



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

AGENDA

DATE: Tuesday, January 28, 2025

TIME: 5:00 p.m.

LOCATION: 5055 Walnut Drive, Eureka, CA

Teleconference locations: 5055 Walnut Drive, Eureka, CA

The HCSD Boardroom is open to the public during the meeting's open session segment(s). This meeting is also held by Zoom video/teleconference, per CA Govt Code § 54953(b). If a member of the public cannot attend in person and would like to speak on an agenda item, including Public Participation, please join through the Zoom website (<https://zoom.us>) by entering Meeting ID 388 963 6754 and Passcode 202520. Access may also be achieved via telephone only by dialing 1-669-900-9128.

A. ROLL CALL

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

B. PLEDGE OF ALLEGIANCE

C. CONSENT CALENDAR

1. Approval of January 28, 2025 Agenda *Pgs. 1-2*
2. Approval of Minutes of the Regular Meeting of January 14, 2025 *Pgs. 3-7*

D. REPORTS

1. General Manager
 - a) District Update *Pgs. 9*
2. Finance Department
 - a) Update
3. Engineering
 - a) Update *Pgs. 11*
4. Planning
 - a) Update *Pgs. 13*

5. Legal Counsel
6. Director Reports
7. Other

E. PUBLIC PARTICIPATION

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

F. NEW BUSINESS

1. Presentation: California Special District Association – Chris Norden, Public Affairs Field Coordinator & Olivia Robertson, Member Services Specialist *Pgs. 15-16*
2. Consideration of Purchase of 2025 Ford F-350 with Scelzi Flatbed Upfit Package *Pgs. 17-20*

G. CLOSED SESSION

1. Pursuant to Government Code Section 54954.5(e) PUBLIC EMPLOYEE PERFORMANCE EVALUATION – General Manager

H. ADJOURNMENT

Next Res: 2025-03

Next Ord: 2025-01

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Robert Christensen at (707) 443-4558, ext. 210, or by email at asm@humboldtcsd.org. Notification 48 hours before 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 Humboldt Community Services District Board of Directors met in Regular Session at 5:00 p.m. on Tuesday, January 14, 2025, at 5055 Walnut Drive, Eureka, California, with public participation available via Zoom tele/video conference.

A. CALL TO ORDER AND ROLL CALL

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

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of January 14, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of December 10, 2024

IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR BENZONELLI, TO APPROVE THE DECEMBER 10, 2024 CONSENT CALENDAR AND AMEND THE AGENDA TO REMOVE: *1. CLOSED SESSION*. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. CORRESPONDENCE

1. J.A. Savage re: December 23, 2024, *San Francisco Chronicle* Article "S.F. says this retiree owes nearly \$8,000 for water. His story raises serious questions"

E. REPORTS

1. General Manager
 - a) District Update

GM reported on his progress in creating a values-based organizational culture in the District and improving customer service. The District is consulting with the General Manager of the Tahoe City Public Utilities District and retired County Supervisor, Julie Fulkerson on the initiatives.

Director Gardiner logged into the meeting at 6:07 p.m

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2. Finance Department

a) December 2024 Check Register

FM reviewed the December 2024 Check Register, which included purchases for the ongoing SCADA project and a fuel tank for the Lentell Tank Generator project.

b) November 2024 Budget Statement

FM noted that the District's Liability and Property Insurance program has experienced a 25% base rate increase. ACWA JPIA's Rate Stabilization program had previously reduced rate increases in previous years. The Rate Stabilization Fund has been exhausted, and the program is expected not to be offered in the future.

3. Engineering

a) Update

AE reported that the District experienced a sanitary sewer overflow (SSO) on December 29, 2024, during a prolonged high-intensity rain event. Staff responded to the Hoover Lift Station at 5:00 a.m. Of the 21,750 gallons that escaped the District's system, 18,450 gallons were recovered. On December 31 the District installed a new pump at the Hoover Lift Station that can pump an additional 500 gallons per minute. A rain event on January 3, which was similar to the December 29 event, occurred and the Hoover Lift Station was able to handle the high-flow event.

