



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

AGENDA

DATE: Tuesday, November 24, 2020

TIME: 5:00 p.m.

LOCATION: *In accordance with the Governor's Executive Orders N-25-20 and N-29-20 HCSD Board of Directors shall conduct the District's business via teleconference.*

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

*Meeting ID: 865 8335 3678
Passcode: 586572*

A. CALL TO ORDER AND ROLL CALL

B. CONSENT CALENDAR

1. Approval of November 24, 2020 Agenda
2. Approval of Minutes of the Regular Meeting of November 10, 2020

C. REPORTS

1. General Manager
 - a) Status Report
2. Community Services
3. Superintendent
4. Finance Department
 - a) Sewer Fund Pass-through Revenue
 - b) October 2020 Budget Statement
5. Legal Counsel
6. Director Reports

7. Other

D. PUBLIC PARTICIPATION **

**Members of the public will be given the opportunity to comment on items not on the agenda by way of the teleconference call-in line. Please use the information set forth above to attend telephonically.

E. NON-AGENDA

F. NEW BUSINESS

G. OLD BUSINESS

H. ADJOURNMENT

Next Res: 2020-13

Next Ord: 2020-02

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

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, November 10, 2020, via tele/video conference in accordance with the Governor’s Executive Orders N-25-20 and N-29-20.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call were Directors Bongio, Gardiner, Matteoli, and Tyson. Director Saunderson was absent. Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), Community Services Manager Hulstrom (CSM).

B. CONSENT CALENDAR

1. Approval of November 10, 2020 Agenda
2. Approval of Minutes of the Meeting of October 27, 2020

DIRECTOR GARDINER, MOVED, AND DIRECTOR BONGIO SECONDED, TO ACCEPT AND APPROVE THE NOVEMBER 10, 2020 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BONGIO, GARDINER, MATTEOLI, TYSON
NOES: NONE
ABSENT: SAUNDERSON

C. REPORTS

1. General Manager
 - a) Status Report

GM summarized his November 5, 2020 Memorandum advising:

- Superintendent Latham is on vacation November 7 through November 27
- Michael (Mickey) Hulstrom (CSM) submitted his official intent to retire effective June 1, 2021
- Pine Hill HDD Project – Twelve contractors including, 2 local concerns, participated in the mandatory pre-bid meeting held Thursday, November 5. The official bid opening is set for December 1, 2020 at 2 p.m.
- November 3, 2020 First Post-Election Results of November 6 report the three candidates with the greatest number of votes are currently Benzonelli, Matteoli, and Hansen. Director Gardiner reminded all that the results could change dramatically by the end of the month, and advised he has devised a list of items he believes should be incorporated into the new Directors onboarding process. Director Tyson encouraged other Board Members review the current orientation packet as well.

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; November 10, 2020

4. Finance Department

1. October 2020 Check Register

FM presented the report whereupon Director Gardiner requested information concerning the following payments:

- Check 53958 payable to O and M Industries in the amount of \$6,770.62 for an earthquake restraint system – GM advised the earthquake restraints relate to the installation of temporary water storage tanks and are necessary in order to ensure uninterrupted water delivery service during the Ridgewood Water Tank Rehabilitation. Completion of preliminary work is scheduled during December with testing in January. The by-pass system will be on line throughout the duration of the rehabilitation project slated for completion by August 2021. Director Gardiner then asked if the restraints could be used on future projects, to which GM responded it will depend upon the footing designs of future locations.
- Check 53962 payable to Matthew Rizkowsky in the amount of \$800 for Monthly IT Support – FM advised the monthly service fee covers both software and hardware and the contract with Mr. Rizkowsky will conclude at the of November wherein FM will assume routine IT tasks and when necessary seek outside contracted assistance.
- Check 53981 payable to the North Coast Unified Air Quality in the amount of \$3,678.34 for annual renewal fees of diesel generators – FM affirmed the fee is an annual expense to maintain certification of the District generators.
- Check 43985 payable to Douglas Kristian Andre in the amount of \$604.12 for yellow door hangers – FM advised the yellow door hangers are a method of communication utilized to notify a new resident that service has been scheduled for turn-off on a specific date and to register for service prior to that date.
- Check 53995 payable to Watt's Cleaning Service in the amount of \$1,745 for weekly services – In response to Director Gardiner's inquiry if there have been any complaints about service, if the District is under contract, and how long has it been since looking at other companies, FM advised the District contracted with Watt's in May 2019 and is not certain if it is currently binding. GM added he is happy with the service.
- Check 54005 payable to Humboldt Towing in the amount of \$600 to transport Unit #13 to Peterbilt – GM advised the Maintenance Department VacCon experienced engine failure and Peterbilt is currently running diagnostics to determine options. A full report to the Board detailing the unanticipated expenses will be presented at a future meeting.

