be required. Consistent with Government Code Section 66013, the connection may be subject to a capacity charge that is proportionate to the burden of the proposed accessory dwelling unit upon the water system, based upon drainage fixture unit values as defined in the latest Uniform Plumbing Code Edition. This charge shall not exceed the reasonable cost of providing this service.
 - I. The accessory dwelling unit or junior accessory dwelling unit (JADU) is within the proposed footprint of an existing or proposed single family dwelling or accessory structure, and may include an expansion of not more than 150 square feet beyond the same physical dimension as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.
 - II. The accessory dwelling unit or junior accessory dwelling unit has separate exterior access from the proposed or existing single-family dwelling.
 - III. The side and rear setbacks are sufficient for fire and safety as established by the local fire authority.
 - IV. The junior accessory dwelling unit complies with the requirements of section 65852.22 of the Government Code.
5. Capacity Charges are in addition to the actual cost of installing a service including main line tap, lateral line, and cleanout. Does not include permanent pavement or sidewalk replacement.
- B. District Installed Lateral from Existing Mains. Where the District will be installing a new sewer service lateral, the charge shall be per current adopted resolution setting District installed sewer lateral charges.
- C. Existing Lateral. Where the Developer has installed the new sewer service lateral and the District will merely be issuing a permit and inspecting the building sewer connection, no additional charge beyond the capacity charge buy-in will be due. (Ord. 2012-02, §1, 2012)