Humboldt Community Services District

HUMBOLDT COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING

AGENDA

DATE: **Tuesday, October 13, 2026**

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

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

The HCSD Boardroom is open to the public during the meeting's open session. This meeting is also held by 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 via Zoom (zoom.us) by entering Meeting ID 843 3214 598 and Passcode 015177. Access may also be via telephone 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 October 13, 2026, Meeting Agenda — *Pgs. 1-2*
2. Approval of Minutes of the Regular Meeting of September 22, 2026 — *Pgs. 3-7*
3. Approval of Facilities Use Request by Redwood Empire Little League — *Pgs. 9*

D. REPORTS

1. General Manager — *Pgs. 11*
   a) District Update
2. Finance Manager — *Pgs. 13-22*
   a) August 2026 Budget Report — *Pgs. 23-27*
   b) September 2026 Check Register
3. Legal Counsel
4. Director Reports

E. PUBLIC PARTICIPATION

The public may comment on items not on the agenda. Please use the information above to participate via Zoom. The Board requests that speakers state their name

and where they are from and limit their communications to 3 to 5 minutes. After all oral communications, the Board or staff may briefly respond to comments with information; however, the Brown Act prohibits discussion of matters not on the published agenda. Matters requiring discussion or action will be placed on the agenda of a future meeting.

F. NEW BUSINESS

1. Consideration of Project Proponent Request for a District-Funded Water Mainline into APN 305-271-004/6117 Humboldt Hill Road *Pgs. 29-45*
2. Consideration of Engaging Specialized Employment and Labor Counsel *Pgs. 47-48*

G. OLD BUSINESS

1. Consideration of Adopting Resolution 2026-12: Adopting a Revised Employee-Employer Relations Policy *Pgs. 49-63*

H. ADJOURNMENT

Next Res: 2026-13
Next Ord: 2026-01

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 for this meeting (28 CFR 35.102–35.104, ADA Title II).

Pursuant to CA Govt §54957.5(a), 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 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, September 22, 2026, at 5055 Walnut Drive, Eureka, California, and on Zoom.

A. CALL TO ORDER AND ROLL CALL

President Hansen called the meeting to order at 5:00 pm. Present upon roll call: Directors Benzonelli, Hansen, Gardiner, Matteoli, and Ryan. Staff in attendance: General Manager Williams (GM) and Administrative Services Manager/Board Secretary Christensen (ASM)

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of September 22, 2026, Meeting Agenda
2. Approval of Minutes of the Regular Meeting of September 8, 2026

It was noted that on page three of the September 8, 2026 minutes. The date *August 6 - September 5, 2006* was incorrect and that the correct year was *2026.*

IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR MATTEOLI, TO APPROVE THE SEPTEMBER 22, 2026, CONSENT CALENDAR AS CORRECTED. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. REPORTS

1. General Manager

   a) District Update

   GM reported on the Humboldt Bay Municipal Water District's (HBMWD) development of a new regional coalition, the Baduwa't Watershed Resilience Initiative, aimed at protecting the Baduwa't (Mad River) watershed. The purpose of the coalition is to compete for funding from the California Proposition 4 Watershed Resilience Program. The coalition includes non-profits, tribes, forest health and fire safety groups, and municipalities. North Coast Resource Partnership is funding a grant to provide for professional facilitation of the coalition. HBMWD has provided a portion of the necessary matching funds for the effort. Agencies providing matching funds will have a leadership role in the

effort. The GM will meet with HBMWD and leadership from the other wholesale water customers in early October to discuss our role and agenda within the coalition.

2. Legal Counsel

   No report.

3. Director Reports

   Director Ryan reported that the legislature approved Senate Bill (SB) 1125, which establishes a Water Rate Assistance Program, and submitted it to the Governor for signature. The bill establishes a program to provide rate assistance to low-income residential ratepayers, but would first require a funding allocation from the legislature. Director Ryan has reached out to local legislators and the bill's author to express her support for the bill and has encouraged others to contact the Governor and encourage that the bill be signed into law.

E. PUBLIC PARTICIPATION

No public comment.

F. NEW BUSINESS

1. Consideration of Adopting Resolution 2026-10: Authorizing the Destruction of Records

   GM reported that staff has identified District records that have passed their retention date and may be submitted for destruction. District Counsel reviewed the list and has determined which records are appropriate for destruction.

   Director Gardiner noted that the District's Record Management Policy was last updated in 2003 and recommended that it be reviewed and updated. GM provided that District Counsel recommended revising the policy and will provide a review and revision for Board consideration.

   There was no public comment.

   IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR GARDINER, TO ADOPT RESOLUTION 2026-10: AUTHORIZING THE DESTRUCTION OF RECORDS. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Consideration of Adopting Resolution 2026-11: Adopting a Local Vendor Preference Policy

   GM reported that the board recently requested the development of a policy that provides qualified Humboldt County businesses with a measured advantage when competing for District purchases. The policy requires that, to qualify, a business must have a physical location in Humboldt County. Qualified local businesses will receive a local preference credit equal to the lesser of 5% of their total evaluated bid price or $5,000. The preference would only apply to competitive written solicitations for supplies, materials, or equipment in which price is the determining factor of purchase. The policy would not apply to public works or construction contracts subject to the lowest-responsible-bidder requirement governed by public contract code or the California Uniform Public Construction Cost Account Act (CUPCCA). The policy also would not apply to professional services or procurements where the funding condition prohibits local preferences.

   Board members expressed a desire to make purchases within the community. It was noted that the policy would apply to each acquisition and would not be cumulative per supplier. The Board also discussed providing local preference in the construction and bidding process. GM noted that most projects that the District contracts for are under the limits of CUPCCA and that the District uses informal bidding on a significant number of its projects.

   There was no public comment

   IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, TO ADOPT RESOLUTION 2026-11: Adopting a Local Vendor Preference Policy. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

3. Consideration of Adopting Resolution 2026-12: Adopting a Revised Employee-Employer Relations Policy

   ASM reported that the staff is currently updating the District's Personnel Policies and Procedures Manual. Staff initially met with an ad hoc committee, which provided feedback on the current manual and suggested removing section 6, the District's Employee-Employer Relations Policy (EERP), from the handbook and making it a separate policy. Staff has reviewed the District's EERP and has made draft revisions using a model policy that was provided by the CSDA Document Library. The HCSD Employee Association (EA) was consulted on the proposed draft revisions and requested additional time to review the changes. ASM provided an overview of the Meyers-Miliais-Brown Act (MMBA) passed in 1968

and a subsequent amendment that provided the California Public Employee Relations Board (PERB) with quasi-judicial authority to interpret and enforce the MMBA. Significant revisions to the policy were reviewed, including:

- Defining *consult/consultation in good faith*
- Expanding requirements to include all protected classes of employees
- A policy that would provide an option for granting recognition in lieu of an election
- An appeals section to provide a process for employees to appeal a decision of the Employee Relations Officer.
- A provision providing two hours per fiscal year for the employee organization to meet during business hours.
- An impasse procedure that outlines the process of presenting a dispute to the PERB.

ASM noted that the policy was based on a recently approved policy by the Ross Valley Sanitary District. Board members expressed concern about the option to grant recognition in lieu of an election by presenting an employee petition. Staff will provide a revised draft policy based on the Board's feedback for presentation at the October 13, 2026 meeting.

There was no public comment.

4. Consideration and Discussion of Director Roles and Responsibilities Regarding Staff Direction

At the Board's request, the GM provided an overview of the District's governance structure and the Board of Directors' role as the District's collective policy-making body. It was explained that a common governance principle across California special districts is that individual Board members, outside a Board meeting, do not have independent authority to direct staff, assign work, or intervene in operational matters without Board authorization. It was noted that some districts have adopted policies that formalize the relationship and allow individual Board members to request routine information, while reserving direction of staff work for the General Manager. HCSD does not have an adopted policy on this subject.

Director Benzonelli noted that she requested the agenda item to discuss whether the Board needed to formalize a process for board requests of staff, and that previous requests from Board members had concerned her. Director Gardiner stated that Board members have a responsibility to receive information and distinguished between requesting information and providing direction. Director Benzonelli noted that Board members can sometimes find answers to questions with only direction from staff members.

GM noted that most requests he has received are straightforward and can be accommodated with less than an hour of staff time, and the volume of requests

has been manageable. GM stated that if the substance or frequency of requests changed, they would seek a policy or direction from the Board.

There was no Public Comment.

5. Consideration and Discussion on the Potential Impact of Data Centers on HCSD

GM reported that local agencies in Humboldt and across the country are currently deliberating on the impact of Data centers on their communities. The City of Eureka and Arcata recently placed a 45-day moratorium on permitting and approving data centers within their jurisdiction. The County of Humboldt has a 1-year moratorium. The District does not have land-use planning authority and is subject to the planning and permitting decisions of the County of Humboldt. The District's limited review of projects would focus on ensuring appropriate infrastructure, water supply, and wastewater discharge permitting.

The Board discussed the benefits and drawbacks of data centers, including water use and supply, wastewater, employment considerations, the necessity of data centers, and the cultural and philosophical considerations of artificial intelligence.

GM noted that any significant proposed project would require a CEQA review that would determine environmental impact and that the process would provide for considerable input.

There was no public comment.

G. ADJOURNMENT

Without further business, **IT WAS MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR RYAN,** TO ADJOURN. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE.

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF September 22, 2026, AT 6:10 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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: October 13, 2026

AGENDA ITEM: **C.3** (Consent Calendar)

TITLE: Approval of Facilities Use Request by Redwood Empire Little League

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

As part of the October 13, 2026, Consent Calendar, approve the Redwood Empire Little League Facility Use Request for a monthly meeting from 5:45 – 7:00 p.m. on the first Wednesday of every month beginning November 4, 2026.

Summary:

Under District policy adopted by the Board in January 2009, Redwood Empire Little League has requested use of the District Boardroom for its monthly board meetings. Redwood Empire Little League anticipates fewer than 15 attendees and will provide evidence of the required insurance certificate. Historically, the Board has not imposed a fee for non-profit community-oriented requests.

Staff recommends that the Board accept Redwood Empire Little League Facilities Use Request without charge.

Fiscal Impact:

None.

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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: October 9, 2026

SUBJECT: General Manager Report for October 13, 2026 Board Meeting

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Source Water Protection Week

The American Water Works Association recently observed its annual Source Water Protection Week, held September 27 through October 3 under the theme “Protect the Source.” This highlights the importance of safeguarding our watersheds as the first step in providing safe, reliable drinking water. For the Humboldt Community Services District (HCSD), that first step begins high in the Baduwa't watershed above Ruth Lake, the reservoir behind Matthews Dam that stores water released down the river. Humboldt Bay Municipal Water District (HBMWD) draws supply from the river through its collector wells near Essex for delivery to HCSD and other regional agencies. The District’s water portfolio also includes local groundwater from the Eureka Plain Basin, giving our customers a diversified and resilient supply. Protecting these resources is a shared, year-round responsibility. HCSD works closely with HBMWD and regional partners on watershed and supply planning, participates in local groundwater management efforts for the Eureka Plain Basin, maintains wellhead protection and cross connection control programs to guard against contamination, and carefully manages the wastewater collection system to keep sewage out of local streams and groundwater. Through these efforts, HCSD helps ensure that the water reaching every tap starts out as clean as possible.

Utility Worker Solicitation

As reported at the September 8 meeting, the District received thirty applications for the utility worker vacancy in the Maintenance Department and interviewed seven candidates. The selected candidate has completed the pre-employment process and has been onboarded with an official start date of October 9. I am pleased to introduce Ryan Prigmore to the Board at tonight’s meeting. Ryan actually came to the District to assist with our automated meter program over the summer. He brings a wealth of experience in electrical systems and general construction and ended up spending the summer helping the SCADA team by building panels and installing control systems.

