



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

**AGENDA**

**DATE:** Tuesday, July 13, 2021

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

**LOCATION:** *In accordance with the Governor's Executive Order N-08-21 #42, HCSD Board of Directors shall conduct the District's business via teleconference.*

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

*Meeting ID: 883 1870 3722  
Passcode: 370550*

*Participation protocol:*

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

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

**B. CONSENT CALENDAR**

1. Approval of July 13, 2021 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of June 22, 2021 *Pgs 3-6*

**C. REPORTS**

1. General Manager
  - a) Status Report *Pgs 7-21*
2. Engineering
3. Superintendent
4. Finance Department
  - a) June 2021 Check Register *Pgs 23-31*

- 5. Legal Counsel
- 6. Director Reports
- 7. Other

**D. PUBLIC PARTICIPATION \*\***

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

**E. NON-AGENDA**

**F. NEW BUSINESS**

- 1. Consideration of Adopting an Updated Revision to the District's (CalOSHA) COVID-19 Prevention Program *Pgs. 33-48*
- 2. Consideration of Approving an Update to the Water Hauler Application/Permit *Pgs 49-52*

**G. OLD BUSINESS**

**H. ADJOURNMENT**

Next Res: 2021-10  
Next Ord: 2021-01

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

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, June 22, 2021, via tele/video conference in accordance with the Governor’s Executive Orders N-08-21.

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

Present upon roll call were Directors Benzonelli, Bongio, Gardiner, Hansen, and Matteoli. Staff in attendance: General Manager Williams (GM), Superintendent Latham, Finance Manager Montag (FM), Assistant Engineer Adams (AE), and Consultant Orinn Plocher of Freshwater Environmental Services (OP).

**B. CONSENT CALENDAR**

- A. Approval of June 22, 2021 Agenda
- B. Approval of Minutes of the Meeting of June 8, 2021

President Bongio announced that Item G.3. Consideration of Claim for Damages is removed from the Agenda as all parties have agreed to a resolution on June 21<sup>st</sup>.

DIRECTOR GARDINER MOVED, DIRECTOR MATTEOLI SECONDED, TO ACCEPT AND APPROVE THE JUNE 8, 2021 CONSENT CALENDAR WITH THE REMOVAL OF ITEM G.3. FROM THE AGENDA. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**C. PUBLIC HEARING**

- 1. 2020 Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP)

GM provided a summary of the corresponding Agenda Report regarding the UWMP and WSCP.

At 5:06 p.m. President Bongio opened the Public Hearing.

Jerry Martien inquired whether the report contains any prominent issues that differ from the 2015 UWMP. GM advised most of the updates are reflected in the water data collected and the Water Shortage Contingency Plan which includes penalties that can be taken during a water shortage. OP commented that the report basis is upon the reliability of Humboldt Bay Municipal Water District (HBMWD) and District wells wherein historically both sources are predicted to be resilient for at least 25 years.

There being no further public comment, the Public Hearing closed at 5:10 p.m.

**D. REPORTS**

1. General Manager

a) Status Report

GM reviewed his June 18, 2021 Memorandum summarizing:

- COVID: The Governor's Executive Order N-08-21 repealed many of the restrictions, and CalOSHA released new workplace regulations applying mostly to unvaccinated employees. District staff will maintain existing restrictions until new documentation requirements can be met and the office will remain closed to the public until a determination can be made about how to best protect staff. The Executive Order also extends authorization to continue conducting teleconference meetings waiving Brown Act requirements of physical appearance by Board, staff, or public through September 30, 2021.
- Ridgewood Tank: The tank has been drained with storage transferred to the temporary tanks to maintain service to District customers. The contractor began the retrofit process June 14.
- Pine Hill Bridge HDD: This project is now complete and in service.
- Elk River Estuary Enhancement Project: The Regional Water Quality Control Board rescheduled the June Public Hearing to August 19 or 20 and re-opened the public comment period which will now close June 28, 2021.
- RCEA: Has launched a new program encouraging energy conservation amongst large commercial, industrial and agricultural customers wherein during specific conditions beginning July 1 through September 30, RCEA will reimburse \$0.25 credit for each kW-h conserved. Although staff intends to enroll in the program, the District already restricts electricity use between 4 p.m. and 9 p.m. due to Time of Use metering. Thus, it is unlikely much savings will be realized.
- Juneteenth: A new federal holiday was established for June 19 commemorating Juneteenth National Independence Day – the date in 1865 when Texas joined the rest of the states by declaring an end to slavery.

3. Superintendent

a) May 2021 Operations/Maintenance Report

Referring to his June 17, 2021 Memorandum, Superintendent emphasized the main focus for the month was on preparation for the Ridgewood Water Tank Rehabilitation project and the completion of systematic flushing of fire hydrants in the lower Humboldt Hill area.

4. Finance Department

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; June 22, 2021

a) May 2021 Budgetary Statement

FM reviewed the report affirming no unusual activity during the month of May.

**E. PUBLIC PARTICIPATION**

President Bongio invited the public to address the Board on any item not listed on the agenda or issues generally affecting District operations, which are within the jurisdiction of the Board.

Jerry Martien thanked the GM for the report addressing the City of Eureka's Elk River Estuary Enhancement Project and expressed dismay that neither the public nor the District were made aware of the details a couple years ago.

Additional comments and questions surrounded whether financial and feasibility information is available for establishing a new ocean out-fall pipe to satisfy the WWTP cease and desist order and the exhaustive requests to the COE to share information.

**G. NEW BUSINESS**

1. Consideration of Resolution 2021-08 Adopting the 2020 Urban Water Management Plan (UWMP)

Referring to the earlier Public Hearing (C.1), GM reiterated the California Water Code requiring adoption of the UWMP.

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN, TO APPROVE RESOLUTION 2021-08 ADOPTING THE HCSD 2020 URBAN WATER MANAGEMENT PLAN AND WATER SHORTAGE CONTINGENCY PLAN. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Public Hearing and Consideration of Adopting Resolution 2021-09 Establishing Master Fees and Charges for Fiscal Year 2021/2022

FM reviewed the modifications to the next fiscal year's rates and fees that align with the 2021/2022 Budget adopted at the June 8 meeting.

PUBLIC COMMENT:

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; June 22, 2021

J.A. Savage asked when the District plans on a new rate study and fee structure as the numbers are based on a four-year old study that does not take into consideration climate change, drought, etc., thus not providing incentive to conserve water. GM advised the District is currently in the process of soliciting bids for consultants to perform a new rate study with the hopes of completion by the close of FY 2021/2022.

Jerry Martien commented that the \$25 return check fee is huge and asked if the rate study will consider adjusting late fees. FM advised that as required by law, the District merely passes along fees that the bank charges the District back to the individual creating them. To eliminate or minimize charging certain customers, would mean all other District customers would be subsidizing the fees for those few individuals.

Director Benzonelli commented that she would like the successful rate study consultant to work with a stakeholder's group who will participate in the development of the rate study. GM affirmed language can be included in the request for proposal requesting the consultant engage with a stakeholder's group.

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, TO APPROVE RESOLUTION 2021-09 ADOPTING A MASTER FEE SCHEDULE FOR FISCAL YEAR 2021/22. MOTION CARRIED UPON THE FOLLOWING ROLL-CALL VOTE:

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

#### H. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF JUNE 22, 2021 AT 5:42 P.M.

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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: July 9, 2021

SUBJECT: General Manager Report for July 13, 2021 Board Meeting

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### COVID

Cal/OSHA has released guidelines that are less restrictive than their previous guidelines but there are still restrictions. Several local municipalities have elected to return to in person meetings (Arcata, Eureka and McKinleyville are included). Some of those agencies are struggling to make those meetings hybrid. Here at HCSD, we are working toward relaxing our protocols while still protecting the health and safety of staff and the general public.

Most of us are eager to return to in person meetings. There is nothing that compares to sitting across the room from the people you are listening and talking to. That being said, there are people that would like to continue to participate in the District's business via teleconference. We are working on a technological solution that will allow us to return to in person meetings while still enabling the public to participate remotely as desired; hybrid meetings. In the meantime, I hope that all of you can bear a few more virtual meetings while we work out the bugs.

If the Board approves the new COVID Prevention Program (agenda item F.1), some of the protocols will be relaxed for personnel that have provided evidence of vaccination. Those individuals that do not provide evidence of vaccination are treated as unvaccinated under the Cal/OSHA guidelines. Cal/OSHA still deems a COVID case contracted at the workplace to be eligible for a Workers Compensation claim. Some of the District's office staff have not provided proof of vaccination and are therefore considered unvaccinated. Requiring and policing mask wearing by visiting public to protect the health of unvaccinated staff would be a major burden on District staff. Cleaning the bathrooms after every visitor's use would also be a major burden to District staff. In light of these items, I feel strongly that we should keep the office closed to the public for the time being.

### Elk River Estuary Enhancement Project

On June 28, 2021, I submitted a public comment letter to the North Coast Regional Water Quality Control Board regarding the City's Elk River Estuary Enhancement Project. The letter, which is included in this packet, stresses the questions that are left unanswered by the

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General Manager's Report to the Board of Directors for  
July 13, 2021 Board Meeting

City's process. There are various options for effluent discharge. Different discharge options require different levels of treatment. The Regional Board placed a requirement on the City that those options be evaluated and shown infeasible before an in-bay discharge and enhancement project will be considered. The Regional Board has an August agenda item to approve the in-bay discharge while the City is indicating that the feasibility study that includes evaluations of the various discharge options is not yet complete.

Along with the requirement to implement an approved enhancement project, the criteria for an in-bay discharge requires the City to significantly improve the treatment processes at the Wastewater Plant. I have been told by City staff that they do not believe there is enough space at the treatment facility to install the unit processes necessary to treat the effluent to the level required by the Regional Board for an in-bay discharge and that they are actively fighting to reduce the associated effluent water quality requirements. If the City cannot meet the water quality requirements, or if the wastewater flows increase significantly because of population growth, then an ocean outfall seems inevitable.

As a result of this letter, City Manager Miles Slattery has agreed to meet with me to discuss the lack of information transfer and how this is affecting the ongoing relationship between the District and the City. Additionally, the City's Public Works Director has agreed to share the ocean outfall analysis "when it is completed."

The City of Eureka and District ratepayer, Jerry Martien also submitted public comment letters to the Regional Board for consideration. Those public comment letters are included in this packet for your review.

### **Water Purchase and Wastewater Treatment Agreements**

City staff continues to point to the out-of-date language in the existing agreements between the District and the City as rationale for not sharing information with the District as well as grounds for charging the District more for water than they are paying to Humboldt Bay Municipal Water District for that same water. The out-of-date language is used as motivation despite the fact that Public Utility Law obligates the City to only pass through the actual cost of supplying that water.