4. Planning

a) Update

USP reported that the District submitted the Urban Water Use Objective (UWUO) Report for FY 2023/24. The UWUO is an estimate of efficient water use. For FY 2023/24 HCSD's usage was 200 million gallons under the UWUO for the District. The District's Urban Water Management Plan, Backflow Cross Connection Control Plan and Sanitary Sewer Management Plan are under review to be updated. Updating the plans is critical for infrastructure planning and procurement of grant funding.

5. Legal Counsel

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No report.

6. Director Reports

Director Ryan reported that RREDC will meet on January 27.

F. PUBLIC PARTICIPATION

There was no Public Comment.

G. NEW BUSINESS

1. Consideration of Adopting Resolution 2025-01: Requesting Consolidation of District Funds held with the County of Humboldt Investment Pool Accounts and Resolution 2025-02: Requesting Disbursement of District Funds held with the County of Humboldt Investment Pool.

FM reported that on September 10, 2024, the District received a presentation on funds invested with the County of Humboldt Investment Pool and the California CLASS JPA Investment Pool. The board requested that District funds held with the County of Humboldt be transferred to the California CLASS JPA Investment Pool. The District will maintain a balance in the County of Humboldt's Investment Pool equal to the annual apportionment of property taxes that the District receives.

Director Benzonelli requested that the District consider other types of investment that carry minimal risk to the principal. FM stated that he would prepare a report on investment options.

IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR HANSEN, TO APPROVE ADOPTING RESOLUTION 2025-01: REQUESTING CONSOLIDATION OF DISTRICT FUNDS HELD WITH THE COUNTY OF HUMBOLDT INVESTMENT POOL ACCOUNTS AND RESOLUTION 2025-02: REQUESTING DISBURSEMENT OF DISTRICT FUNDS HELD WITH THE COUNTY OF HUMBOLDT INVESTMENT POOL. MOTION CARRIED ON THE FOLLOWING ROLL CALL VOTE.

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

2. Consideration of Claim for Damages – 2168 Linda Road

GM summarized the claim. It was noted that rejecting the claim reduces the statute of limitations from two years to six months. ACWA JPIA has received the incident report and claim form, and the claimant may contact ACWA JPIA to

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resolve their claim. The Board expressed that the amount claimed of \$4,691.94 was not commensurate with the value of the alleged loss.

IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR RYAN, TO REJECT THE CLAIM FOR DAMAGES IN THE AMOUNT OF \$4,691.94 THAT OCCURRED AT 2168 LINDA ROAD. MOTION CARRIED ON THE FOLLOWING ROLL CALL VOTE.

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

Director Hansen disclosed his employment with the city of Eureka as a potential conflict of interest and recused himself for the remainder of the meeting at 5:52 p.m. before discussing item G.3

3. Consideration of Letter Confirming HCSD's Contribution to CIP Costs of the City of Eureka's Waste Water Treatment Plant Eliminate Bypass Project

GM reported that the Board approved the District's CIP in June 2024, which included a projected expense of \$6.53 million for a project in FYs 26/27 and 27/28 for a project at the Greater Eureka Area Wastewater Treatment Plant (GEAWTP) named the Eliminate Bypass Project with a total cost of \$20 million. The project first appeared in the City of Eureka's CIP program in 2023 with a total cost of \$12 million. The city recently accelerated the project to occur during FYs 25/26 and 26/27 to comply with a consent decree as a result of the Eco Rights Foundation's litigation with the city to comply with the North Coast Regional Water Quality Control Board's 2016 cease and desist order. The city plans to issue an infrastructure bond and requested a letter confirming the District's contribution for underwriting purposes. GM confirmed the District has sufficient financial reserves to meet the accelerated timeline.

The board discussed the District's relationship with the City of Eureka and efforts to develop better communication. The GM plans to invite Jesse Willor, the City's Public Engineer, to present portions of the City's CIP that the District contributes to and the potential of the City Council and the HCSD Board of Directors holding a joint meeting.

IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR RYAN, TO APPROVE A LETTER CONFIRMING HCSD'S CONTRIBUTION TO CIP COSTS OF THE CITY OF EUREKA'S WASTE WATER TREATMENT PLANT ELIMINATE BYPASS PROJECT. MOTION CARRIED ON THE FOLLOWING ROLL CALL VOTE:

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

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I. ADJOURNMENT

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

AYES: BENZONELLI, GARDINER, MATTEOLI, RYAN

NOES: NONE

ABSENT: HANSEN

THE BOARD ADJOURNED ITS REGULAR MEETING OF JANUARY 14, 2025 AT
6:08 P.M.