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HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
FOR ENTIRE DISTRICT

August 2026

	Budgeted 2026-27	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
OPERATING REVENUE							
Metered Water Sales	7,458,000	631,473	1,275,372	1,243,000	32,372	2.6	
Sewer Service Charges	9,968,000	771,244	1,509,629	1,661,333	(151,704)	(9.1)	
Water & Sewer Construction Charges	35,000	10,285	13,851	5,833	8,018	137.4	
Account Charges	135,000	10,509	23,542	22,500	1,042	4.6	
Inspection Charges	1,500	-	-	250	(250)	(100.0)	1
Reimbursable Maintenance Charges	1,700	570	570	283	287	101.2	1
Miscellaneous	-	84	168	-	168	-	1
TOTAL OPERATING REVENUE	17,599,200	1,424,165	2,823,132	2,933,200	(110,068)	(3.8)	
NON-OPERATING REVENUE							
Capital Connection Charges	125,000	27,071	34,330	20,833	13,496	64.8	1
Interest/General	530,000	49,790	99,148	88,333	10,815	12.2	2
Discounts Earned	-	127	1,104	-	1,104	-	1
Sales:Fixed Assets/Scrap Metal	600	-	-	100	(100)	(100.0)	1
Bad Debt Recovery	1,000	-	-	167	(167)	(100.0)	1
Property Taxes & Assessments	450,000	-	-	75,000	(75,000)	(100.0)	1
TOTAL NON-OPERATING REVENUE	1,106,600	76,987	134,582	184,433	(49,851)	(27.0)	1
TOTAL DISTRICT REVENUE	18,705,800	1,501,152	2,957,714	3,117,633	(159,919)	(5.1)	
OPERATING EXPENSES							
Wages Direct	2,125,058	137,696	275,433	354,176	78,744	22.2	
Benefits: PERS	863,940	12,360	442,255	143,990	(298,265)	(207.1)	3
Group Ins	1,563,100	108,293	216,319	260,517	44,197	17.0	
Workers Comp Ins	32,000	-	-	5,333	5,333	100.0	
FICA/Medicare	163,700	11,310	20,607	27,283	6,676	24.5	
Misc Benefits	1,800	39	98	300	202	67.3	
Total Wages and Benefits	4,749,598	269,698	954,712	791,600	(163,113)	(20.6)	3
Less: wages & ben charged to Capital Proj.	(750,000)	(44,582)	(76,761)	(125,000)	(48,239)	38.6	
Total Operating Wages and benefits	3,999,598	225,116	877,951	666,600	(211,352)		
Water Purchase HBMWD	1,270,000	110,196	218,448	211,667	(6,781)	(3.2)	
Water Purchase Eureka	913,000	89,454	180,789	152,167	(28,622)	(18.8)	4
Sewage Treatment Operations & Maint.	1,942,500	186,265	372,530	323,750	(48,780)	(15.1)	5
Water/Sewer Analysis	15,000	493	493	2,500	2,007	80.3	
Supplies/ Construction	150,000	8,216	23,743	25,000	1,257	5.0	
Supplies/ Office-Administration	15,000	656	1,525	2,500	975	39.0	
Supplies/ Engineering	2,500	265	265	417	152	36.5	
Supplies/ Maintenance	100,000	6,712	25,360	16,667	(8,693)	(52.2)	6
Invoicing	70,000	4,677	10,864	11,667	803	6.9	
Temporary Labor	56,500	8,428	18,022	9,417	(8,605)	(91.4)	7
Repairs & Maintenance/Trucks	75,000	4,001	13,482	12,500	(982)	(7.9)	
Equipment Rental	2,500	-	-	417	417	100.0	
Building & Grounds Maintenance	35,000	2,394	8,389	5,833	(2,555)	(43.8)	8
Electrical Power	500,000	43,897	84,853	83,333	(1,520)	(1.8)	
Street Lights	80,000	6,460	12,922	13,333	411	3.1	
Telephone	18,000	1,307	2,613	3,000	387	12.9	
Postage	2,500	-	-	417	417	100.0	
Freight	900	-	-	150	150	100.0	
Chemicals	17,500	1,548	2,868	2,917	49	1.7	
Liability Insurance	160,000	-	41,966	26,667	(15,299)	(57.4)	9
Legal	46,000	880	1,049	7,667	6,618	86.3	
Accounting	20,000	3,515	3,515	3,333	(182)	(5.4)	
Engineering	2,000	-	-	333	333	100.0	

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
FOR ENTIRE DISTRICT

August 2026

	Budgeted 2026-27	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Other Professional Services	70,000	-	-	11,667	11,667	100.0	
Bank Service Charges	24,000	2,319	4,394	4,000	(394)	(9.9)	
Transportation	90,000	4,689	13,152	15,000	1,848	12.3	
Office Equip. Maintenance	4,350	258	578	725	147	20.3	
Computer Software Maintenance	67,500	1,596	47,563	11,250	(36,313)	(322.8)	10
Memberships & Subscriptions	44,500	-	4,301	7,417	3,116	42.0	
Bad Debts & Minimum Balance Writeoff	20,000	-	-	3,333	3,333	100.0	
Conference & Continuing Ed	30,000	1,356	2,726	5,000	2,274	45.5	
Certifications	8,000	153	203	1,333	1,130	84.7	
State/County & LAFCO Charges and Charg	70,000	-	-	11,667	11,667	100.0	
Hydraulic Water Model Maintenance	2,000	-	-	333	333	100.0	
Human Resources	17,000	2,527	3,632	2,833	(799)	(28.2)	11
Miscellaneous	20,000	-	-	3,333	3,333	100.0	
Director's Charges	12,500	500	1,050	2,083	1,033	49.6	
TOTAL OPERATING EXPENSES	9,973,348	717,879	1,979,246	1,662,225	(317,021)	(19.1)	
LONG TERM DEBT PAYMENTS							
2012 CIP & Refi.	177,600	-	88,800	29,600	(59,200)	(200.0)	12
2014 Wastewater Revenue Bonds	484,825	-	-	80,804	80,804	100.0	
TOTAL LONG TERM DEBT PAYMENTS	662,425	-	88,800	110,404	21,604	19.6	
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	195,000	-	69,783	32,500	(37,283)	(114.7)	13
Building, Yard & Paving Improvements	345,000	-	-	57,500	57,500	100.0	
Capital Improvements Water	2,915,000	165,974	609,177	485,833	(123,344)	(25.4)	13
Capital Improvements Sewer	2,810,833	100,791	177,738	468,472	290,734	62.1	
Engineering & Studies	15,000	-	-	2,500	2,500	100.0	
TOTAL CAPITAL EXPENDITURES	6,280,833	266,765	856,699	1,046,806	190,107	18.2	13
OTHER							
City of Eureka Projects:							
Treatment Plant	3,824,000	-	-	637,333	637,333	100.0	
TOTAL City of Eureka Projects	3,824,000	-	-	637,333	637,333	100.0	
Interfund Transfers In	-	-	-				
Interfund Transfers Out	-	-	-				
BUDGET SURPLUS (DEFICIT)	(2,034,806)	516,508	32,969	(339,134)	372,104	109.7	

HUMBOLDT COMMUNITY SERVICES DISTRICT
SUMMARY BUDGETARY STATEMENT OF REVENUE AND EXPENSES
FOR ENTIRE DISTRICT

August 2026

	Budgeted 2026-27	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE & EXPENSES						
TOTAL OPERATING REVENUE	17,599,200	1,424,165	2,823,132	2,933,200	(110,068)	(3.8)
TOTAL OPERATING EXPENSES	(9,973,348)	(717,879)	(1,979,246)	(1,662,225)	(317,021)	(19.1)
NET SURPLUS/(DEFICIT) FROM OPERATIONS	7,625,852	706,286	843,886	1,270,975	(427,089)	(33.6)
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	1,106,600	76,987	134,582	184,433	(49,851)	(27.0)
TOTAL LONG TERM DEBT SERVICE	(662,425)	-	(88,800)	(110,404)	21,604	19.6
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	8,070,027	783,273	889,668	1,345,005	(498,545)	(37.1)
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(6,280,833)	(266,765)	(856,699)	(1,046,806)	190,107	18.2
CITY of EUREKA PROJECT REIMBURSEMENT	(3,824,000)	-	-	(637,333)	637,333	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	(2,034,806)	516,508	32,969	(339,134)	372,104	109.7

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
Water Fund

August 2026

	Budgeted 2026-27	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Metered Water Sales	7,458,000	631,473	1,275,372	1,243,000	32,372	2.6
Water Construction Charges	20,000	10,285	13,851	3,333	10,518	315.5
Account Charges	80,000	-	7,429	13,333	(5,905)	(44.3)
Inspection Charges	-	-	-	-	-	-
Reimbursable Maintenance Charges	1,500	520	520	250	270	108.0
Miscellaneous	-	-	48	-	48	-
TOTAL OPERATING REVENUE	7,559,500	642,278	1,297,219	1,259,917	37,303	3.0
NON-OPERATING REVENUE						
Water Capital Connection Charges	50,000	19,590	25,187	8,333	16,854	202.2
Interest/General	205,000	17,687	35,221	34,167	1,054	3.1
Discounts Earned	-	-	557	-	557	-
Sales:Fixed Assets/Scrap Metal	300	-	-	50	(50)	(100.0)
Bad Debt Recovery	500	-	-	83	(83)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	255,800	37,277	60,965	42,633	18,331	43.0
TOTAL DISTRICT REVENUE	7,815,300	679,555	1,358,184	1,302,550	55,634	4.3
OPERATING EXPENSES						
Wages Direct	998,777	36,860	99,442	166,463	67,021	40.3
Wages & Benefits: Allocated	982,426	53,143	314,134	163,738	(150,396)	(91.9)
Benefits: PERS	90,350	2,560	8,504	15,058	6,554	43.5
Group Ins	449,000	12,051	35,938	74,833	38,896	52.0
Workers Comp Ins	15,000	-	-	2,500	2,500	100.0
FICA/Medicare	76,850	2,913	6,423	12,808	6,385	49.9
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,612,403	107,527	464,441	435,401	(29,040)	(6.7)
Less: wages & ben charged to Capital Proj.	(390,000)	(22,284)	(39,359)	(65,000)	(25,641)	39.4
Total Operating Wages and benefits	2,222,403	85,243	425,082	370,401	(54,681)	(14.8)
Water Purchase HBMWD	1,270,000	110,196	218,448	211,667	(6,781)	(3.2)
Water Purchase Eureka	913,000	89,454	180,789	152,167	(28,622)	(18.8)
Water Analysis	15,000	493	493	2,500	2,007	80.3
Supplies/ Construction	75,000	1,160	12,947	12,500	(447)	(3.6)
Supplies/Office-Administration	4,000	-	-	667	667	100.0
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	50,000	2,447	14,715	8,333	(6,382)	(76.6)
Temporary Labor	23,250	-	1,871	3,875	2,004	51.7
Repairs & Maintenance/Trucks	37,500	-	5,404	6,250	846	13.5
Equipment Rental	1,250	-	-	208	208	100.0
Building & Grounds Maintenance	11,000	-	4,117	1,833	(2,284)	(124.6)
Electrical Power	290,000	28,727	54,589	48,333	(6,255)	(12.9)
Freight	300	-	-	50	50	100.0
Chemicals	17,500	1,548	2,868	2,917	49	1.7
Liability Insurance	-	-	1,518	-	(1,518)	-
Engineering	-	-	-	-	-	-
Other Professional Services	5,000	-	-	833	833	100.0
Transportation	50,000	-	4,824	8,333	3,510	42.1
Office Equip. Maintenance	500	-	-	83	83	100.0
Computer Software Maintenance	35,000	-	26,087	5,833	(20,254)	(347.2)
Memberships & Subscriptions	3,000	-	2,772	500	(2,272)	(454.3)
Bad Debts & Minimum Balance Writeoff	10,000	-	-	1,667	1,667	100.0
Conference & Continuing Ed	15,000	-	-	2,500	2,500	100.0
Certifications	3,000	-	50	500	450	90.0
State/County & LAFCO Charges and Charge	65,000	-	-	10,833	10,833	100.0
Hydraulic Water Model Maintenance	2,000	-	-	333	333	100.0
Human Resources	6,000	-	104	1,000	896	89.6
Miscellaneous	-	-	-	-	-	-
General & Admin Expense Allocation	315,900	15,649	50,043	52,650	2,607	5.0
TOTAL OPERATING EXPENSES	5,440,603	334,918	1,006,721	906,767	(99,953)	(11.0)

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
Water Fund

August 2026

	Budgeted 2026-27	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
LONG TERM DEBT PAYMENTS						
Davis-Grunsky Loan	-	-	-	-	-	-
					-	-
TOTAL LONG TERM DEBT PAYMENTS	-	-	-	-	-	-
CAPITALIZED EXPENDITURES						
Capital Improvements Water	2,915,000	160,064	598,656	485,833	(112,822)	(23.2)
TOTAL CAPITAL EXPENDITURES	2,915,000	160,064	598,656	485,833	(112,822)	(23.2)
INTERFUND TRANSFERS IN	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(540,303)	184,572	(247,192)	(90,051)	(157,142)	(174.5)