The Wastewater Treatment Agreement was last updated in May of 2011. There is a clause in that agreement indicating that the agreement will be reviewed and renegotiated every five years. Renegotiation of the Wastewater Treatment Agreement is five years overdue. The City's use of that agreement to avoid including the District in the planning process and as impetus for withholding information from the District are the main motivations for renegotiating that contract.

The Water Purchase agreement was last updated in 1981. In 1999 the District Board and the City Council agreed that the purchase agreement was out of date but, because of drastically changing water supply situation at the time, both entities agreed to extend the existing agreement for a period of two and a half years. When the extension expired, both agencies' electees agreed to extend the agreement again for a period of one year. When the second extension expired in 2003, District and City staff agreed to extend the 1981



## General Manager's Report to the Board of Directors for July 13, 2021 Board Meeting

agreement on a month-to-month basis while they completed negotiations of a new agreement. That new agreement was never finalized. In that time (40 years), pricing of source water has changed dramatically, personnel has turned over several times at all three agencies and the relationship between the District and the City has deteriorated. The City's recent actions have indicated that it is in the District's best interest to renegotiate the Water Purchase Agreement.

District Staff is working to solicit and evaluate proposals from a select group of qualified legal firms to represent the District in the renegotiation of these contracts. Additionally, District Legal Counsel is developing a conflict waiver to allow the Mitchell Law Firm to advise the District in matters pertaining to performance of existing and future contracts between the District and the City. The conflict waiver will be reviewed by the City's Legal Counsel to ensure that it will be recommended for approval by the City Council before it is brought before the District Board for approval. I expect to include the Conflict Waiver on the July 27<sup>th</sup> agenda. If the District Board and the City Council cannot agree to a conflict waiver, the Outside Council selected to assist with contract negotiation will also be tasked with advising the District in matters pertaining to performance of contracts.

### **Fourth of July**

On the fourth of July, while everybody was out celebrating, our field crew was working. At noon on the fourth, a concerned ratepayer called the emergency line indicating that there was water running down Sydni Ct. in the Pine Hill neighborhood. Jacob from the maintenance department was on-call and responded to the scene. He determined that the problem was a burst service lateral that needed to be repaired immediately. Jacob contacted the construction department; Mark, Keith and Matt mobilized to the scene. The four of them spent the next four and a half hours repairing the leak and restoring service to all connections. In order to reduce the flow and pressure enough to make the repair, it was necessary to throttle the mainline in the area while the repair was completed. I want to thank these dedicated individuals for sacrificing time with their families on a holiday to respond to this emergency.

# Humboldt Community Services District

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

June 28, 2021

North Coast Regional Water Quality Control Board  
5550 Skylane Blvd Ste. A  
Santa Rosa, CA 95403-1027  
northcoast@waterboards.ca.gov

To Whom it May Concern:

Subject: Draft Resolution Order No. R1-2021-0017

File: The Elk River Restoration Project as an Exemption/Exception to the Enclosed Bays and Estuaries Policy Prohibiting Waste Discharges to Humboldt Bay for the Elk River Wastewater Treatment Plant NPDES No. CA0025559

On behalf of the Humboldt Community Services District, I am writing again regarding the subject Draft Resolution that contemplates accepting and approving the Elk River Restoration Project as meeting some of the criteria required to allow an exemption/exception to the Enclosed Bays and Estuaries Policy within Humboldt Bay. In this letter I want to address two major concerns; 1) the lack of support documentation (transparency) available for examination/review with respect to major stakeholders to the Elk River Wastewater Treatment Plant and this project, and 2) the economics and long-term consequences associated with approving the discharge into Humboldt Bay and this enhancement project. Making informed public/stakeholder comment is impossible without all of the information.

Addressing the lack of transparency, the Humboldt Community Services District discharges an average of almost a million gallons per day of wastewater to the Elk River Wastewater Treatment Facility for treatment. Under the contract with the City of Eureka for treatment, the District is responsible for 32.1 percent of costs associated with the Wastewater Treatment Facility including capital improvements. Since the 2016 Cease-and-Desist ORDER NO. R1-2016-0012, the District has contributed \$146,614.93 toward a project the City of Eureka calls the, "Enclosed Bays & Estuaries Compliance Feasibility Study." City staff is unwilling to share the results of this study or any other substantive information about this project with the District's Board, staff, or ratepayers.

The District estimates that 16,474 District ratepayers are served by the Elk River Wastewater Treatment Facility. This estimate is based on an average of 2.64 people per connection using numbers from the 2010 US Census and the fact that the District currently has 6,247 sewer connections. Also, according to the US Census, the population of Eureka is 26,966 people. Assuming that every person living in Eureka is served by the Elk River Wastewater Treatment Facility, the population served by the Facility is 43,440 people. This indicates that 38 percent of the people served by the Elk River Wastewater Treatment Facility are District ratepayers.

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Considering that the District's ratepayers, which make up 38 percent of the population served by the Elk River Wastewater Treatment Facility, have contributed \$146,614.93 toward a feasibility study; the resulting report from this study should be made available to District rate payers to review so they can make educated public comment.

Through my correspondence with Regional Water Board staff regarding this topic, a memo titled DRAFT V2 Eureka WWTP Enhancement Options was made available to me that was written in July 2020 by a consultant to the City of Eureka. On page five of that memo, the authors list a Summary of Significant Determinations; the first of which is copied below. I want to repeat that this memo was made available by Regional Water Board staff and was not shared by City staff with major stakeholders.

1. Ocean Outfall. During the May 14, 2019 meeting, Regional Water Board staff agreed that the ocean outfall may be eliminated as a viable option, if the City's feasibility analysis provides robust documentation to demonstrate the infeasibility of the ocean outfall. The analysis must provide realistic cost estimates and identify the other disadvantages of this project with supporting documentation to justify elimination of this discharge option.

This determination effectively indicates that analysis from the feasibility study must provide "robust documentation to demonstrate the infeasibility of the ocean outfall" in order for an in-bay discharge to be considered. Considering the feasibility study has not been made available to the District or its ratepayers, an informed public comment on this topic is impossible; I urge the Regional Board to make this information available to the public at the earliest opportunity, and schedule another public comment period before this matter is heard.

The next item I will address is the economics and long-term consequences of this decision. One item that has not been made clear is the duration of time over which this exemption/exception is being contemplated. The original NPDES permit for the Elk River Wastewater Treatment Facility considered the ebb tide discharges to Humboldt Bay to effectively be an ocean discharge. Through studies required by the Regional Board, the assumptions made in the original permit were invalidated and, as a result, the Regional Board issued Cease-and-Desist ORDER NO. R1-2016-0012. Is there a set duration that this new order is to be in effect? Are there triggers, water quality or otherwise, that will cause this order to be rescinded? The duration of the exemption/exception is important so that the economics can be evaluated.

In order to effectively evaluate the economics and long-term consequences of this decision, a thorough cost analysis of the enhancement project plus required upgrades to the Wastewater Treatment Plant, along with anticipated operations and maintenance for the life of the project, should be compared to a similar cost analysis of an ocean outfall and anticipated operation and maintenance for the life of that project. This type of data could be used to motivate the decision to consider an exemption/exception and an enhancement project. In the absence of data, we are only left with questions.

One of the biggest questions in my mind is maintenance of the enhancement project once the exemption/exception order meets its sunset. The City of Eureka has already begun indicating that they expect the District to share the costs associated with construction and maintenance of the enhancement project according to the cost sharing model used in the agreement between the City and the District for wastewater treatment. The terms of the agreement indicate that the District is responsible for 32.1 percent of capital improvement and operation and maintenance costs to the Wastewater Treatment Plant. This cost sharing has been extended to the enhancement project being considered in this order. When the order does sunset, the proposed enhancement project will still require operation and maintenance or decommissioning. There is no provision in this order for funding ongoing maintenance of the enhancement project after the exemption/exception sunsets. I anticipate that, because the enhancement project was constructed as a requirement of operating the Wastewater Treatment Plant, the City will expect the District to continue to fund the operations and maintenance of the project into perpetuity, even after the exemption/exception sunsets. Please consider including language in the Resolution that decouples the enhancement project once the exemption/exception sunsets.

The Regional Board issued Cease-and-Desist ORDER NO. R1-2016-0012 in 2016 because the in-bay discharge was not functioning as designed and was therefore causing undesired environmental impacts to the receiving waters. What level of certainty is there that the required upgrades to the Wastewater Plant will mitigate those impacts? If this exemption/exception will be reconsidered every time the NPDES permit is renewed; is there a chance that the Regional Water Board will require the use of an ocean outfall or other discharge outside of Humboldt Bay in five or ten years?

From an environmental perspective, one argument being used against an ocean outfall is increased greenhouse gas (GHG) emissions associated with pumping. Are the GHG emissions associated with operating the increased capacity plant (as required by Draft Resolution Order No. R1-2021-0017) considered and compared to those associated with using an ocean outfall? Do the GHG emissions outweigh the environmental degradation associated with continuing to discharge into Humboldt Bay? The City should not be allowed to discharge into Humboldt Bay if doing so is degrading the water quality and habitat therein. GHG emissions should be a consideration in the development of any project. Considering the current low cost of renewable energy, the City could mitigate the electricity usage through the development of renewable energy projects.

City staff has argued against using existing ocean discharge infrastructure on the Samoa Peninsula because that infrastructure is not owned by the City. This concern could be mitigated through robust and fair long-term contracting, the establishment of a Joint Powers Agency, or outright purchase of the infrastructure itself. If a relatively low cost, feasible solution with minimized environmental impacts exists, that solution should be considered regardless of who owns the infrastructure.

In addition to the points above, there are several other unanswered questions. I asked these questions of Regional Board staff on June 17, 2021 and I am still awaiting a response:

- 1) What is the difference between Exception and Exemption in this context?
- 2) Over what timeframe is this Exemption/Exception being considered (i.e. five years, twenty years, perpetuity)?
- 3) Is there an alternative that best protects the environment and beneficial uses of the North Coast receiving waters?
- 4) Are there other alternatives that avoid this Exception/Exemption and better protect the receiving waters?
- 5) Was the Interpretive Center proposed by the City of Eureka or requested by the Regional Board?
- 6) Is the Regional Board aware that there are two other interpretive centers on Humboldt Bay that provide similar enhancement to beneficial uses (including explanation of tidal marshland and public access to enhanced tidally influenced habitat) to the proposed interpretive center? One is eight miles south of the proposed project location and the other is 12 miles north of the proposed project location. A bus runs along the US 101 corridor and stops very near each of these locations. Considering those other two facilities; the proposed interpretive center does not seem to provide enhancement that, "would not occur in the absence of the discharge." Will you help me understand how it does?