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; November 10, 2020

6. Director Reports

Director Gardiner advised he will address the new Board regarding options for the District's health benefits program and expressed three areas of concern: 1) assurance that any changes considered would be directed at new employees, not current employees or retirees; 2) encourage more education to all employees about the Consumer Driven Health Plan as an alternative to traditional coverage; and 3) Director coverage. Director Tyson inquired whether the AdHoc was ready to make a report to which Director Gardiner affirmed they are and will present their findings to the new Board.

D. PUBLIC PARTICIPATION

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

Jerry Martien expressed appreciation for utilizing Zoom for the teleconference as he can better identify who is speaking and is looking forward to the transfer of power.

F. NEW BUSINESS

1. Review of Per/Polyfloroalkyl Substances (PFAS) Testing

GM reviewed his report detailing what PFAS chemical are, the conditions that can lead to water contamination, the testing requirements, and affirming all state mandated tests resulted in non-detectable levels of PFAS from all HBMWD and HCSD sources.

G. ADJOURNMENT

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

AYES: BONGIO, GARDINER, MATTEOLI, TYSON
NOES: NONE
ABSENT: SAUNDERSON

THE BOARD ADJOURNED ITS REGULAR MEETING OF NOVEMBER 10, 2020 AT 5:24 P.M.

Submitted, Board Secretary

Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: November 20, 2020

SUBJECT: General Manager Report for November 24, 2020 Board Meeting

Last Meeting with This Board: I want to acknowledge that this is the last official full board meeting with the currently seated Board of Directors. Thank you, David Tyson and David Saunderson, for your years of dedication and hard work. We appreciate all that you have done for the District and its customers!

Superintendent Vacation: The District Superintendent, Tim Latham, has been on a much-needed vacation since November 7, 2020. Due to the rising number of cases of COVID-19 and the State's decision to increase Humboldt County's alert level from yellow to red, the County Health Officer has modified travel restrictions and allowable activities including household gathering. Being the outstanding and dedicated employee that he is, Tim has cut his vacation plans short to self-quarantine and have a quiet Thanksgiving celebration with his immediate family so that he will be able to return to work the week of November 30. Thank you, Tim, we all hope you are enjoying your time off despite the circumstances.

Pine Hill HDD Project: The Pine Hill HDD Project is a directional drilling project that bypasses the bridge over Swain Slough at the confluence of Swain and Martin Sloughs at Pine Hill Road near Elk River Road. This project is currently out to bid. A well-attended mandatory pre-bid meeting was held on Thursday November 5. Questions were due from contractors by 5 pm Thursday, November 12. An addendum addressing those questions was released on Wednesday November 18. All of the project documents are available on the District's website (<https://humboldtcsd.org/current-bidding-opportunities>) including the addendum. The deadline for bids is Tuesday, December 1 at 3:00 p.m. Bids will be opened and read aloud in a public ZOOM meeting at 4:00 p.m. on December 1. The project is scheduled to be awarded during the regularly scheduled business meeting on December 8, 2020. A notice of award is scheduled to be sent out on December 9.

Golf Course Project: The project to armor the gravity sewer aerial crossing of Martin Slough at the Eureka Municipal Golf Course is underway. The District's construction crew has successfully installed a cleanout. This allows us access to the section of line between the golf course and the Elks Club for cleaning. One of the motivations of this project is that the District's maintenance crew discovered a piece of debris that was partially blocking the line in

General Manager's Report to the Board of Directors for
November 24, 2020 Board Meeting

that section that they could not remove. The construction crew is currently in the process of installing the armoring treatment to the crossing itself. Provided the dry weather that is currently forecasted for next week comes to fruition, this project will be completed on schedule. Figure 1 shows the crew working to place the armoring over the pipe crossing.



Figure 1: HCSO Construction crew working to place armoring treatment over aerial crossing over Martin Slough.