Submitted, Board Secretary

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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: January 24, 2025
SUBJECT: General Manager Report for January 28, 2025 Board Meeting

Personnel

“Of..., by..., (and) for the people” – Abraham Lincoln 1863

The District runs on people. Established in 1952, the District was formed to promote healthy living for the people of Cutten by providing some of the highest quality drinking water in the state of California and operating and improving a wastewater collection system. The District’s staff (people) work hard to provide services to the ratepayers (people). The District is governed by a Board of Directors (people) focused on the stewardship of the District’s resources of the people. The District also works with project proponents (people) who are planning development within the District. The District provides water and sewer service, but the focus is people.

While on the topic of people, the District has established a goal of completely revamping the Personnel Policies and Procedures manual during 2025. This is a pretty onerous undertaking and there have been multiple unsuccessful attempts over the past 15 years. The updates to the Personnel Policies will incorporate values based intentional organizational culture as discussed at our last Board meeting (January 14). To that end, we will be convening a “Values and Culture Task Force” with representation from each department. The people tapped to participate are not necessarily the department heads.

On another people topic, our new website is short on faces. Rob has been working to coordinate a photo session for the Board of Directors. None of the dates that he proposed work for everyone so we are going to try again to pin down a date.

At the Board level we often discuss the District’s Capital Improvement Program. The District’s most valuable asset though are the people. The development of staff, the health of our ratepayers and the relationships we nurture with stakeholders is paramount to the long term success of our community.

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Humboldt Community Services District

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ENGINEERING MEMORANDUM

To: Board of Directors
From: Kush Rawal, Assistant Engineer
Date: January 24, 2025
Subject: Assistant Engineer Progress Report for January 28, 2025 Board Meeting

Walnut Drive Utility Earthquake Recovery and Resilience Pre-Bid Conference

On Monday, January 13, 2025 at 2:00 P.M. the District hosted a mandatory Walnut Drive Utility Earthquake Recovery and Resilience Pre-Bid Conference held in the Board room held virtually through Zoom. HCSD is currently soliciting bids from those who attended the pre-bid conference for this project with a bid deadline due by 5:00 P.M. February 10, 2025. The sign in sheet and the meeting minutes were posted to the District's website on the Public Notices page.

The Walnut Drive Utility Earthquake Recovery and Resilience Project is funded by a Disaster Assistance Grant from CalOES that will redirect sewer and water infrastructure around slide zones sensitive to seismic activity located between Hurst Street and Northridge Road where they intersect Walnut Drive. This project is to be completed over 100 consecutive work days between March 31, 2025 and November 3, 2025.

The Scope of work for this project includes:

- a) Replacing approximately 1,200 feet of existing asbestos cement (AC) water main line with fused HDPE
- b) Replacing approximately 150 feet of existing water service lines with poly ethylene lines bringing each property meter to grade
- c) Replacing approximately 850 feet of existing AC sewer main line with HDPE
- d) Replacing approximately 100 feet of existing sewer laterals from the mainline to edge of the public right of way with HDPE laterals and bringing each property line cleanout to grade
- e) Constructing 6 new manholes

The District is currently working with Whitchurch Engineering to respond to all RFI's (Requests for Information) by Monday January 27, 2025. After valid bids are submitted to the District, the project will tentatively be awarded February 21, 2025.

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Humboldt Community Services District

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MEMORANDUM

TO: Board of Directors

FROM: Brian McNeill, Utility Services Planner

DATE: January 24, 2025

SUBJECT: Utility Services Planner Report for January 28, 2025 Board Meeting

The California Environmental Protection Agency (CalEPA) oversees the Unified Program. The program is intended to protect Californians from hazardous waste and materials by ensuring local regulatory agencies consistently apply statewide standards when issuing permits, conducting inspections, and engaging in enforcement activities. The Unified Program requires government agencies to report certain information through an online portal called the California Environmental Reporting System (CERS). The District is required to submit annual data to CERS for five separate district-operated facilities: the District office, the South Broadway pump station, the Fields Landing pump station, the Edgewood pump station, and the Hoover pump station. The annual report to CERS has been completed and submitted.