I do hope that these comments are considered and that answers to these questions will be brought to the District's Board and ratepayers before a decision is made regarding this project and exemption/exception as outlined in Draft Resolution No. R1-2021-0017.

Sincerely,



Terrence Williams  
General Manager  
Humboldt Community Services District  
(707) 443-4558

enc: Public Comment Letter Dated April 20, 2021

cc: HCSD Board of Directors

Brian Gerving, City of Eureka, [bgerving@ci.eureka.ca.gov](mailto:bgerving@ci.eureka.ca.gov)

Miles Slattery, City of Eureka, [mslattery@ci.eureka.ca.gov](mailto:mslattery@ci.eureka.ca.gov)

# Humboldt Community Services District

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

April 20, 2021

North Coast Regional Water Quality Control Board  
5550 Skylane Blvd Ste. A  
Santa Rosa, CA 95403-1027  
northcoast@waterboards.ca.gov

To Whom it May Concern:

Subject: Draft Resolution Order No. R1-2021-0017

File: The Elk River Restoration Project as an Exemption to the Enclosed Bays and Estuaries Policy Prohibiting Waste Discharges to Humboldt Bay NPDES No. CA0025559

On behalf of the Humboldt Community Services District, I am writing regarding the subject Draft Resolution that contemplates accepting and approving the Elk River Restoration Project as meeting some of the criteria required to allow an exemption to the Enclosed Bays and Estuaries Policy within Humboldt Bay. As you may be aware, the Humboldt Community Services District (District) discharges wastewater to the Greater Eureka Area Wastewater Treatment Plant also known as the Elk River Wastewater Treatment Plant (GEAWTP). By contract, the District owns 32.1 percent of the treatment capacity of the GEAWTP and the District's rate payers pay for 32.1 percent of the operations, maintenance and capital improvements to that facility. The capital improvements currently include activities to come into compliance with the 2016 Cease and Desist ORDER NO. R1-2016-0012. This current Draft Resolution (R1-2021-0017) contemplates approving The Elk River Estuary Tidal Enhancement Project Proposal (Attachment A to R1-2021-0017).

Item 11 of the Draft Resolution (R1-2021-0017) describes the formation of a Technical Advisory Committee (TAC) that includes "... key stakeholders and partner agencies such as the Coastal Commission, City of Arcata, the Harbor District, and environmental groups ..." The District is both a stakeholder and partner agency but our name is conspicuously absent from the list of organizations that will make up the TAC. Please name the Humboldt Community Services District explicitly, as a member of the Technical Advisory Committee in this Resolution (R1-2021-0017).

As part of the Draft Resolution, item 9.3 stipulates the creation of an interpretive center that "... could support increased public access ..." As evidenced in the City of Eureka's Capital Improvement Program document for fiscal year 2021-2022 (<https://www.ci.eureka.ca.gov/civicax/filebank/blobdload.aspx?BlobID=20273>), the District's ratepayers will be required to pay \$1.344M to design and construct this interpretive center because it is included as a condition of the Enclosed Bays and

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Estuaries exemption. The District and our ratepayers are having a difficult time understanding how this \$4.2M interpretive center will enhance water quality within the Bay. This interpretive center does not meet or enhance any of the minimum criteria that the Permittee (City) is required to meet as outlined in items 8.1-8.7 of the Draft Resolution. Further, the precedence set by including this interpretive center as a requirement to exempt the City from the Enclosed Bays and Estuaries Policy, ties the interpretive center to the GEAWTP in perpetuity. This precedence will allow the City to charge the District 32.1 percent of the maintenance, upkeep, staffing, expansion and capital improvements to the interpretive center without any accountability to the District's rate payers.

Please remove item 9.3, creation of an interpretive center, from the Resolution R1-2021-0017. The District nor its ratepayers have been involved in the planning process for this project. The first time that District staff was permitted to view the "Elk River Estuary Tidal Enhancement Project Proposal" was on March 23, 2021 when the Regional Water Quality Control Board made the document public as an attachment to the Draft Resolution No. R1-2021-0017. Inclusion of the interpretive center as a requirement to exempt the City from the Enclosed Bays and Estuaries Policy appears to provide the City access to District ratepayer dollars without representation of those ratepayers or due process. Thank you for your time and attention to this matter.

Sincerely,



Terrence Williams  
General Manager  
Humboldt Community Services District  
(707) 443-4558

cc: Brian Gerving, City of Eureka, [bgerving@ci.eureka.ca.gov](mailto:bgerving@ci.eureka.ca.gov)





**PUBLIC WORKS DEPARTMENT**

531 K Street • Eureka, California 95501-1146  
Administration: 707-441-4203 • Fax 707-441-4202  
Engineering: 707-441-4194 • Utility Operations: 707-441-4364  
[publicworks@ci.eureka.ca.gov](mailto:publicworks@ci.eureka.ca.gov) • [www.ci.eureka.ca.gov](http://www.ci.eureka.ca.gov)

June 28, 2021

Justin McSmith  
North Coast Regional Water Quality Control Board  
5550 Skylane Boulevard  
Santa Rosa, California 95403

Re: Response to Public Comment Period for Resolution No. R1-2021-0017

Resolution Title: The Elk River Restoration Project as an Exception to the Enclosed Bays and Estuaries Policy Prohibiting Waste Discharges to Humboldt Bay for the Elk River Wastewater Treatment Plant

Dear Mr. McSmith,

Thank you for the opportunity to comment on the above-referenced resolution ("Resolution"). The City of Eureka appreciates the time that North Coast Regional Water Quality Control Board ("Board") staff has spent on the numerous meetings, phone calls, and correspondence that have culminated in moving the Resolution forward for public review and Board consideration. The City is a steward of Humboldt Bay. We believe that implementing the Elk River Restoration Project ("Project") will provide multiple benefits to the bay and its surroundings for decades to come that would not be realized without the City's effort and involvement.

The draft Resolution is comprised of narrative summary statements in an effort to provide background, timeline, and context. However, the Resolution document alone does not adequately address a number of points that are critical to provide a broad level understanding for the public comment process, along with the proposed action by the Board. The following information is submitted by the City to expand upon a number of items in the draft Resolution, as well as summarize the process that has been undertaken and the preliminary outcomes of that process. The City believes it is important that Board staff consider this information in its response to comments process and in the presentation of the Resolution to the Board.

Resolution Item Nos. 5 and 6 highlight that the Elk River Wastewater Treatment Facility ("Facility") has been operating, from its inception in 1984 to present, under the Ocean Plan, recognized as discharging to the ocean. The Cease and Desist Order No. R1-2016-0012 ("CDO") requires the City to come into compliance with the Enclosed Bays and Estuaries Policy ("EBEP") for continued effluent discharge into Humboldt Bay. This is a new designation for the Facility and new to the City of Eureka. The conversion from a Facility and related effluent discharge permit that meets the Ocean Plan to a Facility and related effluent discharge permit that meets the EBEP is a rare, if not unprecedented, permit-level conversion process to be undertaken by Board staff.

Regardless of the change in designation for the discharge, it is important to remember that the existing physical configuration is unchanged. The Facility outfall is located near the mouth of Humboldt Bay, in the same location in which it was established in 1984, and it continues to operate until the items in the CDO and the related compliance tasks are completed. Therefore, it seems we should provide the public and the Board with the

**Engineering**

Construction  
Development  
Transportation

**Field Operations**

Water Distribution  
Wastewater Collection  
Equipment Operations

**Utility Operations**

Code Enforcement  
Pretreatment  
Water and Wastewater Treatment  
Stormwater



layers of evaluation and analysis that have been completed thus far, and also help to clarify that the Facility will have required treatment upgrades, regardless of the adoption of the Resolution to approve an enhancement project.

#### Completed Reports, Evaluations & Studies

Resolution Item No. 6 lists several tasks and milestones that the City of Eureka must fulfill under the CDO. A majority of these tasks have been completed by City staff and submitted to Board staff for review. In most cases, the items associated with these tasks have been reviewed and approved, while one (the Climate Change Readiness Study Plan) is still under review. The City has met the conditions by providing:

1. Task 1A Sanitary Sewer Evaluation Survey (SSES), completed/approved
2. Task 1B Wet Weather Improvement Plan (WWIP), completed/approved
3. Task 2A Feasibility Study Components:
  - Outfall Inspection Report, completed/approved
  - Climate Change Readiness Study Plan, completed/under review
  - Biological Survey Report, completed/approved
  - Inspection at the outfall discharge point, completed/approved

Outcomes of the reports and studies will inform the required treatment plant upgrades. Regardless of the point of discharge (or classification of existing outfall location), the City is aware that upgrades to the Facility will be necessary in order to comply with current and future permit requirements, as well as the CDO. Improvements recognized by the completion of both Facility upgrades and the Project will improve the water quality of Humboldt Bay and enhance many beneficial uses within the bay.

#### EBEP Enhancement Project

The issuance of the 2016 CDO and the change in designation from an ocean outfall to one governed by the Enclosed Bays and Estuaries Policy requires the City of Eureka to implement an enhancement project.

*Task 2 A- c. Analyze potential alternatives to ensure compliance with the Enclosed Bays and Estuaries Policy, including, but not limited to, Facility system configuration, effluent quality, and environmental enhancements.*

Concurrently with the production of the listed reports and studies, the City met with Board staff on multiple occasions, requesting direction from the Board as to the requirements for an enhancement project. Ultimately, the City received the letter dated August 12, 2019<sup>1</sup> ("August 2019 Letter") with the criteria that would be used in evaluating any proposed enhancement project(s) ("Criteria"). Working under this direction from the Board, the City then conducted and submitted the Analysis of Eight Projects, and ranking those potential projects for their ability to meet the criteria identified by the Board.

Per the Adopted Modification Order No. R1-2020-0020 action on June 18, 2020, the CDO was modified to include points No.17 and No. 18:

*17. The Permittee has worked diligently to comply with tasks identified in the Requirements section of this Order. The Permittee has completed in a timely manner Tasks 1A through 1D under the compliance schedule to eliminate discharges of untreated or partially treated waste and has made*

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<sup>1</sup> Reed, Charles. Charles Reed to Brian Gerving. August 12, 2019. Interpretation of Enhancement per the Enclosed Bays and Estuaries Policy and Documentation of Significant Determinations to Date.