Meetings with New Board Members Elect: On November 13, at 4:19 pm, the Humboldt County Office of Elections released a second post-election update. The vote tallies listed in that update are as follows:

Heidi Benzonelli	3,864 votes
Michael Hansen	3,080 votes
David Haynie	1,492 votes
Joe Matteoli	3,344 votes
David Saunderson	2,950 votes
Josh Sehon	1,412 votes

The three leading candidates in this race are currently Heidi Benzonelli, Joe Matteoli, and Michael Hansen. I had the pleasure of spending time with both Michael Hansen and Heidi Benzonelli for their respective District orientations in anticipation of these results being certified by the County Board of Supervisors. Both of them are very knowledgeable and bring a lot to the table. They are also both very eager and excited about beginning their roles as Directors. I thoroughly enjoyed meeting with each of them and I look forward to working with them in the coming years.

General Manager's Report to the Board of Directors for
November 24, 2020 Board Meeting

Annual Employee Appreciation Dinner: The annual Employee Appreciation Dinner typically occurs during the month of November. Unfortunately, the current state of the pandemic prohibits us from gathering. As a result, the 2020 Employee Appreciation Dinner has been canceled. We are hoping to be able to have a make-up gathering to appreciate District staff once this virus is under control.

2007 Sterling Vac-Con (Vacuum Sewer Cleaning Machine): The District uses a piece of equipment to clean the sewer collection system called a Vac-Con. This piece of equipment consists of a high-pressure washing system coupled with a high suction vacuum. The system is truck mounted and is used to clean sections of sewer line and to take flow off of sewer lines during repair. During emergency situations, this equipment is used to capture flow and clean up after sanitary sewer overflows. Unfortunately, the engine of the District's 2007 sewer cleaning Vac-Con experienced a catastrophic failure. The analysis regarding a decision to repair this equipment is complicated by the fact that the vehicle is scheduled for replacement in the near future because the California Air Resources Board (CARB) regulations require older diesel trucks to be 'retired' regardless of their mileage. A full analysis and recommendation regarding this piece of equipment will be presented at a future Board meeting once we have all of the information regarding costs, lead times and CARB restrictions.

Humboldt Community Services District

Post Office Box 158

Cutten, CA 95534

(707) 443-4558

Fax (707) 443-0818

MEMORANDUM

To: H.C.S.D Board of Directors

Date: November 24, 2020

From: Michael Montag, Finance Manager/District Treasurer

Subject: Sewer Fund Pass-through Revenue

While preparing the monthly budget report, we observed the income for Sewer Pass-Through charges are lower than predicted.

For July-October, the year to date budgeted revenue amount for Sewer Pass-Through charges is \$339,541, though the district has only received \$212,778 in pass through charges for the same period. \$84,500 of the shortfall was a one-time occurrence from the month of July due to the fact that prior pass-through rates expired at the end of June and new pass-through rates were not implemented until August. In addition to that, there has been a monthly shortfall of ~\$14,100 each month for August-October.

Upon investigation, we identified two contributing factors to this ongoing monthly shortfall:

- Customer Usage Sewer charges for the current Fiscal Year, which are based on Customer Winter Average water use, has been lower than the prior year's Winter Average utilized in the Budget calculations. This lower usage accounts for \$6,000 of the monthly shortfall.
- Sewer Pass-through rates that were implemented starting in August 2020 were not set at correct amounts to achieve the budgeted income, even if usage remained at the level of the prior year. Sewer pass through rates were set 11% lower than what would have been necessary to achieve the budgeted income. This accounts for the remaining \$8,100 of the monthly shortfall.

These factors will continue to cause an ongoing monthly shortfall in sewer passthrough income. Projecting through the end of the Fiscal Year gives an estimated total shortfall compared to budget of \$240,000 for the full Fiscal Year.

The district has two primary options for this situation. Our General Manager reviewed the scenario with the District's special Prop. 218 legal counsel who has confirmed either of the following options are acceptable to restore reserves depleted by previous under-collection:

1. District may impose a mid-year rate adjustment for Sewer passthrough rates.
2. District may leave passthrough rates as currently set for the remainder of the current fiscal year. When passthrough rates are set for the next fiscal year, they can be set to an amount necessary to restore the reserves depleted by under-collection shortfall from this fiscal year.

Due to barriers posed by attempting to adjust rates mid-year, we recommend leaving passthrough rates as currently set and applying the revenue recovery shortage to the next fiscal year. Please be assured I have verified that the District sewer fund currently has adequate reserves to temporarily absorb this under-collection without issue.