HUMBOLDT COMMUNITY SERVICES DISTRICT

BUDGETARY STATEMENT OF REVENUES AND EXPENSES

Sewer Fund

August 2026

	Budgeted 2026-27	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Sewer Service Charges	9,968,000	771,244	1,509,629	1,661,333	(151,704)	(9.1)
Sewer Construction Charges	15,000	-	-	2,500	(2,500)	(100.0)
Account Charges	55,000	-	5,604	9,167	(3,563)	(38.9)
Inspection Charges	1,500	-	-	250	(250)	(100.0)
Reimbursable Maintenance Charges	200	-	-	33	(33)	(100.0)
Miscellaneous	-	-	36	-	36	-
TOTAL OPERATING REVENUE	10,039,700	771,244	1,515,269	1,673,283	(158,014)	(9.4)
NON-OPERATING REVENUE						
Sewer Capital Connection Charges	75,000	7,481	9,143	12,500	(3,357)	(26.9)
Interest/General	225,000	23,621	47,038	37,500	9,538	25.4
Discounts Earned	-	-	420	-	420	-
Sales:Fixed Assets/Scrap Metal	300	-	-	50	(50)	(100.0)
Bad Debt Recovery	500	-	-	83	(83)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	300,800	31,102	56,601	50,133	6,468	12.9
TOTAL DISTRICT REVENUE	10,340,500	802,346	1,571,870	1,723,417	(151,546)	(8.8)
OPERATING EXPENSES						
Wages Direct	680,019	22,475	62,394	113,337	50,943	44.9
Wages & Benefits: Allocated	982,426	53,143	314,134	163,738	(150,396)	(91.9)
Benefits: PERS	61,500	3,324	6,771	10,250	3,479	33.9
Group Ins	290,900	11,662	30,947	48,483	17,536	36.2
Workers Comp Ins	10,000	-	-	1,667	1,667	100.0
FICA/Medicare	52,350	2,366	5,416	8,725	3,309	37.9
Misc Benefits	-	-	-	-	-	-
					-	-
Total Wages and Benefits	2,077,195	92,970	419,662	346,199	(73,463)	(21.2)
Less: wages & ben charged to Capital Proj.	(300,000)	(17,393)	(31,088)	(50,000)	(18,912)	37.8
Total Operating Wages and benefits	1,777,195	75,577	388,574	296,199	(92,375)	(31.2)
Sewage Treatment: Operating & Maint.	1,942,500	186,265	372,530	323,750	(48,780)	(15.1)
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	75,000	-	3,740	12,500	8,760	70.1
Supplies/ Office-Administration	3,500	-	-	583	583	100.0
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	50,000	-	6,379	8,333	1,954	23.5
Temporary Labor	23,250	-	1,411	3,875	2,464	63.6
Repairs & Maintenance/Trucks	37,500	-	4,077	6,250	2,173	34.8
Equipment Rental	1,250	-	-	208	208	100.0
Building & Grounds Maintenance	7,000	-	288	1,167	879	75.3
Electrical Power	105,000	7,046	14,527	17,500	2,973	17.0
Freight	300	-	-	50	50	100.0
Chemicals	-	-	-	-	-	-
Liability Insurance	-	-	1,146	-	(1,146)	-
Engineering	-	-	-	-	-	-
Other Professional Services	5,000	-	-	833	833	100.0
Transportation	40,000	-	3,639	6,667	3,028	45.4
Office Equip. Maintenance	350	-	-	58	58	100.0
Computer Software Maintenance	28,000	-	19,680	4,667	(15,013)	(321.7)
Memberships & Subscriptions	3,000	-	1,529	500	(1,029)	(205.8)

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
Sewer Fund

August 2026

	Budgeted 2026-27	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Bad Debts & Minimum Balance Writeoff	10,000	-	-	1,667	1,667	100.0
Conference & Continuing Ed	15,000	1,270	1,270	2,500	1,230	49.2
Certifications	4,000	-	-	667	667	100.0
State/County & LAFCO Charges and Charges	5,000	-	-	833	833	100.0
Human Resources	4,000	-	79	667	588	88.2
Miscellaneous	-	-	-	-	-	-
General & Admin Expense Allocation	315,900	15,649	50,043	52,650	2,607	5.0
TOTAL OPERATING EXPENSES	4,452,745	285,808	868,911	742,124	(126,786)	(17.1)
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	484,825	-	-	80,804	80,804	100.0
2012 CIP & Refi.	177,600	-	88,800	29,600	(59,200)	(200.0)
					-	-
TOTAL LONG TERM DEBT PAYMENTS	662,425	-	88,800	110,404	21,604	19.6
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building, Yard& Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	2,810,833	94,881	167,217	468,472	301,256	64.3
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	2,810,833	94,881	167,217	468,472	301,256	64.3
OTHER						
City of Eureka Projects:						
Treatment Plant	3,824,000	-	-	637,333	637,333	100.0
TOTAL OTHER	3,824,000	-	-	637,333	637,333	100.0
BUDGET SURPLUS (DEFICIT)	(1,409,503)	421,657	446,943	(234,917)	681,860	290.3

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
General Fund

August 2026

	Budgeted 2026-27	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Interest (will be allocated to w/s @ y/e)	100,000	19,167	27,575	16,667	10,909	65.5
Miscellaneous	-	84	84	-	84	-
TOTAL OPERATING REVENUE	100,000	19,251	27,659	16,667	10,993	66.0
NON-OPERATING REVENUE						
Property Taxes	450,000	-	-	75,000	(75,000)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellanious Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	450,000	-	-	75,000	(75,000)	(100.0)
TOTAL DISTRICT REVENUE	550,000	19,251	27,659	91,667	(64,007)	(69.8)
OPERATING EXPENSES						
Wages Direct	446,262	78,361	113,597	74,377	(39,220)	(52.7)
Benefits: PERS	712,090	6,476	426,981	118,682	(308,299)	(259.8)
Group Ins	823,200	84,581	149,434	137,200	(12,234)	(8.9)
Workers Comp Ins	7,000	-	-	1,167	1,167	100.0
FICA/Medicare	34,500	6,031	8,768	5,750	(3,018)	(52.5)
Misc Benefits	1,800	39	98	300	202	67.3
Total Wages and Benefits	2,024,852	175,488	698,878	337,475	(361,403)	(107.1)
Less: wages & ben charged to Capital Proj.	(60,000)	(4,906)	(6,314)	(10,000)	(3,686)	36.9
Less: Allocated to Water and Sewer Funds	(1,964,852)	(106,287)	(628,268)	(327,475)	300,793	(91.9)
Total Unallocated Wages and Benefits	-	64,295	64,295	-	(64,295)	-
Supplies/ Construction	-	7,056	7,056	-	(7,056)	-
Supplies/ Administration	7,500	656	1,525	1,250	(275)	(22.0)
Supplies/ Engineering	2,500	265	265	417	152	36.5
Supplies/ Maintenance	-	4,266	4,266	-	(4,266)	-
Invoicing	70,000	4,677	10,864	11,667	803	6.9
Temporary Labor	10,000	8,428	14,739	1,667	(13,073)	(784.4)
Repairs & Maintenance/Trucks	-	4,001	4,001	-	(4,001)	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	17,000	2,394	3,984	2,833	(1,150)	(40.6)
Electrical Power	105,000	8,124	15,738	17,500	1,762	10.1
Street Lights	80,000	6,460	12,922	13,333	411	3.1
Telephone	18,000	1,307	2,613	3,000	387	12.9
Postage	2,500	-	-	417	417	100.0
Freight	300	-	-	50	50	100.0
Liability Insurance	160,000	-	39,302	26,667	(12,635)	(47.4)
Legal Services	46,000	880	1,049	7,667	6,618	86.3
Accounting	20,000	3,515	3,515	3,333	(182)	(5.4)
Engineering	2,000	-	-	333	333	100.0
Other Professional Services	60,000	-	-	10,000	10,000	100.0
Bank Service Charges	24,000	2,319	4,394	4,000	(394)	(9.9)
Transportation	-	4,689	4,689	-	(4,689)	-
Office Equip. Maintenance	3,500	258	578	583	6	1.0
Computer Software Maintenance	4,500	1,596	1,797	750	(1,047)	(139.5)
Memberships & Subscriptions	38,500	-	-	6,417	6,417	100.0
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	-	86	1,456	-	(1,456)	-
Certifications	1,000	153	153	167	13	8.0
State/County & LAFCO Charges and Charge	17,000	-	-	2,833	2,833	100.0

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
General Fund

August 2026

	Budgeted 2026-27	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Human Resources	10,000	2,527	3,449	1,667	(1,782)	(106.9)
Miscellaneous	-	-	-	-	-	-
Director's Charges	12,500	500	1,050	2,083	1,033	49.6
General & Admin Expense Allocation	(631,800)	(31,299)	(100,085)	(105,300)	(5,215)	5.0
TOTAL OPERATING EXPENSES	80,000	97,153	103,615	13,333	(90,281)	(677.1)
CAPITALIZED EXPENDITURES						
				-		
Vehicles/Rolling Stock/Capital Equipment	195,000	11,820	90,826	32,500	(58,326)	(179.5)
Building, Yard & Paving Improvements	345,000	-	-	57,500	57,500	100.0
Engineering & Studies	15,000	-	-	2,500	2,500	100.0
TOTAL CAPITAL EXPENDITURES	555,000	11,820	90,826	92,500	1,674	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	(85,000)	(89,721)	(166,782)	(14,167)	(152,615)	1,077.3

Humboldt Community Services District
Notes
August 2026

Note ` - Non Operating and Miscellaneous Revenue

Non-operating, Construction/Capacity Charges and Miscellaneous income occurs occasionally throughout the year, and at the very end of the fiscal year.

Note 2 - Interest Income

Increase in Interest Income due to continued performance with funds held in CA CLASS JPA investment pool being better than expected.

Note 3 - PERS

CalPERS UAL Payment submitted as lump sum instead of as monthly payments. Submitting annual PERS UAL payment as lump sum instead of in monthly installements provides the District with ~$11,000 in cost savings.

Note 4 - Water Purcahse - City of Eureka

Increased purchase volume of water in July due to typical increased water usage in Summer. Total for entire year is expected to be in line with budgeted amount.

Note 5 - Sewage Treatment Operations & Maint.

Budget for Sewage treatment originally set based on estimate since info from City had not yet been received. Actual charges have now been recevied and are 15% higher than budgeted. This overage is offset by the previous year Sewage Treatment costs being lower than origianlly budgeted, so is therefore not expected to have a negative affect on District finances.

Note 6 - Supplies/Maintenance

Overage due to normal increase in Maintenance activity during summer months as well as annual costs for tank inspection. Expected to reduce in non-summer months, and total annual expenditures projected to be in line with budjeted amount.

Note 7 - Temp Labor

Overage due to temp labor utilized during summer months as well as for vacant District positions. Temp labor usage is expected to be reduced in subsequent months as summer projects conclude and permement employees are brought on. Total annual expenditure projected to be in line with budgeted amount. Current overage is also offset by reduced direct wages

Note 8 - Building and Grounds Maintenance

Overage due to repairs to services after meter isntallations. Such expenses not expected to recur. Subsequent months are expected to reduce and total for year is projected to be in line with budgeted amount

Note 9 - Liability Insurance

Liability insurance for full year piad in July. Expected amount for full year is expected to be in line with budgeted amount

Note 10 - Computer Software Maintenance

Maintenance/Licencing fees for computer sofwtare is paid in annual charges paid near beginning of Fiscal Year. Expenditures for the fiscal year are expected to be in line with budget.

Note 11 - Human Resources

Current overage due to summer employee events and expenditures to fill vacant positions. Expenditures expected to reduce in future months and total expenditure for the year is expected to be in line with budgeted amount.

Note 12 - Debt Service

Loan Payments are made throughout the year. Total expenditres by the end of the year will match budget amounts.