*significant progress on Task 2A under the original compliance schedule to comply with the Enclosed Bays and Estuaries Policy.*

*18. The Permittee has met quarterly with Regional Water Board staff during its development of the Enclosed Bays and Estuaries Feasibility Study required under Task 2A of the Order. The Permittee has made progress toward identifying potential projects that could be implemented to provide enhancement to Humboldt Bay and meet the enhancement requirements of the Enclosed Bays and Estuaries Policy. The Permittee has stated, and Regional Water Board staff agree, that additional time is needed to gather additional information to narrow the project list to a list of potentially feasible enhancement projects and to further evaluate the feasibility of the most promising project options.*

Between the adoption of the Modification Order on June 28, 2020 and present, the City of Eureka has requested direction from Board staff in identifying the “most promising project option” as an enhancement project to meet with the conditions of Task 2A and the Criteria outlined in the August 2019 Letter.

#### Letter of Staff Level Concurrence dated November 2, 2020

On November 2, 2020, Board staff sent the City a staff-level concurrence letter<sup>2</sup> (November 2020 Letter), which indicates, among other things, that the Elk River Tidal Marsh Enhancement Project is an eligible enhancement project under the EBEP. The letter goes on to specify items considered by Board staff in arriving at this determination, along with likely next steps in the exception approval process. Subsequent conversations between City and Board staff resulted in the Resolution in its current form.

As noted in Resolution Item No. 7 and Task 2B of the CDO, the City of Eureka is required to submit preliminary design plans for approval of the preferred alternative(s), with the Elk River Tidal Marsh Enhancement as the proposed environmental enhancement. The City has worked diligently over the past months and years to develop these plans, having made particularly significant headway in the first half of 2021.

#### Looking Ahead toward Facility Upgrades

The City has two options:

- 1) Utilize/upgrade existing infrastructure at the Elk River Treatment Plant Facility, utilize/upgrade the existing effluent outfall pipe and diffusers in Humboldt Bay, and make necessary modifications to comply with the Enclosed Bays and Estuaries Plan to include:
  - a. Upgrade existing Treatment Plant facilities to meet effluent requirements.
  - b. Upgrade the Facility to provide full secondary treatment of even the highest wet-weather flows, ceasing the process of blending partially-treated effluent.
  - c. Implement an enhancement project to improve the receiving waters of Humboldt Bay.
- 2) Comply instead with the Ocean Plan, using a new ocean outfall to pump effluent from the existing Elk River Wastewater Treatment Facility to the Pacific Ocean to include:
  - a. Establish a new ocean outfall pipe with environmental permitting, construction, and State approval of new ocean discharge permit to pump effluent out to the ocean.
  - b. Upgrade existing Treatment Plant facilities to meet effluent requirements.
  - c. Institute and operate pumps and associated equipment to move effluent from the existing plant, under Humboldt Bay, to the proposed ocean outfall.

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<sup>2</sup> Reed, Charles. Charles Reed to Brian Gerving. November 2, 2020. Staff Level Concurrence with Proposed Water Quality Enhancement Project for Exception to Enclosed Bays and Estuaries Policy Discharge Prohibition.

Justin McSmith

June 28, 2021

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In considering these two paths forward, the City has kept its role as a steward of Humboldt Bay at the forefront. We believe that each alternative should be evaluated not solely based on its cost (both capital and operational), but also its effects on the environment in and around Humboldt Bay. To that end, City staff has used available information, including historical information about the Elk River Wastewater Treatment Facility, documents developed as a result of the CDO, and current scientific best practices, to evaluate the feasibility of continued discharge to the bay. Without exception, this review has indicated that continued bay discharge will have no negative environmental effects. On the contrary, the Biological Survey Report completed as a task under the CDO, indicates that the biota near the existing outfall are comparable to or better than, those at the reference site on the other side of the entrance channel.

Due to the location of the existing effluent discharge outfall pipe in Humboldt Bay, the proximity to the mouth of Humboldt Bay and massive volume of tidal flow on each tide cycle, it is highly unlikely that the background chemistry for a new ocean discharge permit would be greatly different from the background chemistry of an approved EBEP discharge permit. Therefore, any required upgrades at the Elk River Treatment Plant would be the same for an Ocean Plan discharge permit, or an EBEP discharge permit. However, the Ocean Plan effluent discharge would require the planning, permitting and construction of extensive new pipe and pumping infrastructure to transfer effluent from the existing Facility to a new ocean outfall to meet the Ocean Plan.

The City and its consultant team have been examining the feasibility of this shift in discharge location. Early drafts of this analysis have been reviewed and discussed with Board staff. Based on several criteria (e.g. capital and operational costs, environmental feasibility, greenhouse gas emissions, operational control, and geologic concerns), City and Board staff have agreed that a new ocean outfall is not a feasible alternative to compliance with the EBEP (and, accordingly, maintaining the current discharge point). The City intends to submit a memorandum summarizing these findings to the Board in July, in time for it to be used as a reference in consideration of the Resolution.

#### Summary

The City of Eureka believes that the construction of the Elk River Tidal Marsh Enhancement Project as an enhancement project under the Enclosed Bays and Estuaries Policy is a unique opportunity to achieve multiple, seemingly disparate, goals. In implementing the Project, the City is cementing its stewardship role in the Humboldt Bay region. The implementation of the Project will provide numerous benefits that would not otherwise occur. These include not only water quality improvements, but also enhancement of other beneficial uses in Humboldt Bay, like recreation and environmental education. Relatedly, the August 2019 Letter clarifies the Board's interpretations of "enhancement" and "discharge," both of which are important to consider when evaluating the Resolution.

The City appreciates the innumerable hours of Board staff time that have led to the Resolution's consideration by the Board. We hope that the time between now and the August Board meeting can be used to develop and disseminate a package of information that, by referencing the many documents listed in this letter, tells a complete story to the Board and the public. We look forward to continuing the City's partnership with the Board, one that protects and enhances Humboldt Bay and will continue to do so well into the future.

Sincerely,



Brian Gerving  
Director of Public Works

6088 Elk River Road  
Eureka, CA 95503

28 June, 2021

California North Coast Regional Water Quality Control Board  
5550 Skylane Boulevard, Suite A  
Santa Rosa, CA 95403  
(707) 576-2220

Re: Resolution Order No R1-2021-0017 for The Elk River Restoration Project as an Exemption to the Enclosed Bays and Estuaries Policy Prohibiting Waste Discharges to Humboldt Bay

Dear Members of the Board and Staff:

As a resident of Elk River, a ratepayer of Humboldt Community Services District, and a citizen who frequently walks the project area, I thank you for again extending the comment period, but it's far short of what's needed. Since my letter of 3 May, facts concerning this project have continued to surface, making it clear that omissions cited in that letter are only a small part of what has been forgotten, ignored, or obfuscated. The failure of democratic process is much deeper and more extensive than your usual cycle of comment and response is capable of covering up. A full workshop and expanded study of this project and its history are required if there is to be any meaningful public participation, not just your board's preferred and pre-arranged outcome.

My previous letter cited your failure to include not only the general public and elected officials of the City of Eureka, but the Wiyot people whose ancestral village lies within the project area, the residents of Elk River who invested years in a compromised and ineffective regulatory process at the upper end of the watershed, and an entire services district whose more than 7,000 rate payers will bear a significant part of its cost.

Now, newly surfaced documents reveal an even deeper omission: the lengths to which your agency and the City of Eureka have gone to evade the regulations you are supposed to enforce. Again, this new revelation came to light at a meeting of Humboldt Community Services District. In correspondence requested by HCSD's General Manager, which should have been shared years ago, your own staff rejects the present claim that the Elk River Restoration Project would not have occurred if it were not "enhancement" for Eureka's sewer outfall being a mile or so short.

*During our May 24, 2019 phone call, Regional Water Board staff informed you that the proposed Elk River Estuary Project does not qualify for consideration as an enhancement project. Although this may be a beneficial project for the watershed, it is an existing project that would occur in the absence of the discharge. Regional Water Board staff are aware that the project has been under development for several years and that the first phase of the project is slated to begin this year. (12 August, 2019)*

Again, HCSD was not privy to this information, and was as surprised by it as last month's demand for \$1.5 million as their share of the project. Even more serious, and much more sinister, is the letter's attempt to redefine "enhancement" to mean anything remotely connected to your wastewater problem--such as a shortage of grant funds if it is not included before the grant's deadline. This is extremely bad precedent and should not be allowed to stand.

This letter led the HCSD board to request more information--so far not forthcoming--as to why the ocean outfall option was not pursued further. And whether they might not be asked for more millions of dollars when all these evasions have failed? We heard rumors and stories about several outfalls, including what options were pursued, or not pursued, leaving the public to conclude that you were simply trying to save a polluter the expense of properly disposing of its sewage effluent.

No one knows how much is not yet known--those "unknown unknowns"--that might be pertinent to the public decisions that need to be made. These mysteries belong with one other crucial omission from this process: *history*. We should remember that this proposed restoration site has traditionally been used for everything Eureka wanted not to see. Beginning with the Wiyot village. And then not only a sewer plant, but the Pound for which its entry is named. The kennels where they kept and put down stray dogs. The tallow works where they cooked the dead dogs and horses and farm animals. Parcel 2, which I thought was Mall mitigation, was a place to spread "solids" the sewer plant hadn't digested. Hiding things isn't enough. This site is still known to locals as Stinky Beach.

In summary,

- A full public workshop and expanded study of the project and its history
- De-couple the project from Eureka's out of compliance wastewater plant.
- Enlarge the Technical Advisory Committee to include all affected parties, including environmental and advocacy groups.
- Use this opportunity to create a model for public engagement in the restoration of Humboldt Bay and Elk River.
- Keep all affected parties informed and engaged in the decision-making process.
- Connect restoration plans within Humboldt Bay and between Upper and Lower Elk River. It's all one system.
- Focus more on science and the public trust and less on avoiding expense for those you're supposed to regulate.