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

October 2020

	Budgeted 2020-21	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	5,078,311	477,243	1,952,363	1,692,770	259,593	15.3	1
Water Charges - Pass Through	236,395	24,162	74,001	78,798	(4,797)	(6.1)	2
Sewer Service Charges	4,952,219	398,263	1,589,142	1,650,740	(61,598)	(3.7)	
Sewer Service Charges - Pass Through	1,018,622	71,239	212,778	339,541	(126,762)	(37.3)	2
Water & Sewer Construction Fees	32,000	2,575	24,968	10,667	14,301	134.1	
Account Fees	150,000	10,273	47,594	50,000	(2,406)	(4.8)	
Inspection Fees	5,000	-	-	1,667	(1,667)	(100.0)	
Reimbursable Maintenance Fees	1,000	-	-	333	(333)	(100.0)	
Miscellaneous	10,000	-	-	3,333	(3,333)	(100.0)	
TOTAL OPERATING REVENUE	11,483,547	983,755	3,900,847	3,827,849	72,998	1.9	
NON-OPERATING REVENUE							
Capital Connection Fees	158,000	52,362	199,172	52,667	146,505	278.2	3
Interest/General	30,000	-	-	10,000	(10,000)	(100.0)	
Discounts Earned	2,000	198	577	667	(90)	(13.5)	
Sales:Fixed Assets/Scrap Metal	75,400	-	670	25,133	(24,464)	(97.3)	
Bad Debt Recovery	2,200	926	2,743	733	2,009	274.0	
Property Taxes & Assessments	490,000	-	-	163,333	(163,333)	(100.0)	3
Insurance Rebate	-	-	-	-	-	-	
Walnut Yard Logging Revenue	-	-	-	-	-	-	
Other Non-Operating Revenue	-	-	-	-	-	-	
TOTAL NON-OPERATING REVENUE	757,600	53,487	203,161	252,533	(49,373)	(19.6)	3
TOTAL DISTRICT REVENUE	12,241,147	1,037,241	4,104,008	4,080,382	23,625	0.6	
OPERATING EXPENSES							
Wages Direct	1,500,000	119,332	454,601	500,000	45,399	9.1	
Benefits: PERS	450,000	35,005	136,878	150,000	13,122	8.7	
State Unemploy Ins	-	-	-	-	-	-	
Group Ins	1,130,000	79,021	315,343	376,667	61,323	16.3	
Workers Comp Ins	36,000	4,772	10,289	12,000	1,711	14.3	
FICA/Medicare	120,000	9,178	34,909	40,000	5,091	12.7	
Misc Benefits	1,200	20	60	400	340	85.0	
Total Wages and Benefits	3,237,200	247,326	952,080	1,079,067	126,987		
Less: wages & ben charged to Capital Proj.	(161,800)	(22,147)	(41,643)	(53,933)	(12,290)	22.8	
Total Operating Wages and benefits	3,075,400	225,179	910,437	1,025,133	114,696		
Water Purchase HBMWD	1,086,800	90,148	358,611	362,267	3,655	1.0	4
Water Purchase Eureka	673,920	130,596	286,910	224,640	(62,270)	(27.7)	4
Sewage Treatment Operations & Maint.	1,529,995	119,525	478,100	509,998	31,898	6.3	
Water/Sewer Analysis	10,000	-	1,513	3,333	1,820	54.6	
Supplies/ Construction	170,000	9,116	41,933	56,667	14,734	26.0	
Supplies/ Office-Administration	16,000	6,190	8,944	5,333	(3,611)	(67.7)	5
Supplies/ Engineering	2,500	281	281	833	553	66.3	
Supplies/ Maintenance	100,000	12,933	29,728	33,333	3,606	10.8	
Invoicing	52,476	-	18,606	17,492	(1,114)	(6.4)	
Web Payment Portal	6,000	-	-	2,000	2,000	100.0	
Temporary Labor	27,200	-	-	9,067	9,067	100.0	
Repairs & Maintenance/Trucks	60,000	6,558	19,384	20,000	616	3.1	
Equipment Rental	8,000	-	-	2,667	2,667	100.0	
Building & Grounds Maintenance	24,000	1,115	7,752	8,000	248	3.1	
Electrical Power	290,000	24,579	111,133	96,667	(14,466)	(15.0)	6
Street Lights	70,000	5,257	21,033	23,333	2,300	9.9	
Telephone	14,250	407	5,039	4,750	(289)	(6.1)	
Postage	3,000	-	(2)	1,000	1,002	100.2	
Freight	1,600	75	75	533	458	85.9	
Chemicals	12,000	1,748	3,912	4,000	88	2.2	
Liability Insurance	65,000	37,800	54,488	21,667	(32,822)	(151.5)	7
Legal	30,000	137	521	10,000	9,479	94.8	
Accounting	16,000	-	-	5,333	5,333	100.0	