Note 13 - Capital Improvements

Capital improvement project expenditures are paid as projects progress. July amount included purcahse of Meters installed during summer and purchase of repalcement vehicle Unit #2 (Ford

Accounts Payable

Checks by Date - Detail by Check Date

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

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
59144	K500	Kolstad Surveyors Corporation	09/04/2026	
	1579	Survey of APN 305-073-023 HCSD Easement at		1,617.00
			Total for Check Number 59144:	1,617.00
59145	C430	City of Eureka: WA	09/04/2026	
	07312026	Water Purchased - JULY		91,335.00
			Total for Check Number 59145:	91,335.00
			Total for 9/4/2026:	92,952.00
59146	A072	Accurate Drug Testing Services	09/08/2026	
	0016184	DOT TESTING / DR		110.00
			Total for Check Number 59146:	110.00
59147	A790	Automation Direct	09/08/2026	
	19483330	VFDs and line reactors for Pine Hill SLS		3,725.78
	19521517	VFDs and line reactors for Pine Hill SLS		558.98
			Total for Check Number 59147:	4,284.76
59148	B400	Bedliners Plus	09/08/2026	
	38745	#3 hitch reducer sleeve		27.57
	38776	parts for #19 tool box repair		20.00
			Total for Check Number 59148:	47.57
59149	B745	BRIAN MISTLER and ASSOCIATES	09/08/2026	
	9GWCS55T-0003	HOURLY ADVISING - GM STRATEGIC PLAI		460.00
			Total for Check Number 59149:	460.00
59150	C036	Corporate Payment Systems	09/08/2026	
	028924	TK/Murphys Employee Picnic Deli Trays		315.71
	0330727	TK/Gas to drive and pick up Unit#2 in Corning,		80.53
	04199	MM/Microsoft - Exchange Email		0.98
	055205	TK/NASSCO - JJM - 3 PACP/LACP/MACP Ass		1,270.00
	078026	TK/Gas to drive and pick up Unit#2 in Corning,		68.70
	20260721	TK/Craigslist - USP Solicitation		40.00
	29531	MM/Microsoft - Exchange Email		134.40
	31010	TK/Costco - Employee Picnic Supplies		287.07
	311734146	TK/Craigslist - USP Solicitation		20.00
	312230564	TK/CL HR Ad UW I/II/III		20.00
	37392	TK/Safeway - Employee Picnic Supplies		38.44
	4039	TK/Best Western Santa Rosa 1 night, RC SHRM		153.38
	4039	TK/In-N-Out Lunch - Emer Staff Response Herr		135.83
	44223	MM/Microsoft - Projects for KR		30.00

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
	66229	MM/DRI Crash Plan		39.96
	754603	TK/Chef Store - Employee Picnic Supplies		38.90
	94052	TK/Safeway - Employee Picnic Supplies - Retur		-13.96
			Total for Check Number 59150:	2,659.94
59151	C170	Campton Electric Supply	09/08/2026	
	2280-1086343	PROMPT PAY DISCOUNT - INV# 2280-10863		-4.64
	2280-1086343	2IN PVC CND BDY, 2IN ZINC W/T HUB, 2IN		255.61
	2280-1086375	1-1/2 BSHD NIPPLE, 1-1/2 STEEL LCKNT, 1-		14.40
	2280-1086375	PROMPT PAY DISCOUNT - INV# 2280-10863		-0.27
	2280-1086395	3-5/8 TCT HOLESAW, ARBOR HEX 7/16 W/E		57.15
	2280-1086395	PROMPT PAY DISCOUNT - INV# 2880-10863		-1.04
	2280-1086400	PROMPT PAY DISCOUNT - INV# 2280-10864		-0.37
	2280-1086400	2-IN BSHD NIPPLE, 2IN STL SEALING RINC		20.39
	2280-1086432	3-IN BSHD NIPPLE		63.55
	2280-1086432	PROMPT PAY DISCOUNT - INV# 2280-10864		-1.15
	2280-1086818	SOUTHBAY - 1IN CONN KIT, THRD RDCR,		29.80
	2280-1086818	PROMPT PAY DISCOUNT - INV# 2280-10868		-0.53
			Total for Check Number 59151:	432.90
59152	C302	Robert Christensen	09/08/2026	
	1	PER DIEM RWC - JPIA HR GROUP MEETINC		86.00
			Total for Check Number 59152:	86.00
59153	C410	City of Eureka: SW	09/08/2026	
	AUG 2026	Humboldt Hill 21%		39,115.65
	AUG 2026	General 79%		147,149.35
			Total for Check Number 59153:	186,265.00
59154	C450	City of Eureka: Water Test	09/08/2026	
	INV09530	Microbiological Testing - JULY 2026		493.00
			Total for Check Number 59154:	493.00
59155	C465	CJ Brown & Co CPA	09/08/2026	
	06302023	Progress paymetn on 2023 Audit		5,155.00
			Total for Check Number 59155:	5,155.00
59156	C475	Coast Counties Peterbilt	09/08/2026	
	00721339P	UNIT# 8 - PRESTONE COOLANT		72.04
			Total for Check Number 59156:	72.04
59157	C495	Colantuono, Highsmith, Whatley, PC	09/08/2026	
	71812	SPECIAL LEGAL SERVICES - JULY 2026		560.00
			Total for Check Number 59157:	560.00
59158	E485	Cooney Parris and Rieke Corp	09/08/2026	
	08312026	PROMPT PAY DISCOUNT - AUGUST		-13.62
	205333/3	CONCRETE MIX #60		34.76
	205455/3	HEX BOLTS		26.09
	205484/3	CONDUIT BODY ALUM 2" RIG		36.96
	205673/3	CEMENT PVC 16OZ BLU		21.74
	205773/3	HARDWARE SCREWS		12.16
	205832/3	CLOROX BLEACH, YELLOW POLY ROPE 3/		21.73
	205951/3	QUIK INT DETAILER, AUTO SUPREME SHI		21.73

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
	206075/3	LTX ZONE MRK YLW 1G, QT TO GAL ECO I		37.67
	206178/3	HOLE SAW CARBIDE, THRD SEAL TAPE, H		185.02
	206191/3	PVC PIPE 3X10		34.79
	206312/3	MARKING WAND		43.49
	206448/3	RCPRCT SW BLD TRCH 10T X 2		47.18
			Total for Check Number 59158:	509.70
59159	E650	Eureka Ready Mix	09/08/2026	
	110742	TICKET# 99890 - CLASS 2 BASE TON DELIV		645.70
	110742	TICKET# 99887 - CLASS 2 BASE TON DELIV		645.70
	110819	TICKET# 99987 - CLASS 2 BASE TON DELIV		645.70
	110819	TICKET# 99883 - CLASS 2 BASE TON DELIV		645.70
	110819	TICKET# 99985 - PEA GRAVEL DELIVERED		413.25
	111174	TICKET# 100380 - CLASS 2 BASE TON DELI		645.70
	111174	TICKET# 100372 - PEA GRAVEL DELIVEREI		413.25
			Total for Check Number 59159:	4,055.00
59160	F049	Fastenal Company	09/08/2026	
	CAEUR141387	SPLT BCK DRVR GLVS, OR DISP GLVS, AA		365.62
	CAEUR141387	TWLS, LIME VESTS, FLEXGRD GLV, EAR P		182.84
	CAEUR141539	RESPIRATOR, XL OR DISP GLV		235.59
	CAEUR141621	SPLT BCK DRV GLV, PWR TAPE, PINT BT S		340.26
	CAEUR141621	RESPIRATOR		29.13
			Total for Check Number 59160:	1,153.44
59161	F050	Fastenal Industrial	09/08/2026	
	CAEUR141461	CNTRPL TWLS		67.93
	CAEUR141461	RAZOR-BACK LHRP OB		37.73
	CAEUR141474	CBLE TIES, DISINF BTHRM CLNR		56.35
	CAEUR141620	MLTI FLD TWLS, FIRST AID SUPPLIES - DR		314.89
			Total for Check Number 59161:	476.90
59162	G150	Gaynor Telesystems Inc.	09/08/2026	
	SUB4047.0826	Cloud Subscription Charges - 08.15.2026 - 09.14		333.84
	SUB4047.0826	Fees and Surcharges - 08.15.2026 - 09.14.2026		83.79
			Total for Check Number 59162:	417.63
59163	H010	Keenan Supply	09/08/2026	
	S014994486.001	PROMPT PAY DISCOUNT - INV# S014994486		-128.25
	S014994486.001	Custom Red Valve, expansion joints for Mitchell		7,069.78
	S015011712.002	PROMPT PAY DISCOUNT - INV# S015011712		-30.28
	S015011712.002	2380 togo street parts for new presure sewer late		1,669.30
	S015206818.001	ELBOWS, 22-1/2 & 45		207.17
	S015206818.001	PROMPT PAY DISCOUNT - INV# S015206818		-3.76
	S015217313.001	PROMPT PAY DISCOUNT - INV# S015217313		-11.27
	S015217313.001	ROMAC GRAP-DI 4 GRIP RING ACCY PAK		621.40
	S015220135.001	PROMPT PAY DISCOUNT - INV# S015220135		-4.18
	S015220135.001	BLK CI THRD COMPANION, GLV STEEL NI		230.64
	S015220756.001	BLK CI THRD COMPANION, 3 150 1/I RED R		608.35
	S015220756.001	PROMPT PAY DISCOUNT - INV# S015220756		-11.04
	S015236502.001	PROMPT PAY DISCOUNT - INV# S015236502		-0.81
	S015236502.001	GALV HEX BUSHES, 90 ELBOW, 45 ELBOW		44.93
	S015243182.001	PROMPT PAY DISCOUNT - INV# S015243182		-8.16
	S015243182.001	GLVNZD STEEL NIPPLES, HEX BUSHINGS,		449.74
	S015253550.001	PROMPT PAY DISCOUNT - INV# S015253550		-0.20
	S015253550.001	GLV STEEL NIPPLE		10.76

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
	S015253916.001	PROMPT PAY DISCOUNT - INV# S015253916		-3.19
	S015253916.001	THRD COMPANION FLG IMPRT, GLV NIPPI		175.85
	S015254814.001	BRASS CLPG, IPS SS INSERTS, PVC ELBOW		1,845.33
	S015254814.001	PROMPT PAY DISCOUNT - INV# S015254814		-33.48
	S015256010.001	11-1/4 ELBOW, ROMAC GRAP-DI 4 GRIP RI		427.13
	S015256010.001	PROMPT PAY DISCOUNT - INV# S015256010		-7.75
	S015257184.001	PROMPT PAY DISCOUNT - INV# S015257184		-21.05
	S015257184.001	DBL STRAP SRV SADDLES		1,160.25
			Total for Check Number 59163:	14,257.21
59164	H035	HALOGEN SYSTEMS	09/08/2026	
	INV-3893	Controller, Wet tap sensor, 2" Valve, inline Chlo		9,760.05
			Total for Check Number 59164:	9,760.05
59165	H410	Humboldt Bay Municipal Water D	09/08/2026	
	23743000	Water Purchased - AUGUST		110,196.48
			Total for Check Number 59165:	110,196.48
59166	I300	Independent Business Forms Inc	09/08/2026	
	44779	Red and Green door hangers		527.80
			Total for Check Number 59166:	527.80
59167	J700	John's Auto Electric	09/08/2026	
	081774	Shoring trailer repair		200.00
			Total for Check Number 59167:	200.00
59168	L200	Les Schwab Tire Center of Calif Inc.	09/08/2026	
	60900930874	2 tires replaced on Unit 17		590.83
			Total for Check Number 59168:	590.83
59169	M230	Mendes Supply Co	09/08/2026	
	M298758	4 x 30gal 12.5 Sodium Hypochloride for South E		961.44
	M298759	4 x 30gal 12.5 Sodium Hypochloride for South E		961.44
	M298911	DRUM DEPOSIT		-375.00
			Total for Check Number 59169:	1,547.88
59170	M450	Mission Linen	09/08/2026	
	526516657	Uniforms/Mats		227.43
	526558187	Uniforms/Mats		433.81
	526596963	Uniforms/Mats		228.82
	526638429	Uniforms/Mats		431.03
			Total for Check Number 59170:	1,321.09
59171	N050	North Coast Journal	09/08/2026	
	2026-151744	NEG DECLARATION INTENTION - HOOVEI		160.00
			Total for Check Number 59171:	160.00
59172	N430	Nilsen Feed and Grain Co.	09/08/2026	
	042443/1	4 bails of straw		66.11
			Total for Check Number 59172:	66.11
59173	P006	PACE Supply Corp.	09/08/2026	