Thank you,

Jerry Martien

cc: HCSD, Wiyot Tribe, Humboldt Baykeepers

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# Accounts Payable

Checks by Date - Detail by Check Date

User: FM  
 Printed: 7/8/2021 4:46 PM

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

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
54513	UB*01889	CAROL HARRIS	06/10/2021	
		Refund Check		3.23
		Refund Check		5.46
		Refund Check		0.65
		Refund Check		4.68
Total for Check Number 54513:				14.02
54514	UB*01886	KURT KRAMER	06/10/2021	
		Refund Check		6.43
		Refund Check		34.49
		Refund Check		0.62
		Refund Check		6.73
		Refund Check		17.06
		Refund Check		1.95
Total for Check Number 54514:				67.28
54515	UB*01885	WILLIAM/ELIZABETH PEOPLES	06/10/2021	
		Refund Check		1.04
		Refund Check		3.86
		Refund Check		11.05
		Refund Check		24.01
		Refund Check		38.68
		Refund Check		6.59
Total for Check Number 54515:				85.23
54516	UB*01888	TOUA/YOR VANG/LAO	06/10/2021	
		Refund Check		12.82
		Refund Check		34.13
		Refund Check		6.39
		Refund Check		18.59
Total for Check Number 54516:				71.93
54517	UB*01887	CHRISTINE WILLIAMS	06/10/2021	
		Refund Check		28.57
		Refund Check		1.72
		Refund Check		18.12
		Refund Check		3.79
		Refund Check		36.10
		Refund Check		6.76
Total for Check Number 54517:				95.06
54518	A360 789295	AFLAC Supplemental Health Premium - May	06/10/2021	
				265.74
Total for Check Number 54518:				265.74

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
54519	D730 2107D50049	Dept of Water Resources Interest Davis-Grunsky	06/10/2021	344.26
Total for Check Number 54519:				344.26
54520	E484 05312021 784403/1	Cooney Parris and Rieke Corp 18 Watt quad flours 18 Watt quad flours	06/10/2021	-0.70 15.17
Total for Check Number 54520:				14.47
54521	E485 05312021 098146/3 098148/3 098869/3 099061/3 099128/3 099287/3	Cooney Parris and Rieke Corp Discount Earned - May Bushing/Elbow/Tee 2"/Couple 2" Cmnt PVCrdhot 6oz Shop/Welding helmet battery Hardware screws Tools/Hand-held sprayer/Sprayr Spraymaster hd Ridgewood Tank Rehab/Cmnt PVCrdhot Iovoc1	06/10/2021	-5.50 38.02 14.00 15.06 4.11 19.37 27.99
Total for Check Number 54521:				113.05
54522	E558 193623 194194 195243 198184 198187 199008	NAPA Auto Parts of Eureka Shop/SYNOW20 2.5 Blue Def Unit #s 2&3/Oil filters Purple Power car wash/2.5 Blue Def Unit #2/Trailer light adaptor ATC-10-15-25 Fuses	06/10/2021	69.71 39.02 86.58 36.85 6.97 8.46
Total for Check Number 54522:				247.59
54523	E650 70672	Eureka Ready Mix Yard/Base/Pea Gravel	06/10/2021	2,086.14
Total for Check Number 54523:				2,086.14
54524	F850 1580	Freshwater Environmental Services 2020 UWMP Prepapration 04.26.21-05.31.21	06/10/2021	3,800.00
Total for Check Number 54524:				3,800.00
54525	G150 INV000039620	Gaynor Telesystems Inc. ARS 10-Digit Dialing Compliance	06/10/2021	46.50
Total for Check Number 54525:				46.50
54526	H010 05312021 S011840505.002 S011855626.001 S011876662.001 S011876680.001 S011898407.001 S011898407.002 S011898407.002 S011906547.001 S011918037.001 S011919573.001 S011921899.001	Keenan Supply Discount Earned - May Yard Stock/IP tap SS rpr clamp/U-Branch mnpt Lg holesaw arbor w arbor pilot drill Yard stock/Indiana seal shear ring cplg Yard Stock/indiana seal 4" clay shear ring cplg Yard Stock/Brass cplg/SCH 40 pvc plug/Brass 3 Credit/Return/PEP mac-pakxmip brass cplg S011 Yard Stockt/Brass cplg/SCH 40 pvc plug/Brass 3 Tools/Romac 001-0001 OD tape measure Credit/Return/PEP mac-pakxfip brass cplg P. H. B. WL Rpe Dir Drl/Krausz 12" Hymax 2 fl Ridgewood WBS/PVC elbow/Cplg	06/10/2021	-98.01 885.19 327.13 606.46 1,119.64 776.70 -616.00 1,430.04 17.28 -558.42 1,130.90 190.24



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 54526:	5,211.15
54527	H410 23475000	Humboldt Bay Municipal Water D Water Purchased - May	06/10/2021	90,379.15
			Total for Check Number 54527:	90,379.15
54528	I700 5090825	IBS Interstate Battery System Thompson Pump/31P-MHD	06/10/2021	135.02
			Total for Check Number 54528:	135.02
54529	M230 M210430 M210717	Mendes Supply Co CH Bacticide Gal CH Bacticide Gal	06/10/2021	595.62 496.35
			Total for Check Number 54529:	1,091.97
54530	M450 514686887 514730556 514773496 514819807	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	06/10/2021	219.38 365.37 219.38 375.95
			Total for Check Number 54530:	1,180.08
54531	P006 026868243 026868243-1 026868243-2	PACE Supply Corp. Parts for yard stock and Ridgewood pumphouse/ Parts for yard stock and Ridgewood pumphouse/ Parts for yard stock and Ridgewood pumphouse/	06/10/2021	563.77 541.63 136.71
			Total for Check Number 54531:	1,242.11
54533	P430 05312021 962895 964536 964742 965353 965354 966065 967352 967506 967726	Pierson Building Center Discount Earned - May 60# Premix concrete Pine Hill construction/Rayovac lantern battery Unit #14/Electrical tape col asstd/Mini maglite Ridgewood pump house/Rebar grd 40 Ridgewood pump house/Stl angle 0807 Chainlink tensionband 3" Black vinyl numbers P. H. B. WL Rpe Dir Drl/80# Premix P. H. B. WL Rpe Dir Drl/80# Premix	06/10/2021	-3.46 26.00 19.51 16.47 8.67 39.02 5.18 5.62 25.03 50.06
			Total for Check Number 54533:	192.10
54534	P557 1N01551 1O19404 1O64656 1O76514 1O95687 1O95687 1P33934 1P56999 1P64357 Y385519 Y385519	Rexel USA Inc. Ridgewood WBS/C-H Aux Contact Ridgewood WBS/C-H Aux Contact 120 V Coil KLE Long nose/THHN 14 Red str cu 500' SLS Enclosure Panel for Buhne St SLS SLS Enclosure Panel for Perch St SLS C-H open sz 3 120V Ridgewood WBS/Conduit cplg/Sch 40 conduit/A Ridgewood WBS/PVC 4" Conduit cplg SLS Enclosure Panel for Buhne St SLS/Floor sta SLS Enclosure Panel for Perch St SLS/Floor Sta	06/10/2021	166.53 166.53 958.53 125.39 602.15 602.15 1,984.57 302.65 99.10 7,357.24 7,357.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 54534:	19,722.09
54535	P670 06302021	US Postal Service Annual Rental Box 158/07.01.21 - 06.30.22	06/10/2021	322.00
			Total for Check Number 54535:	322.00
54536	S495 35526 35634	Shred Aware PickUp/Shredding/64GalBin/27"S PickUp/Shredding/32 Gal Bin (returned bin to v	06/10/2021	114.00 65.00
			Total for Check Number 54536:	179.00
54537	S670 INV-006038	Springbrook Holding Company LLC Annual Maintenance 07.01.21-06.30.22	06/10/2021	23,640.75
			Total for Check Number 54537:	23,640.75
54538	S808 09006717	Statewide Traffic Safety and Signs (4) Barricade LED Lights	06/10/2021	76.79
			Total for Check Number 54538:	76.79
54539	T285 4120	Thomas R. Bess Hot mix asphalt for trench paving on Humboldt ]	06/10/2021	741.10
			Total for Check Number 54539:	741.10
54540	T410 1492851-01	Malcolm Kelly Inc. Parts for Ridgewood temporary tank vents/PVC	06/10/2021	418.45
			Total for Check Number 54540:	418.45
54541	U410	United Way of Humboldt PR Batch 00001.06.2021 UNITED WAY PR Batch 00002.06.2021 UNITED WAY PR Batch 00001.06.2021 UNITED WAY PR Batch 00001.06.2021 UNITED WAY	06/10/2021 PR Batch 00001.06.2021 UNI PR Batch 00002.06.2021 UNI PR Batch 00001.06.2021 UNI PR Batch 00001.06.2021 UNI	0.14 5.00 6.20 2.66
			Total for Check Number 54541:	14.00
54542	U570 8713 002	The UPS Store Freight to ship handheld for routine maintenance	06/10/2021	24.81
			Total for Check Number 54542:	24.81
54543	V500 9880309972	Verizon Wireless Cellular Service - May	06/10/2021	387.80
			Total for Check Number 54543:	387.80
54544	V700 INV 21-408357 INV 21-4113339 INV 21-411696	Valley Pacific Petroleum Services Inc Unit #s 2 & 3/Valv prem blue extreme 5w40/Plat Fuel Tack Oil Sprayer/Propane	06/10/2021	251.60 5,196.75 36.64
			Total for Check Number 54544:	5,484.99
54545	W208 1026	Watt's Cleaning Services Quarterly cleaning for May 2021	06/10/2021	1,165.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 54545:	1,165.00
54546	W330 0047589-IN	WECO Industries Sewer Camera parts/Pigtail/Chamber/SR Fitt	06/10/2021	616.83
			Total for Check Number 54546:	616.83
54547	W570 307640	Western Chain Saw Oregon Gator Line	06/10/2021	20.60
			Total for Check Number 54547:	20.60
54548	X800 3556B74508	Xylem Inc. New Flygt Model # NP-3127.070 10 HP 460 VC	06/10/2021	13,795.00
			Total for Check Number 54548:	13,795.00
			Total for 6/10/2021:	173,292.06
54549	UB*01890	GUEORGUI ILIEV Refund Check Refund Check Refund Check Refund Check Refund Check Refund Check	06/17/2021	49.99 27.25 2.17 22.81 9.35 5.97
			Total for Check Number 54549:	117.54
54550	UB*01891	CHRISTIAN/NESTOR PEHL/RAMOS Refund Check Refund Check Refund Check Refund Check Refund Check Refund Check	06/17/2021	13.34 65.65 0.81 8.51 38.84 8.91
			Total for Check Number 54550:	136.06
54551	A160 0668752 0668752 0668752 0668752 0668752 0668752 0668752 0668752 0668752 0668752 0668752 0668752 0668752 0668752	ACWA-JPIA iMedical Plan -Retired Members fDental Plan - Board Members eMedical Plan - Board Members dLife/AD&D Plan - Employees ICOBRA - Medical mCOBRA - Dental cVision Plan - Employees bDental Plan - Employees kVision Plan - Retired Members jDental Plan - Retired Members hLife/AD&D Plan -Board Members nCOBRA - Vision aMedical Plan - Employees gVision Plan - Board Members	06/17/2021	21,838.15 448.76 12,754.75 393.41 1,170.14 33.72 328.23 1,702.84 312.60 1,052.16 28.49 15.63 59,443.10 78.15
			Total for Check Number 54551:	99,600.13
54552	B100 117677	B and B Portable Toilets Cleaning of the District owned portable toilet	06/17/2021	50.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 54552:				50.00
54553	B284 1436761	Badger Meter Inc 36 Badger meters 5/8 inch	06/17/2021	5,709.32
Total for Check Number 54553:				5,709.32
54554	C036	Corporate Payment Systems	06/17/2021	
	240095811483006	TK/Water Env. Federation (CA WEA): TKW M		267.00
	240728011402070	DT/Ridgewood WBS/Galco/Voltage monitor/Co		842.59
	240728011452070	DT/Ridgewood WBS/Galco/Relay/Socket/Trans		252.27
	240728011472070	DT/Galco/Fuses		18.36
	240728011552070	DT/Ridgewood WBS/Galco/Core and coil		72.46
	241294211401000	TL/MH Retirement/Visa/Conti's		500.00
	241640711401050	WP/NAPA Auto parts/Tools Construction/Impac		54.24
	242042911380000	TL/FY 20/21 Microsoft Online Email Exchange		84.00
	242042911510000	TK/EBAY: PE Exam Study Materials		19.78
	24204291151000x	TK/EBAY: PE Exam Study Materials		21.55
	2420429115100xx	TK/EBAY: PE Exam Study Materials		172.39
	242316811404000	DT/Harbor Freight Tools/800# Hand truck		65.09
	244273311467402	TL/Murphy's Market/Ridgewood WBS/Meals		60.50
	24427331146740x	TL/Murphy's Market/Ridgewood WBS/Meals		20.27
	244450011410006	TL/MH Retirement/Contis(Renner)		206.95
	246921611331000	TL/MH Retirement Accessories		9.69
	246921611331007	TL/MH Retirement Accessories		7.53
	246921611371009	TL/MH Retirement Accessories		80.11
	246921611551000	NM/Amazon/Customer Service/Monitor filters (		140.82
	246921611551006	NM/Amazon/Customer Service/Monitor filters (		79.21
	247170511332713	WP/Staples Connect/Projector adapter/J5 USB t		53.80
	247333411320290	WP/Broadway Automotive/Unit #19/Smog Certi		60.00
	247333411400170	TL/MH Retirement/Sea Grill		200.00
	247650111267261	DT/National Safety Inc/Lel sensor series monit		120.00
	249064111381215	DT/CrashPlan/Code 42 Back-Up System 3 Serve		29.97
Total for Check Number 54554:				3,438.58
54555	C180	Canon Solutions America Inc.	06/17/2021	
	4036432878	Office/Color Copies WXD03492-04.30.21-05.30		185.68
	4036432878	Use Tax Recovery Fee/OfficeCop		7.94
	4036432878	Office/Black Copies WXD03492-04.30.21-05.30		19.07
Total for Check Number 54555:				212.69
54556	C410	City of Eureka: SW	06/17/2021	
	May 2021	Humboldt Hill 21%		25,100.25
	May 2021	General 79%		94,424.75
Total for Check Number 54556:				119,525.00
54557	C430	City of Eureka: WA	06/17/2021	
	05312021	Water Purchased - May 2021		65,899.00
Total for Check Number 54557:				65,899.00
54558	F010	Farmer Brothers Co	06/17/2021	
	81501217	Fr Rst DC (2)/Creamer Shaker		191.66
Total for Check Number 54558:				191.66
54559	H525	Humboldt Co DHHS	06/17/2021	
	IN0027268	Annual Hazardous Materials Plan Fees		380.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	IN0027269	Annual Hazardous Materials Plan Fees		380.05
	IN0027270	Annual Hazardous Materials Plan Fees		380.05
	IN0027271	Annual Hazardous Materials Plan Fees		951.10
	IN0027279	Annual Hazardous Materials Plan Fees		380.05
Total for Check Number 54559:				2,471.30
54560	H660 20-17561	Humboldt County Clerk Recorder Billing Period 10.01.20 - 05.31.21	06/17/2021	3.00
Total for Check Number 54560:				3.00
54561	I559 S1045926.001	Inland Water Works Supply Co ITRON 100W+ for Badger 5/8 meters	06/17/2021	3,046.68
Total for Check Number 54561:				3,046.68
54562	J800 119178	Johnson's Mobile Rentals LLC Rental fencing for the Ridgewood Tank Off-line	06/17/2021	252.78
Total for Check Number 54562:				252.78
54563	M560 47868	The Mitchell Law Firm LLP Legal Services - May 2021	06/17/2021	1,120.00
Total for Check Number 54563:				1,120.00
54564	P190 163763 164364 164366 164369	Pacific Paper Co Log M625 Wireless mouse TL/Calculator receipt 3x3" Post it notes/Sharpie fine/Storage boxes/WI BIC Coloring markers/MH Retirement Gel based ink pens/MH Retirement	06/17/2021	55.63 95.71 8.14 16.26
Total for Check Number 54564:				175.74
54565	P785 13446	Powell Landscape Materials Concrete repairs/Myrtle/Skyline	06/17/2021	162.93
Total for Check Number 54565:				162.93
54566	R250 26852160	Recology Humboldt County Garbage Service - May	06/17/2021	477.88
Total for Check Number 54566:				477.88
54567	T285 4133	Thomas R. Bess Hot asphalt for the Pine Hill Bridge Water Main	06/17/2021	696.07
Total for Check Number 54567:				696.07
54568	U730 598166	USA Bluebook 8 oz Refill bottle of Bacteriostatic additive	06/17/2021	69.40
Total for Check Number 54568:				69.40
Total for 6/17/2021:				303,355.76
54569	UB*01892	HEATHER GRABOW Refund Check Refund Check Refund Check	06/24/2021	5.57 2.91 18.63