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

October 2020

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Engineering	15,000	-	3,222	5,000	1,778	35.6	8
Other Professional Services	18,000	3,328	7,178	6,000	(1,178)	(19.6)	9
Bank Service Charges	42,000	3,848	15,973	14,000	(1,973)	(14.1)	10
Transportation	66,000	2,475	12,882	22,000	9,118	41.4	
Office Equip. Maintenance	22,500	1,490	4,396	7,500	3,104	41.4	
Computer Software Maintenance	36,000	133	25,290	12,000	(13,290)	(110.8)	11
Memberships & Subscriptions	21,200	11,780	17,269	7,067	(10,202)	(144.4)	12
Bad Debts & Minimum Balance Writeoff	12,000	3,419	3,419	4,000	581	14.5	
Conference & Continuing Ed	17,000	-	-	5,667	5,667	100.0	
Certifications	5,400	-	120	1,800	1,680	93.3	
State/County & LAFCO Fees and Charges	40,000	54	5,674	13,333	7,659	57.4	
Hydraulic Water Model Maintenance	5,000	-	-	1,667	1,667	100.0	
Elections Expense	3,500	-	-	1,167	1,167	100.0	
Human Resources	24,300	90	4,031	8,100	4,069	50.2	
Miscellaneous	12,000	(293)	956	4,000	3,044	76.1	
Director's Fees	16,000	1,100	3,550	5,333	1,783	33.4	
TOTAL OPERATING EXPENSES	7,700,041	699,064	2,462,358	2,566,680	104,322	4.1	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	177,429	-	-	59,143	59,143	100.0	
2012 CIP & Refl.	359,220	-	181,350	119,740	(61,610)	(51.5)	
Davls-Grunsky Loan	6,051	-	-	2,017	2,017	100.0	
VacCon Truck Loan	80,341	80,341	80,341	26,780	(53,561)	(200.0)	
2014 Wastewater Revenue Bonds	485,575	142,785	142,785	161,858	19,073	11.8	
TOTAL LONG TERM DEBT PAYMENTS	1,108,616	223,126	404,476	369,539	(34,937)	(9.5)	
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	456,000	-	1,471	152,000	150,529	99.0	
Building, Yard & Paving Improvements	72,500	78	2,272	24,167	21,894	90.6	
Capital Improvements Water	1,525,000	99,002	737,033	508,333	(228,699)	(45.0)	13
Capital Improvements Sewer	220,000	10,363	20,165	73,333	53,168	72.5	
Engineering & Studies	133,750	(15,430)	(6,168)	44,583	50,751	113.8	8
TOTAL CAPITAL EXPENDITURES	2,407,250	94,014	754,773	802,417	47,643	5.9	
OTHER							
City of Eureka Projects:							
Treatment Plant	1,030,095	-	5,502	343,365	337,863	98.4	14
COE - MS Easements	-	-	-	-	-	-	
Martin Slough Pump Station	-	-	-	-	-	-	
Martin Slough Easements	-	270	903	-	(903)	-	
Martin Slough Collector Lines	-	-	-	-	-	-	
TOTAL City of Eureka Projects	1,030,095	270	6,405	343,365	336,960	98.1	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(4,855)	20,767	475,995	(1,618)	477,613	29,512.7	

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

October 2020

	Budgeted 2020-21	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	11,483,547	983,755	3,900,847	3,827,849	72,998	1.9
TOTAL OPERATING EXPENSES	(7,700,041)	(699,064)	(2,462,358)	(2,566,880)	104,322	4.1
NET SURPLUS/(DEFICIT) FROM OPERATIONS	3,783,506	284,690	1,438,489	1,261,169	177,320	14.1
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	757,600	53,487	203,161	252,533	(49,373)	(19.6)
TOTAL LONG TERM DEBT SERVICE	(1,108,616)	(223,126)	(404,476)	(369,539)	(34,937)	(9.5)
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	3,432,490	115,051	1,237,173	1,144,163	162,885	14.2
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(2,407,250)	(94,014)	(754,773)	(802,417)	47,643	5.9
CITY of EUREKA PROJECT REIMBURSEMENT	(1,030,095)	(270)	(6,405)	(343,365)	336,960	98.1
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT						
		-	-			
BUDGET SURPLUS (DEFICIT)	(4,855)	20,767	475,995	(1,618)	477,613	29,512.7