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
	0211611584	PROMPT PAY DISCOUNT - INV# 0211611584		-38.13
	0211611584	Quote# 2879945: Modbus RS-485 Daughter boa		1,906.56
			Total for Check Number 59173:	1,868.43
59174	P557	Rexel USA Inc.	09/08/2026	
	7039986	3-IN PVC CONDUIT, 2-IN PVC CONDUIT, BI		132.71
	7059780	3IN CONDUIT BDY, 2IN CONDUIT BDY, 2X		278.59
			Total for Check Number 59174:	411.30
59175	S400	Sharp Auto Graphics and Signs	09/08/2026	
	13602	new #3 decals		300.00
			Total for Check Number 59175:	300.00
59176	S750	Standard Insurance Company	09/08/2026	
	09012026	Short&Long Term Empl Disabiliy 09.01.26 - 09.		1,256.53
			Total for Check Number 59176:	1,256.53
59177	S801	State Water Resources Control Board	09/08/2026	
	25-26FC	CAR1HOVERLS - 401 - WATER QUALITY CI		4,212.00
			Total for Check Number 59177:	4,212.00
59178	S850	Optimum	09/08/2026	
	09152026	Internet/date-date 08.24.26 - 09.23.26		453.72
			Total for Check Number 59178:	453.72
59179	V700	Valley Pacific Petroleum Services Inc	09/08/2026	
	INV 26-040510	YARD FUEL		4,539.83
			Total for Check Number 59179:	4,539.83
			Total for 9/8/2026:	358,908.14
59203	UB006787		09/11/2026	
	006787-000	ACH REFUND		326.67
			Total for Check Number 59203:	326.67
			Total for 9/11/2026:	326.67
			Report Total (37 checks):	452,186.81

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: October 13, 2026

AGENDA ITEM: **F.1**

TITLE: Consideration of Project Proponent Request for a District-Funded Water Mainline into APN 305-271-004/6117 Humboldt Hill Road

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Staff recommends that the Board of Directors: 1) receive staff report of Mr. Don Davenport's request; 2) receive presentation from Mr. Davenport; and 3) consider Mr. Davenport's request for the District to construct a water mainline into APN 305-271-004/6117 Humboldt Hill Road and provide staff direction by motion and roll call vote.

Summary:

Don Davenport, the project proponent for a development at 6117 Humboldt Hill Road, approached District staff about providing water service to the property by extending a mainline into the property's future driveway to serve up to 18 residences currently under different stages of development. Mr. Davenport has also requested that the District pay for the costs associated with the mainline extension into the property.

Over the last fifty years, Mr. Davenport has developed properties within the District, including properties near 6117 Humboldt Hill Road. Mr. Davenport developed the Bayview Estates (Bayview Lane) and Harbor Heights (Pryor St and Abrahmsen Court) beginning in 1981. Mr. Davenport stated that as a condition of the development, he was required to develop a mainline extension that connected the Princeton Well site due east to Humboldt Hill Road at Fischer Lane. Mr. Davenport also stated that, as a condition of the development, he developed a mainline extension on Humboldt Hill Road from Fischer Lane to Kellog Place.

Mr. Davenport told District staff that he made a verbal agreement with former District Manager Jim Peoples that he would receive reimbursement for costs associated with the mainline extension when future connections were established to the mainline, and that he never received reimbursement for the subsequent development.

District staff extensively reviewed records to locate a reimbursement or extension agreement related to the project but could not locate a Mainline Extension Agreement or Special Reimbursement Agreement for the development. Staff could not locate any pertinent records.

Mainline Extension Agreements are authorized in Section 4.12 of the District's code, and refunds of advance costs are authorized under Section 4.03 of the District's code. District Code authorizes a reimbursement of one-half of the actual original cost of the main extension across the street frontage of the developed property if connection is made within 10 years of the date of original connection of the extension to the District's water supply, collected from the newly established connection. Although new developments have been connected to the mainline that was reportedly developed in 1981, no development was identified in the 10-year period.

Mr. Davenport requests that, in light of the mainline extension established in 1981, the District incur the costs of extending the mainline into the property at 6117 Humboldt Hill Road.

District staff cannot authorize a waiver of service connection charges or mainline extension costs for a project proponent and have referred this matter to the board for consideration.

The Board of Directors is not considering the mainline extension agreement itself at the October 13, 2026 meeting, but is considering waiving the costs associated with a mainline extension in consideration of Mr. Davenport's request. Before a mainline extension agreement, the District would investigate the proposed extension upon application, and an engineer would submit an opinion and cost estimate to the Board for consideration. Preliminary proposed designs for a mainline extension would conflict with District Code 4.03.010 (e), which establishes that dead-end lines shall not be permitted, except at the discretion of the District Engineer.

The proposed mainline extension does not comply with the District's current planning standards, with the following concerns noted by staff:

- Dead-end mains are prohibited except in situations where it is completely unavoidable.
- Connections to service occur at the property line except under special circumstances to serve newly established subdivisions.
- District standards discourage individual meters serving individual tenants within multifamily developments in favor of a single larger metered account that is managed by the property owner.

Whether the project proponent opts for a single metered service or separate individual services for each unit, District staff recommends that connection(s) to service at 6117 Humboldt Hill should be provided at the property line.

The District communicated to Mr. Davenport on October 5, that the Board would consider his request at the October 13 meeting. Mr. Davenport was also given the opportunity to submit a written request to the Board for inclusion WITH the agenda and to present to the Board at the October 13 meeting.

Attached for Board review is:

- July 8 & August 5, 2026 HCSD letters to Mr. Davenport
- October 5, 2026 HCSD letter to Mr. Davenport
- Chapter 4.03 and 4.12 of the District's Code governing Mainline Extensions
- A map of the Humboldt Hill area that includes Fischer Lane, 6117 Humboldt Hill Road, the Princeton Well Site, and Bayview Lane.

Staff notes that Mr. Davenport advised the District of an error in the October 5 letter regarding the location of the mainline extension on Humboldt Hill Road. The information has been updated and reflected in the second paragraph of the summary in this agenda report.

Fiscal Impact:

Approximately $50,000 to $100,000.

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Humboldt Community Services District

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

August 5, 2026 VIA CERTIFIED MAIL

John Davenport
Winco Realty and Development
2839 F Street
Eureka, CA 95501

Subject: Copy of Letter Mailed July 8, 2026

Dear Mr. Davenport,

I have attached a copy of the letter that was mailed to you on July 8, 2026, regarding your request for reimbursement associated with the water mainline extension constructed as part of your Humboldt Hill development in 1981.

Please do not hesitate to contact me if I can be of further assistance.

Sincerely,

Robert Christensen
Administrative Services Manager
HUMBOLDT CSD

/rwc

Enclosures: Letter regarding Fisher Lane Mainline Extension Reimbursement Request Dated July 8, 2026.

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

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Humboldt Community Services District

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

July 8, 2026

John Davenport
Winco Realty and Development
2839 F Street
Eureka, CA 95501

Subject: Fisher Lane Mainline Extension Reimbursement Request

Dear Mr. Davenport,

Thank you for contacting Humboldt Community Services District regarding your request for reimbursement associated with the water mainline extension constructed as part of your Humboldt Hill development in 1981.

District staff conducted a review of the available records in an effort to locate a reimbursement or extension agreement related to this project. Unfortunately, we were unable to locate Mainline Extension Agreement or Special Reimbursement Agreement for the development.

Chapter 4.03 of the Humboldt Community Services District Code authorizes the District to collect one-half of the actual original cost of the main extension across the property's frontage provided that connection is made within 10 years of the original extension to the District's water system. This provision was adopted in 1970 and was in effect when the extension in question was installed.

Based on our review, the District has no record of a mainline reimbursement agreement for the 1981 mainline extension as described in Section 4.12 of the District's code.. Furthermore, even if such an agreement does exist, the reimbursement period authorized by District Code expired after ten years. Accordingly, the District is unable to provide reimbursement for subsequent connections to the mainline extension.

You also requested that the District provide a water service connection to the property located at 6117 Humboldt Hill Road in lieu of reimbursement. While we understand the basis for your request, the District is unable to provide a water service connection as an alternative to a reimbursement claim. The District must administer water service connections in accordance with its ordinances, policies, and applicable regulations, and it does not have the authority to provide a connection under these circumstances.

If you have copies of a fully executed reimbursement agreement, Board action approving the agreement, or other documentation, we would appreciate the

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

opportunity to review it. Should additional documentation become available, the District will evaluate that and determine whether it affects our understanding of this matter.

Thank you for bringing your request to the District's attention. If you have any questions or wish to discuss this matter further, please feel free to contact me.

Sincerely,

Terrence Williams
General Manager
HUMBOLDT CSD

/rwc

Enclosures: Humboldt Community Services District Code Section 4.03

Humboldt Community Services District

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

October 5, 2026

Don Davenport
Winco Realty and Development
2839 F Street
Eureka, CA 95501

Subject: Consideration of Main Line Extension into APN 305-271-004/6117 Humboldt Hill Road

Dear Mr. Davenport,

This letter informs you that the HCSD Board of Directors will consider your request to extend its mainline into the property at 6117 Humboldt Hill (APN 305-271-004) on Tuesday, October 13, 2026, at 5:00 p.m.

As discussed in our conversation at the District Office the week of September 28, 2026, you requested that the District construct, at the District's expense, a mainline extension into APN 305-271-004 to provide future service to two four-plex buildings, ten townhomes, and one laundry facility. Your request for the District to construct the mainline extension is based on a mainline extension you developed in the public right-of-way for the Fischer Lane development in 1981.

During our phone call today, I informed you that the District will prepare an agenda report summarizing your request and include a copy of previous correspondence sent to you regarding your requests, for the HCSD Board of Directors to consider. You may also submit a letter to the Board of Directors in consideration of your request to be included in the agenda. At the meeting, you will also be provided the opportunity to present your request to the Board. District staff will also provide a large map of the area at the Board meeting that you may use in your presentation. Any presentation materials that you would like to be included with the agenda must be received in the District Office by Friday, October 9, 2026 at 10:00 A.M.

Please contact me if I can be of further assistance.

Sincerely,

Robert Christensen
Administrative Services Manager
HUMBOLDT CSD

/rwc

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

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Chapter 4.03: Application for Regular Water Service When a Main Line Extension is Required

Sections:

4.03.010 Application for Main Line Extension
4.03.020 Advance Cost
4.03.030 Advance Cost and Refunds Where Main Extension Not Required

4.03.010 Application for Main Extension. The following rules are established for making main extensions:

(a) Application: Any owner of one or more lots or parcels or sub-divider of a tract of land, desiring the extension of one or more water mains to serve such property, shall make a written application therefore to the District, said application to contain the legal description of the property to be served and tract number thereof, and any additional information which may be required by the District, and be accompanied by a map showing the location of the proposed connections.

(b) Investigation: Upon receipt of the application, the Water Superintendent shall make an investigation and survey of the proposed extension and shall report his findings to the Engineer who shall submit his opinion and the estimated cost thereof to the Board.

(c) Ruling: The Board shall thereupon consider such application and report, and after such consideration, approve or reject it.

(d) District Lines: All extensions thus provided for, in accordance with these regulations shall be and remain the property of the District.

(e) Dead-end Lines: No dead-end lines shall be permitted, except at the discretion of the Engineer, and in cases where circulation lines are necessary, they shall be designed and installed by the Water Department as a part of the cost of the extension.

(Ord. 4, §100, 1954)

Application (or Main Extension - general. The District will provide all main extensions upon application for service. (Ord. 4, §101, 1954 repealed by Ord. 50, §1, 1970)

Determination. If, in the opinion of the Board, the cost thereof is in excess of what it is prepared to advance or it questions the economic advantage 10 the District of making such advance, it shall determine the cost of such line. (Ord. 4, §102, 1954, repealed by Ord. 50, §2, 1970)

4.03.020 Advance Cost. The applicant shall advance the estimated cost of the main across his street frontage. For a corner lot, the street frontage shall be one-half the sum of the total street frontages; for other irregular-shaped lots, the total street frontage shall be determined by the Board. The estimated cost of the main shall be based on the “Average unit Price” plus 10% for 6-inch asbestos cement pipe, in place, as determined by the Board. A 2-inch line may be installed where, in the opinion of the Engineer, a 2-inch line is sufficient to supply a limited number of houses, and the 2-inch line will not be further extended in such a case without the express consent of the

Board. The applicant shall pay the entire cost of the entire length of the 2-inch line plus 10%. The District will tape the main and provide the valve at the main at the District's expense. (Ord. 4, §103, 1954, amended by Ord. 50 §3, 1970)

4.03.030 Advance Cost and Refunds Where Main Extension Not Required.

(a) When a person applies to connect his property to a main extension previously paid for by another person as set forth in Section 103 above, such applicant shall pay to the District one-half of the actual original cost of the main extension across his street frontage. When such connection is made within 10 years of the date of original connection of such extension to the District's water system, the District shall, upon receipt of payment from such applicant, pay the amount so collected to the person who paid for the main extension as set forth in Section 103 above.