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Refund Check		3.49
		Refund Check		12.69
		Refund Check		0.53
			Total for Check Number 54569:	43.82
54570	UB*01893	JUSTIN ADAMS CONSTRUCTION	06/24/2021	
		Refund Check		34.19
		Refund Check		1.84
		Refund Check		19.39
			Total for Check Number 54570:	55.42
54571	F049	Fastenal Company	06/24/2021	
	CAEUR115882	AA Btry/D Btry/8mil Orange disp gloves		102.62
	CAEUR115882	Pipe thread sealant/Electrical tape/Duct tape		93.84
			Total for Check Number 54571:	196.46
54572	F050	Fastenal Industrial	06/24/2021	
	CAEUR115979	Hole Saw Hole Dozer/Hole Saw Speed Slot/Pilo		62.46
	CAEUR115986	Wht MultiFold PprTwl		34.20
	CAEUR116215	Unit #4/Tools/Wht paint mrkr/Aviation snips/Lu		199.63
	CAEUR116255	Paper towel/Toilet seat covers		45.65
			Total for Check Number 54572:	341.94
54573	M780 0160319-IN	Municipal Maintenance Equipmen Unit #18/Hydraulic rams for vac con	06/24/2021	
				1,047.49
			Total for Check Number 54573:	1,047.49
54574	P006	PACE Supply Corp.	06/24/2021	
	026904140	Parts for the Pine Hill Bridge Water Main Line R		2,519.33
	026912224	Parts for the Pine Hill Bridge Water Main Line R		881.95
			Total for Check Number 54574:	3,401.28
54575	P010	Pacific Gas and Electric-GN	06/24/2021	
	07012021	dGeneral Sewer System		3,226.07
	07012021	eKS/HH Sewer System		1,141.38
	07012021	bHH Water System		7,866.24
	07012021	aWA Pump & District/Cummings		6,910.81
	07012021	fOffice/Yard		5,071.97
	07012021	gSpark energy Gas/LP Gas Chgs		77.88
	07012021	cFW/MR Water System		782.99
			Total for Check Number 54575:	25,077.34
54576	P563 23433-42901	Tom Ponton Industries, Inc. Flo Dar Meter Battery	06/24/2021	
				605.47
			Total for Check Number 54576:	605.47
54577	S750 07012021	Standard Insurance Company Short&Long Term Empl Disabilit	06/24/2021	
				1,526.07
			Total for Check Number 54577:	1,526.07
54578	S850 07162021+10	Suddenlink Internet/Phone 06.24.21-07.23.21	06/24/2021	
				525.56

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 54578:	525.56
54579	S860 113838137-0001	Sunbelt Rentals Manlift rental for the Ridgewood Tank Off-line F	06/24/2021	604.08
			Total for Check Number 54579:	604.08
54580	T285 4145	Thomas R. Bess Hot asphalt for paving on the Pine Hill Bridge W	06/24/2021	695.25
			Total for Check Number 54580:	695.25
54581	U410	United Way of Humboldt PR Batch 00004.06.2021 UNITED WAY PR Batch 00004.06.2021 UNITED WAY PR Batch 00004.06.2021 UNITED WAY	06/24/2021 PR Batch 00004.06.2021 UNI PR Batch 00004.06.2021 UNI PR Batch 00004.06.2021 UNI	1.27 0.45 2.28
			Total for Check Number 54581:	4.00
54582	X800 3556B75056	Xylem Inc. New Flygt pump for the Hidden Meadows SLS t	06/24/2021	9,702.56
			Total for Check Number 54582:	9,702.56
			Total for 6/24/2021:	43,826.74
			Report Total (69 checks):	520,474.56

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# Humboldt Community Services District

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

## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: July 13, 2021

AGENDA ITEM: F.1

TITLE: Consideration of Updated Revision to HCSD COVID-19 Prevention Program (CPP)

PRESENTED BY: Terrence Williams, General Manager

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### Recommendation:

Motion to adopt the updated revision to the HCSD COVID Prevention Program (CPP) as outlined by CalOSHA. Roll-call vote.

### Summary:

In late 2020, all public agencies and employers were required to implement and maintain a CPP under California Code of Regulations (CCR) Section 3205, Cal/OSHA Emergency Temporary Standards. As a result of Governor Newsom's rescension of many COVID restrictions for the general California public June 15, CalOSHA followed suit by modifying many of its employer requirements and guidelines on June 17.

Included in this packet is a copy of the District's existing CPP wherein updates (additions/ eliminations) are reflected in red, or in some cases, blue.