The Safe Drinking Water Act (SDWA) requires that once every five years, the EPA issue a list of unregulated contaminants to be monitored by public water systems (PWSs). The fifth Unregulated Contaminant Monitoring Rule (UCMR 5) was published on December 27, 2021. UCMR 5 requires sample collection for 30 chemical contaminants between 2023 and 2025 using analytical methods developed by the EPA and consensus organizations. This action provides the agency and other interested parties with scientifically valid data on the national occurrence of these contaminants in drinking water. The District is required to pull samples for UCMR 5 in March and September of this year. Staff is now coordinating to meet this requirement to ensure the District stays compliant.

The staff has been busy responding to County Building and Planning Department referrals, assisting project proponents on numerous inquiries ranging from relocating water services to providing quotes for proposed projects.

As always, weekly bacteriological water quality samples were collected from throughout the District.

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Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: January 28, 2025

AGENDA ITEM: F.1

TITLE: California Special District Association Presentation

Presented by: Terrence Williams, General Manager

Recommendation:

Receive a presentation from Chris Norden, Public Affairs Field Coordinator, and Olivia Robertson, Member Services Specialist, about the California Special District Association. Motion and roll call vote to join CSDA.

Summary:

The California Special Districts Association (CSDA) is a 501c(6) not-for-profit association formed in 1969 to promote good governance and improve core local services through professional development, advocacy, and other services for independent special districts.

Historically, Humboldt Community Services District has not been a member of CSDA but has benefitted from its advocacy, professional development, networking, and investment opportunities in the past.

In the past year, the District learned about the opportunity to join California CLASS JPA by participating in and attending a local CSDA chapter meeting. Since joining California CLASS the District has realized an investment return of \$332,479.40. The District has also benefitted from CSDA's consistent presence at the Capitol.

Locally, special districts of similar size, Humboldt Bay Municipal Water District and McKinleyville Community Services District, are both members of CSDA and ACWA. Additionally, many other special districts throughout the County are members of CSDA including Willow Creek CSD, North Coast Unified Air Quality Management District, Westhaven CSD, Redway CSD, Manila CSD, Northern Humboldt Recreation and Park District (Arcata Community Pool), Arcata Fire District, and Shelter Cove Resort Improvement District.

CSDA membership provides the District with specific resources and benefits that will assist the District in completing CIP projects, provide professional development opportunities to Board members and Staff, and access to resources and experts to assist the District with future projects, studies and grant opportunities. Specific examples

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include:

- An RFP/RFQ clearinghouse that will assist the District in soliciting proposals from firms for engineering and construction projects.
- Access to qualified consultants at a special rate that can assist the District with future rate studies, studying activating authorized “latent powers,” contractor compliance and public outreach/communication.
- Leadership, networking and educational opportunities for elected Board Members and Staff.
- Established relationships with local legislators and a comprehensive advocacy and public affairs staff to assist special districts with specific legislative priorities.

Membership in CSDA is based on a District’s operating revenue. Based on the District’s revenue, an annual membership would cost the District \$9,548.00. CSDA is offering HCSD a discounted membership through the end of FY 2025/26.

Fiscal Impact:

Membership dues for Fiscal Year 2025/26 of \$7,638.40

Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: January 28, 2025

AGENDA ITEM: F.2

TITLE: Consideration of Purchase of 2025 Ford F-350 with Scelzi Flatbed Upfit Package

Presented by: Terrence Williams, General Manager

Recommendation:

Consider quotes received for a Ford F-350 with Scelzi flatbed upfit package from National Auto Fleet Group utilizing Sourcewell collective bargaining pricing and Crown Motors who offers pricing that matches the State of California's Statewide Contract for Fleet Vehicles.

Staff recommends the District replace Unit 3 by approving the proposal provided by Crown Motors. Discussion, Motion, and Roll Call Vote.

Summary:

The HCSD Board of Directors adopted the Fiscal Year 2024/25 Capital Improvement Program (CIP) on June 25, 2024. The program detailed scheduled capital improvements between Fiscal Years 2024/25 and 2028/29.