(b) When a person applies for an additional or enlarged service to property that fronts on a main that has been extended and paid for by another owner subsequent to the date the applicant's property was originally connected to the District's system, such applicant shall pay to the District one-half of the actual original cost of such main extension across his street frontage. When such additional or enlarged service is connected within 10 years of the date of original connection of such extension to the District's water system, the District shall, upon receipt of payment from such applicant pay the amount so collected to the person who paid for the main extension as set forth in Section 103 above. (Ord. 4, §104, 1954, amended by Ord. 50 §4, 1970)

Chapter 4.12: Extension Agreements

Sections:

4.12.010 Special Agreement Authorized
4.12.020 Term of Agreement
4.12.030 Amount Subject to Reimbursement
4.12.040 Special Connection
4.12.050 Procedure
4.12.060 Agreement for Pipeline Extension

[Note: These provisions may not be consistent with Ord. 4, §103, 1954, amended by Ord. 50 §3, 1970]

4.12.010 Special Agreement Authorized. The Board of Directors may enter into special agreements with persons applying for permission to construct water or sanitary sewerage mainlines and facilities, and may agree therein to collect monies from other persons who later apply for connection to such mainlines and facilities and to reimburse such monies later collected to the persons who originally constructed such mainlines and facilities. (Ord. 76-1, §1, 1976)

4.12.020 Term of Agreement. Any special reimbursement agreement shall provide that reimbursement will be limited to monies collected for connections made within five years of the date of the special agreement. (Ord. 76-1, §2, 1976)

4.12.030 Amount Subject to Reimbursement. The amount subject to reimbursement shall be specified in the special agreement. (Ord. 76-1, §3, 1976)

4.12.040 Special Connection. In addition to any other charges established by the ordinances, rules, and regulations of the District, there shall be collected, prior to connection of any property to mainlines and facilities which have been constructed pursuant to special agreements, an amount equal to that specified for such property in the special agreement. (Ord. 76-1, §4, 1976)

4.12.050 Procedure. The District Manager shall prepare and submit to the Board of Directors his recommendations and proposed special agreement, which shall be substantially in the form of Exhibit A attached hereto. The Manager's recommendation shall include his computation of each property's share of the cost of the installation to be made pursuant to the special agreement, which would have been paid by such property for the mainlines and facilities if such property were to contribute its equitable share to the original cost of construction. (Ord. 76-1, §5, 1976)

4.12.060 Agreement for Pipeline Extension

THIS AGREEMENT is made by and between the HUMBOLDT COMMUNITY SERVICES DISTRICT, hereinafter referred to as "District", and _____ hereinafter referred to as "Developer", this _____ day of _____, 19____.

RECITALS

A. Developer, at his own expense, desires to construct a (sewer) and (water) line extension within the Humboldt Community Services District, said extension being set forth and located upon a map duly filed with the Manager of District entitled "_____ Line Extension."

B. The construction cost estimate by Humboldt to install the mainline facilities and appurtenances with District equipment and personnel is for sewer and for water. Developer understands he has the option to have the required facilities constructed himself by properly qualified personnel, to the specifications and under the inspection of Humboldt.

C. In consideration for conveying said line with proper easement of right of way to the Humboldt Community Services District, Humboldt is agreeable to collecting from future users the sums hereinafter stated for reimbursement to Developer.

NOW, THEREFORE, the parties do agree as follows:

1. AREA OF SERVICE. The parties have agreed that the parcels of real property described in Exhibit "A" attached hereto can be connected to said pipeline extension, and therefore, will derive a benefit from the construction of said line.

2. EASEMENTS. Applicant shall grand all necessary pipeline easements to District prior to the commencement of construction of the extension, on District's Standard Easement Form which Applicant acknowledges he is familiar with.

3. POTENTIAL REIMBURSEMENT. District agrees to charge and collect from all owners of real property described in Exhibit "A", a reimbursement fee in the amount shown thereon for each connection for a period of five (5) years from date of subdivision improvements accepted by District, or until the Applicant recovers full costs incurred by the construction of said pipeline, whoever first occurs. No interest will be paid on funds collected or held by District.

4. PAYMENT OF APPLICANT. District will pay to Applicant his proportionate share of all collections as established by Exhibit "A" from the benefited land owners. This payment shall be made to Applicant within thirty (30) days after the collection from a benefited land owner.

5. ASSIGNMENTS OF RIGHTS BY APPLICANT. The rights to receive payments pursuance to this agreement are personal to the Applicant and do not run with the land. Assignments of such rights will be accepted by District only if they are made by Applicant in writing and received at least ten (10) days prior to the due date for payment.

6. COMINGLING WITH GENERAL FUNDS. District shall have the right to commingle said reimbursement fees with its general funds, and may deposit or invest the same as if said monies were, in fact, the general fund of District.

7. ADDITIONAL FEES AND REIMBURSEMENT FEES. The reimbursement fees provided for herein are in addition to the usual customary charges and fees collected by District for similar services, and nothing contained herein shall be construed as limiting District's rights to, from time to time, change, increase or delete such additional charges and fees.

8. APPLICANT INSTALLATION. If Applicant desires to have the extensions constructed under his direction, the following conditions shall apply:

   a. CONSTRUCTION OF EXTENSION. Applicant shall cause to be constructed, at his sole expense, sewer and water pipeline extensions at the above location in accordance with the plans and specifications heretofore approved by District and in conformity with District's Standard Specifications for Construction of Pipelines. The extension shall be constructed and installed under District's inspection.

   b. EXPENSES OF DISTRICT. Applicant agrees to reimburse District for it expenses in connection with checking the detailed construction plans and specifications, legal expenses incurred in drawing necessary contracts and easements, inspecting the extension during construction and for any other expenses of District in connection with the construction of the extension and its acceptance.

   c. GUARANTEE. Applicant does hereby guarantee for a period of one year after acceptance of the extension by District that the extension will remain free from leaks, breaks, settlement of backfill, or other failures resulting from defective materials and/or labor. Applicant may be required to deposit a Surety Bond or other security with Humboldt equal to not less than twenty-five percent (25%) of the cost of construction of the extension, as estimated by Humboldt in a form approved by Humboldt, guaranteeing said work as a condition of approval of said pipeline extensions.

9. If Developer desires to have the extensions constructed by Humboldt, the following conditions shall apply: A. In consideration for payment by Developer to Humboldt of the sums specified in Paragraph B, all work will be performed by Humboldt and Section 8 shall not apply.

The parties hereby agree that the applicable section that applies to this Agreement shall be (8) (9).

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the date first above written.

HUMBOLDT COMMUNITY SERVICES DISTRICT

By_____
President

By_____
Secretary

DEVELOPER

By

(Ord. 76-1, §5, 1976)

Map of the Humboldt Hill area that Includes Fischer Lane, 6117 Humboldt Hill Road, the Princeton Well Site, and Bayview Lane

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: October 13, 2026

AGENDA ITEM: **F.2**

TITLE: Consideration of Engaging Specialized Employment and Labor Counsel

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Staff recommends that the Board of Directors authorize the District to engage **Kronick, Moskovitz, Tiedemann & Girard** as specialized employment and labor counsel to provide legal services related to personnel, employment, labor relations, and other employment-law matters, as needed.

Summary:

The District regularly encounters legal issues involving personnel and employment matters. A significant portion of the District's legal needs involve employment-related issues, including personnel policies, employee relations, wage and hour matters, leaves and accommodations, disciplinary matters, labor relations, employee investigations, and compliance with applicable employment laws and regulations.

The District is also currently undertaking a comprehensive review and revision of its Personnel Manual. Given the scope of this work and the importance of ensuring the District's personnel policies align with current employment laws and best practices, staff believes it is appropriate to engage legal counsel with specific expertise in employment and labor law.

This engagement will provide the District with access to specialized employment counsel when personnel or labor matters require expertise beyond routine legal services. The District also utilizes the ACWA JPIA employment practices hotline, which assists the District with employment practices questions and, as appropriate, provides up to 30 minutes of consultation per incident with an employment law attorney.

The specialized employment counsel would work in coordination with the District's existing legal counsel, as appropriate.

As part of the selection process, staff sought recommendations from the California Special Districts Association and ACWA JPIA for law firms with expertise in public agency employment and labor law.

Based on the recommendations and subsequent referrals, the District interviewed three law firms. Staff evaluated the firms based on their experience, responsiveness, familiarity with public agency employment matters, and fee schedule.

Staff recommends engaging *Kronick, Moskovitz, Tiedemann & Girard (Kronick).* Staff selected the firm based on its demonstrated expertise in employment and labor law, its experience assisting public agencies, and particularly its excellent responsiveness.

The district's primary point of contact would be Alec Tyra (senior counsel), with a second point of contact, Allison Blake (senior associate).

The engagement would be on an as-needed basis, allowing the District to utilize specialized employment and labor counsel while maintaining its existing relationship with the Mitchell Law Firm for general public agency legal matters.

Fiscal Impact:

The following rate schedule is provided for Kronick:

Classification	**Hourly Rate**
Shareholders/Of Counsel	$410
Senior Counsel	$375
Senior Associates	$350
Associate Attorneys	$330
Law Clerks	$250
Paralegals	$225
Document Clerks	$100

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: October 13, 2026

AGENDA ITEM: **G.1**

TITLE: Consideration of Adopting Resolution 2026-12: Adopting a Revised Employer-Employee Relations Policy

PRESENTED BY: Rob Christensen, Administrative Services Manager

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Recommendation:

Review the proposed revisions to the Humboldt Community Services District Employer-Employee Relations Policy and adopt Resolution 2026-12 by motion and roll call vote.

Summary:

Humboldt Community Services District (HCSD) maintains an Employer-Employee Relations Policy that establishes procedures for employer-employee relations between the District and its employee organizations and implements the requirements of the Meyers-Milias-Brown Act (MMBA).

At the September 22, 2026 Board meeting, staff presented a draft revised Employer-Employee Relations Policy for the Board's initial review and discussion. Staff provided the HCSD Employee Association with the proposed revisions before the September 22 meeting and requested additional time to review the changes.

Following the September 22 meeting, staff revised the proposed policy to remove the section titled “Granting Recognition Without an Election,” and revised pronoun references for consistency and neutrality. Management also consulted in good faith with the Employee Association (EA) regarding the proposed revisions to the policy.

Based on that consultation, staff identified one concern regarding the definition of **“Proof of Employee Support”** and the purpose and use of authorization cards.

The California Public Employee Relations Board (PERB) has published a decision that an employee organization seeking to be recognized may choose to use authorization cards signed by employees instead of a petition. PERB has also affirmed that an employer may not develop a policy that circumvents the confidentiality of an authorization card by requiring a petition to be used to demonstrate proof of employee support.

Staff has advised the Employee Association that authorization cards will not be required to recognize the already established HCSD Employee Association. Additional revisions have been made to incorporate the term *proof of employee support* to better reflect the policy's intent.

The updated proposed revisions to the current policy clarify existing procedures, add procedural guidance, and provide greater specificity regarding the District's employer-employee relations processes. A summary of the significant revisions is provided that was included in the previous revisions is sumarized below:

- Meyers-Milias-Brown Act: The policy has been updated to expressly identify and reference the Meyers-Milias-Brown Act (MMBA).
- Definition of Consultation: A definition of "consult/consultation in good faith" has been added to clarify the meaning and application of the term as used in the policy.
- Recognition Petitions: Section [insert section number/title, if applicable], Filing of Recognition Petition by Employee Organization, has been revised to expand subsection (h) to include all protected classes of employees.
- Appeals: A new Appeals section has been added to establish procedures for an employee organization or employee who is aggrieved by a determination of the Employee Relations Officer to seek review through the procedures identified in the policy, including submission of the matter to the State Mediation and Conciliation Service or the HCSD Board of Directors, as applicable.
- Meetings of Recognized Employee Organization: A new section has been added allowing the recognized employee organization up to two hours per fiscal year to conduct organization-related meetings during the District's regular business hours, subject to the procedures established in the policy.
- Impasse Procedures: The Impasse Procedures section has been substantially expanded to provide additional guidance regarding the process for addressing an impasse, including procedures for presenting a dispute to the California Public Employment Relations Board.
- Removal of Recognition Without an Election: The section titled Granting Recognition Without an Election has been removed from the previously presented draft.