- The most significant change addresses face coverings (masks): only those unvaccinated must wear face coverings while indoors, and outdoors if 6 ft. of separation is not possible. Personnel that do not choose to provide evidence of vaccination are treated as unvaccinated under Cal/OSHA guidelines. Anyone that is vaccinated is at liberty to wear face coverings as desired. For your reference, there are currently 12 of the District's 21 staff members who have provided evidence of vaccination.
- Most sub-topics delineate the protocol between vaccinated and unvaccinated staff.
- Modifications have been made to the sections describing District action should one or more of its staff contract COVID-19 and/or are exposed to an active case.
- The return-to-Work process has been reduced from fourteen days to ten days since the first appearance of symptoms

**Fiscal Impact:** None

**Humboldt Community Services District  
COVID-19 Prevention Program (CPP)  
Approved by the Board of Directors ~~January 26~~ July 13, 2021**

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.  
**Effective Date: January 1, 2021 / Updated July 1, 2021**

**Authority and Responsibility**

The General Manager has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

**Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form, as needed, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Non-contact digital infra-red thermometers are available to staff to use to self-monitor.
- If employees have a fever they are instructed to stay home and not return until they have not had a fever for at least 24 hours without use of fever reducing medication.

**Employee participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Self-monitoring
- Discussing concerns with supervisors and management for consideration and potential action.

**Employee/Visitor screening**

We screen our employees by:

- Self-screening according to CDPH guidelines.
- Ensure that face coverings, if needed, are available.
- Non-contact thermometers are available for self-monitoring.

- Face coverings are used during screening by both screeners and employees, and, if temperatures are measured, that non-contact thermometers are used.

### Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

The following will be accomplished:

- The severity of the hazard will be assessed and correction time frames assigned accordingly.
- Staff will be identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

### Control of COVID-19 Hazards

#### Vaccination

An employee is considered fully vaccinated once documented evidence is presented to Administrative staff indicating that the employee received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series, or a single dose COVID-19 vaccine. Vaccines must be FDA approved.

Providing evidence of COVID-19 vaccination is not mandatory. All employees have the choice to decline to state whether they are vaccinated or not. In such a case, the District must treat the employee as unvaccinated.

#### Testing

Under the District provided health benefit plans, free of charge COVID-19 testing is available through Rite-Aid and Walgreen's pharmacies at no cost to the employee during paid time for:

- Symptomatic unvaccinated employees, regardless of whether there is a known exposure.
- Unvaccinated employees after an exposure.
- Vaccinated employees after an exposure if they develop symptoms.
- Unvaccinated employees in an outbreak. An outbreak consists of three or more COVID-19 cases among employees in an exposed group within a 14-day period.
- Periodic testing for all employees during a major outbreak. A major outbreak is where 20 or more COVID-19 cases in an exposed group occur within a 30-day period.

#### **Physical Distancing**

Effective June 15, 2021, all physical distancing and barrier requirements, regardless of vaccination status, have been eliminated. However, the District reserves the right to assess workplace hazards and implement controls to prevent transmission of disease including, but not limited to, a determination that physical distancing is necessary in the workplace such as during an outbreak (3 or more employees).

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Separation of office staff:

## • All Staff

- Upon request by any staff member, the District will provide to that employee a face covering and ensure it is properly worn by the individual (over the nose and mouth when indoors, and where required by orders from the California Department of Public Health (CDPH), or local health department.
- Upon Request by any staff member, the District will provide that employee with an approved respirator for voluntary use when working indoors, or in a vehicle with others, at no cost.
- Must wear face coverings during an outbreak (3 or more employees in an exposed group).

~~We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.~~

Disposable face coverings will be provided at entry doors at the District office for employees and visitors as needed. The District provides both reusable and disposable face coverings to all employees who need them upon request.

~~The following are exceptions to the use of face coverings in our workplace:~~

- ~~• When an employee is alone in a room.~~
- ~~• While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.~~
- ~~• Employees wearing respiratory protection in accordance with CGR Title 8 section 5144 or other safety orders.~~
- ~~• Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.~~
- ~~• Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.~~

## **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- ~~• Where control or work stations cannot be separated, Plexiglass barriers between stations will be in place~~
- We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:
- Natural ventilation such as opening windows and doors, weather permitting.

## **Cleaning and ~~d~~Disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Disinfection materials will be supplied, such as disinfection wipes, hand sanitizer, and chlorine solution
- Employees are to utilize provided disinfectant to wipe down shared work stations (including but not limited to all flat surfaces, all door handles, phones, computer terminals & keyboards, radios) at the beginning of the work-period and at the end of the work period.



- Minimize public access to the office by keeping front door locked
- Minimize interaction of office staff with public by installing plexiglass at customer counter.
- Post instructions to public to place payments in lockbox located in the parking area.
- ~~○ Separation of staff by providing as many individual work stations as possible~~
- ~~○ Where control or work stations cannot be separated, plexiglass barriers between stations will be in place~~
- Staggered break times
- Separation of Maintenance staff:
  - ~~○ Limit office access to maintenance office, restroom, and copier/fax station~~
  - ~~○ Separation of staff by providing as many individual work stations as possible~~
  - ~~○ Where control or work stations cannot be separated, plexiglass barriers between stations will be in place~~
  - Staggered break times
- Separation of Construction staff:
  - ~~○ Staff shall not enter the office building unless requested/directed to do so.~~
  - ~~○ Separation of staff by providing as many individual work stations as possible~~
  - ~~○ Where control or work stations cannot be separated, plexiglass barriers between stations will be in place~~
  - Staggered break times
- Water Service Worker (WSW) Staff:
  - ~~○ Separation of staff by allowing only one (1) employee in the WSW office at a time~~
  - Staff shall minimize entering the main office building to the best extent possible
  - Staggered break times
- ~~● Individuals will be kept as far apart as possible and required to wear masks when there are situations where six feet of physical distancing cannot be achieved.~~
- ~~● Elimination of group meetings of six or more individuals by utilizing virtual meeting platforms.~~

## Face Coverings

### ● Unvaccinated/Not Fully Vaccinated (NFV) Staff

- Indoors – While indoors, NFV staff **must** use a face covering worn over the nose and mouth at all times, in vehicles, and when required by orders from the CDPH.
- Exception to NFV staff wearing face coverings while indoors:
  - When alone in a room or vehicle
  - While eating or drinking provided employees are at least six feet apart, and there is an outside air supply to the area.
  - Those who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
  - While doing specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.
- Outdoors – Although not required to wear face coverings outdoors, CalOSHA recommends face coverings when six feet of physical distancing cannot be maintained.

### ● Fully Vaccinated Staff (FVS)

In order to qualify as a FVS, the employee must provide proof of vaccination (vaccine card, image of vaccine card, or health care document showing vaccination status). The District will maintain a confidential copy in a separate file from other medical information. For additional clarification, see "Vaccinations" above.

FVS do not need to wear face coverings indoors or in vehicles, except for certain situations during outbreaks, and in settings where CDPH requires all persons to wear face coverings.

- Shared vehicles are to have door handles, and operating controls, wiped down (including but not limited to door handles (inside/outside), armrests/center dividers, steering wheel, gear shift handle, wipers, turn signals, radio controls, dashboard, seats) with provided disinfectant before use.
- Shared common areas should be disinfected at ~~least twice during the~~ close of each work day ~~unless working alone outside of normal business hours.~~

**Areas of Responsibility:**

Employees with Offices are responsible for disinfecting their work spaces at least once per day.

Superintendent – Unit #19, Men's office restroom

Operations/Maintenance Department – Foreman's office, telemetry office, lower shop (main shop, not offices), small truck garage, fire vault, water booster stations (as necessary), sewer lift stations (as necessary) Units 4, 6, 9, 13, 15, 16, 17

Construction Department – Foreman's office, construction office/restroom, upper shop, Units 1, 2, 3, 8, 10, 14, 18, and Heavy equipment

Engineering Department

- Community Services Manager – planning counter area, planning counter door, Unit 7
- Engineering Technician – copier, fax machine, counter space, Unit 5

Finance Department – each individual work space, lobby, front counter, computer room area, all five doors related to the area, women's office restroom, money safe area, Board Room closet as necessary.

Water Service Workers (Meter Office) – break room/office building, Units 11 and 12

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Upon notification of a COVID-19 case in the workplace, a deep cleaning/disinfection of the work area used by the person will be done by staff utilizing provided disinfection solutions. Person performing the deep cleaning/disinfection will wear a ~~Disposable Tyvek suit,~~ disposable gloves, N-95 half mask respirator, and eye protection.

**Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

- Employees will have disposable sanitation wipes and hand sanitizer available to wipe down, any or all shared common equipment at their work stations. Training will be available as needed.
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example – steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

**Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Provide soap as well as instant hand-sanitizer at each sink located in restrooms, kitchens, break rooms, etc.
- Encourage employees to follow CDC's five-step hand washing instructions: Wet, Lather, Scrub (at least 20 seconds), Rinse, Dry.
- Encourage employees to perform a thorough hand-cleaning after restroom use, and at various times during their shift.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Require employees utilize hand sanitizer before and after utilizing shared work areas or equipment.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

### **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form. Employees who had potential COVID-19 exposure in our workplace:

- Must notify the General Manager or Superintendent of potential exposure.
- Employee will be offered COVID-19 testing at no cost during their working hours.
- The information on benefits will be described in training and written instruction.

### **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to the General Manager or the Superintendent. Symptoms should be communicated via electronic communications (i.e., phone or text), not in person. Hazards should be communicated verbally in person or in writing.
- That employees can report symptoms and hazards without fear of reprisal.
- Where testing is not required, but an employee desires voluntary testing, employees can access COVID-19 testing by registering for a test on the County website at <https://humboldt.gov/2787/COVID-Test-Registration>.
- In the event testing is required because of a workplace exposure or outbreak, you will be notified by the District that a potential exposure to a known case has occurred. Based on information provided by the County of Humboldt Public Health Officer, employees should then reach out to their Primary Care Provider or local pharmacy for testing. Alternatively, employees can register for a test at <https://humboldt.gov/2787/COVID-Test-Registration>. Ideal testing is between five and six (5-6) days after exposure. Testing completed too early can create a false negative result (per Humboldt County Public Health), however, all employees who have experienced close contact will be required to be tested should a potential exposure to a known case or an outbreak occur.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

### **Training and Instruction**

We will provide effective training and instruction that includes:



- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- COVID-19 related benefit information.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- The conditions under which face coverings must be worn at the workplace, and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- That eEmployees can request face coverings from the District at no cost to the employee and that respirators such as N95s are more effective at preventing COVID-19, how to properly wear them and perform a seal check.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms; How to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19 by protecting against both transmission and serious illness or death.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

### **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Determining when the COVID-19 case was last in the workplace, and if possible, the date of testing and onset of symptoms.
- Identifying employees who may have been exposed to COVID-19 through a close contact and notify such individuals within one business day.
  - Close contact - an employee who was within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping the "high risk exposure period."
  - High risk exposure period – COVID cases For persons who contract and develop symptoms of COVID-19, from two days before they first develop symptoms until ten days after symptoms first appeared. For persons testing positive but never develop COVID-19 symptoms; from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.