The CIP includes an allocation of \$85,000 to replace a 2013 Diesel Ford F-350 construction truck (Unit 3) in the current fiscal year due to age, mileage (119,903), reliability, and repair costs. The current Unit 3 is a diesel truck. The California Air Resources Board's (CARB's) Advanced Clean Fleet Regulation requires certain local government vehicle purchases to be zero-emission vehicles (ZEVs). The District has researched vehicles presently available on the market, and no zero-emission vehicles can meet the District's needs for this vehicle regarding carrying and towing capacity. Additionally, Humboldt County is a low population area and so the ZEV requirement does not take effect here until January 1, 2027. The District will be able to replace Unit 3 with a non-ZEV truck at this time.

The District is a member of Sourcewell, a consortium of government agencies that uses collective bargaining to purchase vehicles and equipment which significantly simplifies the procurement process. The District solicited a quote from a Sourcewell dealer, National Auto Fleet Group. The District also solicited a quote from Crown Motors, which matches fleet pricing based on the State of California Statewide Contract for Fleet Vehicles. The

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District has previously purchased vehicles from Crown Motors when it used a competitive bidding process to procure a vehicle because Crown Motors has consistently provided the most competitive pricing.

The total price provided follows:

Crown Motors:	\$73,904.97
Sourcewell (National Fleet Group):	\$78,636.23

District staff is committed to identifying mechanisms to reduce carbon emissions and overall energy usage. The District's work truck fleet needs to be available and ready to use any time, night or day, especially during emergencies. There are no commercially available ZEVs that have the carrying and towing capacity required of Unit 3.

While carbon emissions and environmental conservation are extremely important, the reliability and serviceability of the District's fleet will take precedent at this time. At such a time that the District is replacing vehicles whose function can be met by ZEVs, staff will make the recommendation to do so.

Fiscal Impact:

Expenditure of \$73,904.97 - \$78,636.23

Crown Motors

555 W. Cypress Ave. Redding, CA 96001

Cell# 530-523-6011 Fax# 530-255-2932

Email: bill@crownworktrucks.com www.crownworktrucks.com

Ford Fleet Proposal

1/7/2025

To: Humboldt Community Services District
 Attn: Darren Toland

Prepared by: Bill Dawson

Vehicle Bid: New 2025 Ford F-350 Regular Cab 2WD Gas

Quantity	Description	Unit Price	Total
1	New 2025 Ford F-350 Regular Cab 2WD Gas California State Contract # 1-22-23-20F	\$47,359.00	\$47,359.00
1	Change to Dual Rear Wheels	\$1,557.00	\$1,557.00
1	Change to Four Wheel Drive	\$3,657.00	\$3,657.00
1	Add Trailer Brake Controller	\$293.00	\$293.00
1	Add Jack	\$53.00	\$53.00
1	Add Dual Battery	\$205.00	\$205.00
1	Add Rearview Camera	\$405.00	\$405.00
1	Add Amber-White Flasher	\$679.00	\$679.00
1	Scelzi Service Body Quotation 289333	\$14,340.00	\$14,340.00
	**Crown Motors is not a California State Bid Vendor. The base State bid price is being used to match state bid pricing		
		Net Price	\$68,548.00
		Sales Tax	\$5,312.47
	Exempt	Registration	\$0.00
		Doc Fee	\$0.00
		Tire Tax	\$10.50
		MVCS Fee	\$34.00
		Sub Total	\$73,904.97
	Discount for Payment within 20 Days	Discount	(500.00)
		Bid Amount	\$73,404.97
	Delivery to Eureka CA	Delivery	\$500.00
		Total Due	\$73,904.97

Good Until 2/6/2025



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

1/16/2025

Quote ID: 30797 Order Cut Off Date: TBD

Mr. Darren Toland
Humboldt Community Service District
5055 Walnut Dr..
Eureka, California, 95503

Dear Darren Toland

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.
One (1) New/Unused (2025 Ford Super Duty F-350 DRW (F3H) XL 4WD Regular Cab 145" WB 60" CA, Scelzi Upfit Package 289333 + Handling and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$58,7805.00	\$56,850.60	3.282 %	\$1,929.40
Scelzi Upfit Package		\$ 14,340.00		
Tax (9.50 %)		\$6,585.13		
Tire fee		\$10.50		
Transportation		\$850.00		
Total		\$78,636.23		

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,


Gene Carreiro

Account Manager

Email: gcarreiro@watsonvilleford.com

Office: (831) 722-4181

831-332-4644 cell