The proposed revised Employer-Employee Relations Policy is included with this agenda item for the Board's consideration. If adopted, Resolution 2026-12 would formally approve and implement the revised policy.

Fiscal Impact:

No fiscal impact.

Humboldt Community Services District

Adopted _____, 2026

Employer - Employee Relations Policy

General Provisions

Policy

The purpose of the Policy is to implement Chapter 10, Division 4, Title 1 of Section 3500, *et. seq.,* of the Government Code of the State of California captioned “Local Public Employee Organizations” (the Meyers-Milias-Brown Act) by providing orderly procedures for the administration of employer-employee relations between the Humboldt Community Services District and its employees' organizations..

This Policy is intended to provide procedures for meeting and conferring in good faith with Recognized Employee Organizations regarding matters that directly and significantly affect and primarily involve the wages, hours, and other terms and conditions of employees in appropriate units that are not preempted by federal or state law. However, nothing herein shall be construed to restrict any legal or inherent exclusive District rights with respect to matters of general legislative or managerial policy, which include among others: the exclusive right to determine the mission of its departments; set standards of service; determine the procedures and standards of selection for employment; direct its employees; take disciplinary action; relieve its employee from duty because of lack of work or for other lawful reasons; determine the content of job classifications; subcontract work; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

Definitions

The words and terms defined in this section shall have the following meanings throughout this Policy. Any term not defined herein which is defined in the Meyers-Milias-Brown Act shall have the meaning set forth therein.

BOARD - The Board of Directors of the Humboldt Community Services District.

CONFIDENTIAL EMPLOYEE - Any employee who, in the routine course of their duties, has access to information relating to the District's employer-employee relations.

CONSULT/CONSULTATION IN GOOD FAITH - To communicate orally or in writing with all affected recognized employee organizations for the purpose of presenting and obtaining information concerning proposed action in a good faith effort to reach consensus; and does not require the exchange of written proposals or an endeavor to reach agreement.

DISTRICT - shall mean the Humboldt Community Services District and, where appropriate herein, the Board or any other duly authorized representative thereof.

DAY - Calendar day unless expressly stated otherwise.

EMPLOYEE - Any employee employed by the District, excepting those persons elected by popular vote.

EMPLOYEE RELATIONS OFFICER - The individual designated by Resolution by the Board of Directors of the Humboldt Community Services District.

IMPASSE - Representatives of the District and a recognized employee organization have reached a point in meeting and conferring where their differences on matters to be included in a

Memorandum of Understanding, and which are within the scope of representation, remain so substantial and prolonged that further meeting and conferring would be futile.

MANAGEMENT EMPLOYEE - Any employee who has significant authority to formulate, administer, or manage District or departmental policies or programs or to administer the District or a department with respect to employer-employee relations matters.

MEDIATION - Effort by an impartial third party to assist in reconciling an impasse on matters to be included in a Memorandum of Understanding through interpretation, suggestion, or advice.

MEET AND CONFER IN GOOD FAITH - Representatives of the District and a recognized employee organization shall have the mutual obligation personally to meet and confer promptly at the request of either party in order to exchange information, opinions, and proposals freely, and to endeavor to reach agreement on matters within the scope of representation prior to the adoption of the District's final budget for the ensuing year. Such obligation does not compel either party to agree to a proposal or require the marking of a concession.

MEMORANDUM OF UNDERSTANDING - A written statement incorporating matters agreed upon through meeting and conferring between representatives of the District and a recognized employee organization. The agreement set forth in the Memorandum of Understanding shall become binding only if formally ratified by the Board.

PROOF OF EMPLOYEE SUPPORT - (1) an authorization card recently signed and personally dated by an employee, provided that the card has not been subsequently revoked in writing by the employee; (2) a verified authorization petition or petitions recently signed and personally dated by an employee; or (3) employee dues deduction authorizations, using the payroll register for the period immediately prior to the date a petition is filed hereunder, except that dues deduction authorizations for more than one employee organization for the account of any one employee shall not be considered as proof of employee support for any employee organization. The only authorization which shall be considered as proof of employee support hereunder shall be the authorization last signed by an employee. The words "recently signed" shall mean within ninety (90) days prior to the filing of such proof of support.

RECOGNIZED EMPLOYEE ORGANIZATION - An employee organization, which has been formally recognized by the District as the employee organization that represents employees in an appropriate representation unit pursuant to Article III hereof.

REPRESENTATION UNIT - District employees in regular positions in a designated group of classifications and positions constituted for the purpose of representation in employee relations matters.

SCOPE OF REPRESENTATION - All matters relating to employment conditions and employer-employee relations, including, but not limited to, wages, hours and other terms and conditions of employment, except, however, that the scope of representation shall not include consideration of the merits, necessity, or organization of any service or activity provided by law or executive order.

SUPERVISORY EMPLOYEE - Any employee who, in the course of theirduties, may hire, transfer, suspend, promote, discharge, assign, direct or discipline other employees or who may effectively recommend such actions, if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

Representation Proceedings

Filing of Recognition by Employee Organization

An employee organization that seeks to be formally acknowledged as the Recognized Employee Organization representing the employees in an appropriate unit shall file a petition or other acceptable proof of employee support with the Employee Relations Officer containing the following information and documentation:

a. Name and address of the employee organization.
b. Name and titles of its officers.
c. Names of employee organization representatives who are authorized to speak on behalf of the organization.
d. A statement that the employee organization has, as one of its primary purposes, representing employees in their employment relations with the District.
e. A statement whether the employee organization is a chapter of, or affiliated directly or indirectly in any manner, with a local, regional, state, national or international organization, and, if so, the name and address of each such other organization.
f. Certified copies of the employee organization's constitution and by-laws.
g. A designation of those persons, not exceeding two in number, and their addresses, to whom notice sent by regular United States mail will be deemed sufficient notice on the employee organization for any purpose.
h. A statement that the employee organization has no restriction on membership based on race, color, religion, creed, sex, national origin, age, sexual orientation, gender identity, mental or physical disability or medical condition.
i. The job classifications or titles of employees in the unit claimed to be appropriate and the approximate number of member employees therein.
j. A statement that the employee organization has in its possession proof of employee support as herein defined to establish that a majority of the employees in the unit claimed to be appropriate and have designated the employee organization to represent them in their employment relations with the District. Such written proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party.
k. A request that the Employee Relations Officer formally acknowledge the petitioner as the Recognized Employee Organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith.

The proof of employee support, including all accompanying documents, shall be declared to be true and correct based upon the best information and belief of the duly authorized officer of the employee organization executing it, under penalty of perjury.

District Response to Recognition of Proof of Employee Support

Upon receipt of the petition, the Employee Relations Officer shall determine whether:

a. There has been compliance with the requirements of the Recognition Petition, and
b. The proposed representation unit is an appropriate unit in accordance with *the Policy and Standards for Determination of Appropriate Units* found within this policy.

If an affirmative determination is made by the Employee Relations Officer on the foregoing two matters, he shall so inform the petitioning employee organization, shall give written notice of such request for recognition to the employees in the unit and shall take no action on said request for thirty (30) days thereafter. If either of the foregoing matters are not affirmatively determined, the Employee Relations Officer shall offer to consult thereon with such petitioning employee

organization, and, if such determination thereafter remains unchanged, shall inform that organization of the reasons therefore in writing.

Open Period for Filing Challenging Proof of Employee Support

Within 30 days of the date written notice was given to affected employees that a valid recognition petition for an appropriate unit has been filed, any other employee organization may file a competing request to be formally acknowledged as the recognized employee organization of the employees in the same or in an overlapping unit (one which corresponds with respect to some but not all the classifications or positions set forth in the recognition petition being challenged), by filing a petition evidencing proof of employee support in the unit claimed to be appropriate of at least thirty (30%) percent and otherwise in the same form and manner as set forth within *Filing of Recognition by Employee Organization* found within this policy. If such challenging petition or proof of employee support seeks establishment of an overlapping unit, the Employee Relations Officer shall call for a hearing on such overlapping petitions for the purpose of ascertaining the more appropriate unit, at which time the petitioning employee organizations shall be heard. Thereafter, the Employee Relations Officer shall determine the appropriate unit or units in accordance with the standards of this policy. The petitioning employee organizations shall have fifteen (15) days from the date notice of such unit determination is communicated to them by the Employee Relations Officer to amend their petitions to conform to such determination or to appeal such determination set forth within the *Appeals* portion of this policy

If a different employee organization is formally acknowledged as the Exclusively Recognized Employee Organization, such organization shall be bound by all the terms and conditions of any Memorandum of Understanding in effect for its remaining term.

Policy and Standards for Determination of Appropriate Units

The basic policy objectives in determining the appropriateness of units shall be the effect of a proposed unit on (1) the efficient operations of the District and its compatibility with the primary responsibility of the District and its employees to effectively and economically serve the public, and (2) providing employees with effective representation based on recognized community of interest considerations. These policy objectives require that the appropriate unit shall be the broadest feasible grouping of positions that share an identifiable community of interest. Factors to be considered shall be:

a. Similarity of the general kinds of work performed, types of qualifications required, and the general working conditions.
b. History of representation in the District and similar employment, except however, that no unit shall be deemed to be an appropriate unit solely on the basis of the extent to which employees in the proposed unit have organized.
c. Number of employees and classifications, and the effect on the administration of employer-employee relations created by the fragmentation of classifications and proliferation of units.
d. Effect on the classification structure and impact on the stability of the employer-employee relationship of dividing a single or related classification among two or more units.
e. Similarity of the general kinds of work performed, types of qualifications required, supervision received, and the general working conditions.

Notwithstanding the foregoing provisions of this section, management and confidential employees may only be included in a unit consisting solely of managerial or confidential employees, respectively. Managerial and confidential employees may not represent any employee organization which represents other employees. Under the Meyers-Milias-Brown Act, professional employees

also have the right to be represented separately from non-professional employees. Supervisory employees may be required to be included in a unit consisting solely of supervisory employees.

The Employee Relations Officer shall, after notice to and consultation with affected employee organizations, allocate new classifications or positions from units in accordance with the provisions of this section.

~~Granting Recognition Without an Election~~

~~If the Petition is in order, and the proof of support shows that a majority of the employees in the appropriate unit have designated the petitioning employee organization to represent them, and if no other employee organization filed a challenging petition, the petitioning employee organization and the Employee Relations Officer shall request the California State Mediation and Conciliation Service, or another agreed-upon neutral third party, to review the count, form, accuracy, and propriety of the proof of support. If the neutral third party makes an affirmative determination, the Employee Relations Officer shall formally acknowledge the petitioning employee organization as the Exclusive Recognized Employee Organization for the designated unit.~~

Election Procedure

The Employee Relations Officer shall arrange for a secret ballot election to be conducted by a party agreed to by the Employee Relations Officer and the concerned employee organization(s) in accordance with such party's rules and procedures, subject to the provisions of this Policy. All employee organizations that have duly submitted petitions which have been determined to be in conformance with the *Policy and Standards for Determination of Appropriate Units* section of this policy shall be included on the ballot. The choice of "no organization" shall also be included on the ballot. Employees entitled to vote in such election shall be those persons employed in regular positions within the designated appropriate unit who were employed during the pay period immediately prior to the date which ended at least fifteen (15) days before the date the election commences, including those who did not work during such period because of illness, vacation or other authorized leaves of absence, and who are employed by the District in the same unit on the date of the election. An employee organization shall be formally acknowledged as the Recognized Employee Organization for the designated appropriate unit following an election if it received a numerical majority of the valid votes cast. If no employee organization receives a majority of the valid votes cast in the initial election, a run-off election shall be conducted between the two choices receiving the largest number of valid votes cast. The rules governing an initial election shall be applicable to the run-off election.

There shall be no more than one valid election under this Policy pursuant to any petition in a 12-month period affecting the same unit.

In the event that the parties are unable to agree on a third party to conduct an election, the election shall be conducted by the California State Mediation and Conciliation Service.

Costs of conducting elections shall be borne in equal shares by the District and by each employee organization appearing on the ballot.