- Providing free of cost testing to any employee with close contact which occurred in the workplace. Any employee who tests positive for COVID-19 will be excluded from the workplace until meeting the District's return to work criteria.
- Excluding employees with COVID-19 cases and exposure exposed unvaccinated employees from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case or until return-to-work requirements are met until they are no longer an infection risk. Exposed employees who are fully vaccinated or who recently recovered from COVID-19 and have no symptoms do not need to be excluded from the workplace.
- Making COVID-19 testing available to unvaccinated potentially exposed employees. Fully vaccinated employees and those who recently recovered from COVID-19 are exempted from testing.
- Investigate to determine whether workplace conditions could have contributed to the risk of exposure, and what corrections could reduce the exposure.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. Such exposure resulting in contraction of COVID-19 is covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

### **Reporting, Recordkeeping, and Access**

It is our policy to:

- Follow state and local health department reporting requirements.
- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- Documenting those employees who do not wear face coverings indoors or in vehicles with others are fully vaccinated.

### **Return-to-Work Criteria**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 14 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 14 days have passed since the date of specimen collection of their first positive COVID-19 test.

- ~~Unvaccinated~~ Employees with a potential exposure who do not develop COVID-19 symptoms, ~~and receive a test at least five days after the date of the potential exposure with a negative result may return to work when they are no longer an infection risk without further action.~~
- ~~Employees exposed to a known case, but do not develop COVID-19 symptoms, and due to testing availability within the County of Humboldt are unable to get tested, may return to work after ten (10) days have passed since the exposure to a known case.~~
- A negative COVID-19 test will not be required for an employee to return to work once the minimum time periods outlined above have been met.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 14/10 days from the time the order to isolate was effective, or 14/10 days from the time the order to quarantine was effective.
- ~~Any~~ Employees experiencing any COVID-19 symptoms as defined by the CDC (Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea) without any known exposure, shall not report to work until:
  - ~~Vaccinated Staff~~ - symptoms have subsided.
  - ~~Unvaccinated Staff~~ - shall ~~and either~~ present the District with a negative test result or a written note by their doctor stating the employee does not have COVID-19 and is not contagious prior to being permitted to return to work or 10 days have passed without symptoms.

### Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### COVID-19 testing

- ~~Under the District provided health benefit plans, We will provide COVID-19 testing is available to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours through their local pharmacies or by registering for a test at <https://humboldt.gov/2787/COVID/Test-Registration>.~~
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

### Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria** requirements, and local health officer orders if applicable.

### Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our **CPP Investigating and Responding to COVID-19 Cases**.

### **COVID-19 investigation, review and hazard correction**

In addition to our **CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
  - We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.
-

**Appendix A: Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name(s) of employee and authorized employee representative that participated:**  
 \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

## Appendix B: COVID-19 Inspections

Date: \_\_\_\_\_

Name of person(s) conducting the inspection: \_\_\_\_\_

Work location evaluated: \_\_\_\_\_

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

### Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** \_\_\_\_\_

**Name of person(s) conducting the investigation:** \_\_\_\_\_

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
<p>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</p>			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.





# Humboldt Community Services District

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

## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: July 13, 2021

**AGENDA ITEM:** F.2 (New Business)

**TITLE:** Consideration of Revised Water Hauling Guidelines and Application/Permit

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

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### **Recommendation:**

Motion to accept revised Water Hauling Guidelines and Application/Permit followed by a roll-call vote.

### **Summary:**

Through research and communication with the State Water Resources Control Board, the District's current water hauling practices present a legal liability to the District and to our wholesale supplier, Humboldt Bay Municipal Water District, by not restricting the use of hauled water to within the District's sphere of influence. The language in the proposed Water Hauling Guidelines and Application/Permit documents, included in this packet, restricts the destination of hauled water for domestic, construction and hydroseeding purposes within the District's sphere of influence. Further, limits on the daily and/or monthly volumetric usage are established for each of these end uses. 30,000 gallons per day for construction and hydroseeding, and 15,000 gallons (20 units) per month per address for domestic use which is very high for residential consumption.

By requiring water haulers to sign a document indicating that the water will be used within the District's sphere of influence and logging and limiting the volume and specific destination of the water; the liability is effectively transferred to the water haulers.

These modifications to the Water Hauling Guidelines and Application/Permit do not apply to water hauled for emergency purposes.

### **Fiscal Impact:**

Unknown

# Humboldt Community Services District

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

## WATER HAULER GUIDELINES

Effective July 15, ~~2020~~2021

It is the District's desire to be able to provide a convenient source of potable water for transportation to other areas within the District's Sphere of Influence when necessary for domestic ~~or municipal~~ use as well as water for hydro-seeding and construction. The District would also like to keep the process simple while maintaining the integrity of the water system. The District has established the following guidelines effective immediately:

- All water haulers desiring to purchase water from HCSD must complete and submit an HCSD application and permit for each tanker truck, and driver, including those trucks used by sub-contractors.
- Current Certificates of Insurance for general liability and auto liability must be on file with the District (See attached for details).
- Water Haulers are advised that water availability is subject to change without notice.
- The District requires that all tankers fill at the District yard (5055 Walnut Drive in Cutten) between the hours of 8 :30 a.m. and 4 p.m., Monday through Friday. **It is unlawful to take water from any other hydrant/location. In addition, tampering with any fire hydrant for the unauthorized use of water therefrom, or any other purpose, is a misdemeanor punishable by law (HCSD Code 4.10.180)**
- All water haulers are required to check in at the District office prior to filling up and provide the following information on their **load log**: approximate gallons, date, time, destination address, and certify it is the water destined will be used for the aforementioned uses/purposes.
- **The fee for less than 600 gallons per load is \$20.00. The fee for 600 or more gallons per load is \$0.03/gallon. Fees will be invoiced monthly per load log (as outlined above) and payment to the District is to be made prior to the invoice due date. Late payment of invoice may result in suspension of privileges.**
  - Maximum water available to each water hauler (company) is 5030,000 gallons per day for construction and hydroseeding and 15,000 gallons per month per destination address for domestic use.
- **To maintain the integrity and security of the District's property, please observe the following:**
  - **Do not enter** District buildings other than the District Main Office.
  - ~~There is a public restroom in the District Main Office~~
  - A telephone is available for emergency use in the District Main Office
  - **Do not attempt to move** District vehicles or property. Ask for assistance from a District employee if you have a problem.
  - District personnel and equipment need access to the hydrant in the District Yard. District personnel and equipment have priority over other users.
  - **It is strictly prohibited to utilize any District water source to wash, rinse, or hose off any vehicle.**

Violation of the above guidelines may result in the loss of privilege to obtain water from Humboldt Community Services District and/or legal action.

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Post Office Box 158 • Cutten, CA 95534 • (707) 443-4550 • Fax (707) 443-0818

## **CERTIFICATE OF INSURANCE REQUIREMENTS**

All water purveyors and bulk water haulers will be required to provide the Humboldt Community Services District with a Certificate of Insurance on an annual basis.

The Certificate of Insurance shall evidence general liability coverage of not less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage and auto liability of at least \$1,000,000 for bodily injury and property damage each accident limit. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-, VII, or equivalent, or as otherwise approved by the District. In the event that the water purveyor/hauler employs other contractors (sub-contractors) to haul water from the District, it shall be the water purveyor/hauler's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above. Said policies shall name the District as an additional insured and shall constitute primary insurance as to the District, its officers, agents and employees, so that any other policies held by the District shall not contribute to any loss under said insurance.

**HUMBOLDT COMMUNITY SERVICES DISTRICT  
WATER HAULER APPLICATION PERMIT**

Name _____	Date _____
Address _____	
Phone _____ Fax _____	Permit # _____
E-Mail _____	Account # _____
Contact Name _____	

  

<p style="text-align: center;">Vehicle #1</p> Make/Model _____ Year _____ License # _____ State _____ Tank Size _____ Remarks _____	<p style="text-align: center;">Back Flow Inspection:</p> System Type _____ Date _____ Approved By: _____
<p style="text-align: center;">Vehicle #2</p> Make/Model _____ Year _____ License # _____ State _____ Tank Size _____ Remarks _____	<p style="text-align: center;">Back Flow Inspection:</p> System Type _____ Date _____ Approved By: _____

  

<p style="text-align: center;">Driver #1</p> Name _____ CA DL# _____	<p style="text-align: center;">Driver #2</p> Name _____ CA DL# _____
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This permit, issued by Humboldt Community Services District (HCSD) to the owner and/or operator of the equipment identified above, shall be in effect for a period of one (1) year from the date of application approval, subject to the following conditions:

1. This permit is to acquire bulk water from HCSD as directed by HCSD staff.
2. The water purchased is for domestic or construction use within the District's Sphere of Influence.
3. HCSD is not responsible for the contents once it leaves the District's system.
4. This permit, or a copy of, must be with the vehicle when acquiring the water.
5. Revocation of this permit may occur at any time, with or without cause, and/or modified at the District's discretion.
6. Written notification to HCSD of any changes whatsoever to the equipment identified above and/or its loading procedures. HCSD staff shall approve such changes prior to continuing operations.
7. The Owner/Operator(s) of this equipment certify said equipment meets all current requirements of the California Department of Health Services and all other applicable regulations.
8. The Owner/Operator(s) will establish an account with HCSD for monthly billing.
9. The Owner/Operator(s) are liable for any damages to the HCSD, its system(s) and/or its equipment.
10. Bulk Water rates are updated on an annual basis and can change at anytime without notice.
11. The Owner/Operator(s) is responsible for any, and all, water taken from the HCSD system.
12. To the fullest extent permitted by law, Owner/Operator(s) will defend, indemnify, and hold harmless the District, its directors, officers, employees or authorized volunteers from all claims and demands of all persons arising out of the performance of the Owner/Operator(s) work or the furnishing of materials; including, but not limited to, claims by the Owner/Operator(s) or Owner/Operator(s) employees for damage to persons or property.

**WATER AVAILABILITY IS SUBJECT TO CHANGE WITHOUT NOTICE**

**By signing below, Owner/Operator(s) acknowledges and agrees to abide by the conditions and requirements set forth above as well as outlined in the HCSD Water Hauler Guidelines**

  

Owner/Operator: _____	Date _____
(Signature)	
Approved by HCSD: _____	Date _____
(Signature)	