Procedure for Decertification of Exclusively Recognized Employee Organization

A Decertification Petition alleging that the incumbent Recognized Employee Organization no longer represents a majority of the employees in an established appropriate unit may be filed with the Employee Relations Officer only during the month of January of any year following the first full year

of recognition or during the thirty (30) day period commencing one hundred eighty (180) days prior to the termination date of a Memorandum of Understanding then having been in effect less than three (3) years, whichever occurs later. A Decertification Petition may be filed by two or more employees or their representative, or an employee organization, and shall contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct and complete:

a. The name, address, and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information.
b. The name of the established appropriate unit and of the incumbent Recognized Employee Organization sought to be decertified as the representative of that unit.
c. An allegation that the incumbent Recognized Employee Organization no longer represents a majority of the employees in the appropriate unit, and any other relevant and material facts relating thereto.
d. Proof of employee support that at least thirty (30) percent of the employees in the established appropriate unit no longer desire to be represented by the incumbent Recognized Employee Organization. Such proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party.

An employee organization may, in satisfaction of the Decertification Petition requirements hereunder, file a Petition under this section in the form of a Recognition Petition evidencing proof of thirty (30) percent employee support, that conforms to the requirements of section 6003 in satisfaction of the Decertification Petition requirements hereunder.

The Employee Relations Officer shall initially determine whether the Decertification Petition or Recognition Petition has been filed in compliance with the applicable provisions of this policy. If the determination is in the negative, the Employee Relations Officer shall offer to consult therein with the representative(s) of such petitioning employees or employee organization, and, if such determination thereafter remains unchanged, shall return such Petition to the employees or employee organization with a statement of the reasons therefore in writing.

The Employee Relations Officer shall thereupon arrange for a secret ballot election to be held on or about fifteen (15) days after such notice to determine the wishes of unit employees as to the question of decertification, and, if an accompanying Recognition Petition was duly filed, and, in the event decertification of the incumbent Recognized Employee Organization is voted, the question on representation. Such election shall be conducted in conformance with this policy's election procedures.

Appeals

An employee organization aggrieved by an appropriate unit determination of the Employee Relations Officer; or an employee organization aggrieved by a determination of the Employee Relations Officer on a petition, or employees aggrieved by a determination of the Employee Relations Officer that a Decertification Petition has not been filed in compliance with the applicable provisions of this Policy, may, within ten(10) days of notice of the Employee Relations Officer's final decision, request to submit the matter to mediation by the State Mediation and Conciliation Service, or may, in lieu thereof or thereafter, appeal such determination to the District Board of Directors for final decision within fifteen (15) days of notice of the Employee Relations Officer's determination or the termination of mediation proceedings, whichever is later.

Appeals to the District Board of Directors shall be filed in writing with the Board Secretary, and a copy thereof served on the Employee Relations Officer. The Board of Directors shall commence to consider the matter within thirty (30) days of the filing of the appeal. The Board of Directors may, in

its discretion, refer the dispute to a non-binding third-party hearing process. Any decision of the Board of Directors on the use of such a procedure, and/or any decision of the Board of Directors determining the substance of the dispute, shall be final and binding.

Administration

Submission of Current Information by Recognized Employee Organizations

All changes in the information filed with the District by a Recognized Employee Organization under items (a.) through (h.) of its Recognition Petition identified in the Filing of Recognition Petition by Employee Organization section of this policy shall be submitted in writing to the General Manager within fourteen (14) days of such change.

Administrative Rules and Procedures

The General Manager is hereby authorized to establish such rules and procedures as appropriate to implement and administer the provisions of this Policy after consultation with affected employee organizations.

Meetings of Recognized Employee Organization

The District will provide two hours per fiscal year for the recognized employee organization to meet during the District's business hours. The association must notify management at least seven days prior to the meeting. The recognized employee organization may use District facilities for meetings.

Impasse Procedures

Initiation of Impasse Procedures

If the meet and confer process has reached impasse as defined in this Policy, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all disputed issues. An impasse meeting shall then be scheduled promptly by the Employee Relations Officer. The purpose of such impasse meeting shall be:

a. To identify and specify in writing the issue or issues that remain in dispute.
b. To review the position of the parties in a final effort to resolve such disputed issue or issues; and
c. If the dispute is not resolved, to discuss arrangements for the utilization of the impasse procedures provided herein.

Impasse Procedures

Impasse procedures are as follows:

a. If the parties agree to submit the dispute to mediation, and agree on the selection of a mediator, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendations, nor take any public position at any time concerning the issues.

b. If the parties agree to, and do participate in mediation, and if the mediator is unable to effect settlement of the dispute, the employee organization may present a request to the District and the Public Employment Relations Board (PERB) to submit the impasse to factfinding. The employee organization must submit this request to submit the impasse to fact-finding no sooner than thirty (30) days, but no later than forty-five (45) days, after the parties select a mediator.

c. If the parties do not agree to participate in mediation, the employee organization may present a request to the District and PERB to submit the impasse to fact-finding no later than thirty (30) days following the date that either party has provided the other a written notice of declaration of impasse.

d. Within five (5) working days after PERB's determination that the request for factfinding is sufficient, a factfinding panel of three (3) shall be appointed in the following manner: One member of the panel shall be appointed by the Employee Relations Officer, and one member shall be appointed by the Recognized Employee Organization. PERB shall, within (5) working days after making its determination that the request for factfinding is sufficient, submit the names of seven persons, drawn from the list of neutral factfinders established pursuant to Government Code Section 3541.3(d). PERB shall thereafter designate one of the seven persons to serve as the chairperson unless notified by the parties within five(5) working days that they have mutually agreed upon a person to chair the panel in lieu of a chairperson selected by PERB

e. The following constitute the jurisdictional and procedural requirements for fact-finding:

1. The panel shall, within ten (10) days after its appointment, meet with the parties or their representatives, either jointly or separately, and may make inquiries and investigations, hold hearings, and take any other steps it deems appropriate. The panel shall have subpoena power with regard to hearings, investigations, and inquiries.
2. Subject to the stipulations of the parties, the factfinders shall consider, weigh, and be guided by the following measures and criteria in arriving at their findings and recommendations:
    i. State and federal laws that are applicable to the employer.
    ii. Local rules, regulations, or ordinances.
    iii. Stipulations of the parties.
    iv. The interests and welfare of the public, and the financial ability of the public agency.
    v. Comparison of the wages, hours, and conditions of employment of employees performing similar services in comparable public agencies.
    vi. The consumer price index for goods and services, commonly known as the cost of living.
    vii. The overall compensation presently received by the employees, including direct wage compensation, vacations, holidays, and other excused time, insurance and pensions, medical and hospitalization benefits, the continuity and stability of employment, and all other benefits received.
    viii. Any other facts not confined to those specified in paragraphs (i)-(vii) inclusive, which are normally or traditionally taken into consideration in making the findings and recommendations.
3. Within thirty (30) days after the appointment of the fact-finding panel, or, upon agreement by both parties within a longer period, the panel shall make written findings of fact and advisory recommendations for the resolution of the issues in dispute, which shall be presented in terms of the criteria and limitations specified above. Any member of a factfinding panel shall be accorded the right to file dissenting written findings of fact and recommendations. The factfinder or chairperson of the factfinding panel shall serve such findings and recommendations on the Employee Relations

Officer and the designated representative of the Exclusively Recognized Employee Organization before they are made available to the public.

4. If these parties have not resolved the impasse within ten (10) days after service of the findings and recommendations upon them, the District shall make them public by submitting them to the Board Secretary for consideration by the Board of Directors in connection with the Board's legislative consideration of the impasse.
5. After any applicable mediation and factfinding procedures have been exhausted, but no earlier than ten (10) days after the factfinders' written findings of fact and recommended terms of settlement have been submitted to the parties, the Board of Directors may hold a public hearing regarding the impasse, and take such action regarding the impasse as in its discretion deems appropriate in the public interest, including implementation of the District's last, best and final offer. Any legislative action by the Board of Directors on the impasse shall be final and binding.
6. The costs for the services of the panel chairperson agreed upon by the parties shall be equally divided between the parties, and shall include per diem fees, if any, and actual and necessary travel and subsistence expenses. The per diem fees shall not exceed the per diem fees stated on the chairperson's resume on file with PERB. The chairperson's bill showing the amount payable by the parties shall accompany their final report to the parties and PERB. The parties shall make payment directly to the chairperson.
7. Any other mutually incurred costs shall be borne equally by the parties. Any separately incurred costs for the panel member selected by each party shall be borne by that party.

Cost of Impasse Procedures

The cost for the services of a mediator and a chairperson of a factfinding panel utilized by the parties, and other mutually incurred costs of mediation and factfinding shall be borne equally by the District and the Recognized Employee Organization. The cost for a factfinding panel member selected by each party, and other separately incurred costs, shall be borne by such party.

Miscellaneous Provisions

Rights of Employees

Employees of this District shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters within the scope of representation. Employees of the District also shall have the right to refuse to join or participate in the activities of employee organizations. Neither the District nor any employee organization shall interfere with, intimidate, restrain, coerce, or discriminate against employees because of the exercise of their rights under this section.

Rights and Responsibilities of the District

The rights of the District derive from the Constitution of the State of California and applicable State Codes. All rights not specifically addressed in this policy or expressly waived in a Memorandum of Understanding are reserved to the District. The express and implied powers, rights, duties, and responsibilities of the District, such as the adoption of policies, rules, regulations, and practices, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this policy.

The District has and will continue to retain, whether exercised or not, the unilateral and exclusive right to operate, administer and manage its services and the workforce performing these services. The exclusive rights of the District shall include, but not be limited to, the right to determine the organization of District Government and the mission of its constituent agencies; to determine the nature, quantity and quality of services to be offered to the public and to determine the means of operations, the materials and the personnel to be used; to introduce new or improved methods or facilities and to change or alter personnel, level of work force, methods, means, materials and facilities; to exercise control and discretion over its organization and operation through its managerial employees; to establish and effect rules and regulations consistent with applicable law; to establish and implement standards of selecting District personnel and standards for continuing employment with the District; to direct the work force by determining the work to be performed, the personnel who shall perform the work, assigning overtime and scheduling the work; to take disciplinary action; determine the content of job classifications; to relieve its employees because of lack of work, funds or for other reasons; to determine whether materials or services shall be made, purchased on contracted for; and to otherwise act in the best interest of efficient service.

The District retains its rights to take whatever actions it deems appropriate during an emergency. The determination of whether an emergency exists is solely within the discretion of the District, and such determination is expressly excluded from the District grievance procedure.

Severability

If any section or provision of this policy or any addendum or amendment thereto should be held to be invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance or enforcement of any section or provision should be restrained by such tribunal or the enactment of superseding law, rule or regulation by any governmental authority other than the District, such article or provision shall be immediately suspended and be of no force and effect. Such invalidation of a part or portion of this policy shall not invalidate any remaining portions, and those remaining portions shall remain in full force and effect unless those remaining portions were contingent upon the operation of the invalidated section. In the event that a part or portion of this policy is suspended pursuant to the above, the District or any recognized employee organization that is subject to the provisions of this policy has the right to initiate a meet-and-confer on the effect of such suspension.

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HCSD RESOLUTION NO. 2026-12

A RESOLUTION OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS ADOPTING THE REVISED EMPLOYER - EMPLOYEE RELATIONS POLICY

WHEREAS, the Humboldt Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District has authority under Chapter 10, Division 4, Title 1 of Section 3500, commonly known as the Meyers-Milias-Brown Act, to adopt a policy that provides updated procedures for meeting and conferring in good faith with Recognized Employee Associations; and

WHEREAS, District staff has prepared revisions to the HCSD Employee – Employer Relations Policy and recommends its adoption by the Board of Directors.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the Humboldt Community Services District as follows:

- The Board of Directors hereby adopts the HCSD Employer – Employee Relations Policy.
- The adopted policy shall govern District procedures for recognizing and negotiating with Recognized Employee Organizations
- The General Manager, or the General Manager's designee, is authorized and directed to implement and administer the policy, make non-substantive administrative revisions as necessary to maintain compliance with applicable law, and take all actions necessary to carry out the intent of this resolution.
- This Resolution shall become effective immediately upon its adoption

PASSED, APPROVED, and ADOPTED this ____ day of _____ 2026, on the following roll call vote:

AYES:

NOES:

ABSENT:

_____
Michael Hansen, Board President

ATTEST:

_____
Robert Christensen, Board Secretary

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