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

October 2020

	Budgeted 2020-21	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	5,078,311	477,243	1,952,363	1,692,770	259,593	15.3
Water Pass Through	236,395	24,162	74,001	78,798	(4,797)	(6.1)
Water Construction Fees	20,000	2,828	22,272	6,667	15,606	234.1
Account Fees	85,500	5,856	27,129	28,500	(1,371)	(4.8)
Inspection Fees	2,150	-	-	717	(717)	(100.0)
Reimbursable Maintenance Fees	800	-	-	267	(267)	(100.0)
Miscellaneous	5,000	-	-	1,667	(1,667)	(100.0)
TOTAL OPERATING REVENUE	5,428,156	510,088	2,075,765	1,809,385	266,380	14.7
NON-OPERATING REVENUE						
Water Capital Connection Fees	80,000	28,698	106,266	26,667	79,599	298.5
Interest/General	23,547	-	-	7,849	(7,849)	(100.0)
Discounts Earned	1,280	113	329	427	(98)	(23.0)
Sales: Fixed Assets/Scrap Metal	42,918	-	382	14,306	(13,924)	(97.3)
Bad Debt Recovery	1,254	528	1,563	418	1,145	274.0
FW/MR Assessment	140,000	-	-	46,667	(46,667)	(100.0)
Walnut Yard Logging Revenue	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	288,999	29,339	108,540	96,333	12,207	12.7
TOTAL DISTRICT REVENUE	5,717,155	539,427	2,184,305	1,905,718	278,587	14.6
OPERATING EXPENSES						
Wages Direct	705,000	53,204	219,101	235,000	15,899	6.8
Wages & Benefits: Allocated	571,490	38,809	143,451	190,497	47,046	24.7
Benefits: PERS	162,000	8,469	34,499	54,000	19,501	36.1
State Unemploy Ins	-	-	-	-	-	-
Group Ins	350,300	22,123	96,616	116,767	20,151	17.3
Workers Comp Ins	19,440	2,223	4,974	6,480	1,506	23.2
FICA/Medicare	56,400	4,055	16,696	18,800	2,104	11.2
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,864,630	128,882	515,338	621,543	106,205	17.1
Less: wages & ben charged to Capital Proj.	(119,732)	(14,555)	(21,510)	(39,911)	(18,401)	46.1
Total Operating Wages and benefits	1,744,898	114,327	493,828	581,633	87,805	15.1
Water Purchase HBMWD	1,086,800	90,148	358,611	362,267	3,655	1.0
Water Purchase Eureka	673,920	130,596	286,910	224,640	(62,270)	(27.7)
Water Analysis	5,000	-	1,513	1,667	154	9.2
Supplies/ Construction	125,800	6,497	26,698	41,933	15,235	36.3
Supplies/Office-Administration	4,800	556	1,851	1,600	(251)	(15.7)
Supplies/ Engineering	1,425	-	-	475	475	100.0
Supplies/ Maintenance	50,000	10,745	23,935	16,667	(7,268)	(43.6)
Temporary Labor	11,288	-	-	3,763	3,763	100.0
Repairs & Maintenance/Trucks	33,600	3,434	10,745	11,200	455	4.1
Equipment Rental	5,920	-	-	1,973	1,973	100.0
Building & Grounds Maintenance	1,440	-	109	480	371	77.3
Electrical Power	159,500	15,031	71,339	53,167	(18,172)	(34.2)
Telephone	4,560	(0)	852	1,520	668	43.9
Postage	1,290	-	(1)	430	431	100.3
Freight	912	4	4	304	300	98.6
Chemicals	12,000	1,748	3,912	4,000	88	2.2
Liability Insurance	-	-	-	-	-	-
Engineering	5,850	-	3,222	1,950	(1,272)	(65.2)
Other Professional Services	3,600	1,928	1,928	1,200	(728)	(60.7)
Transportation	37,620	1,411	7,343	12,540	5,197	41.4
Office Equip. Maintenance	3,375	173	243	1,125	882	78.4
Computer Software Maintenance	17,280	-	14,061	5,760	(8,301)	(144.1)
Memberships & Subscriptions	1,272	-	1,310	424	(886)	(209.1)
Bad Debts & Minimum Balance Writeoff	-	3,419	3,419	-	(3,419)	-
Conference & Continuing Ed	5,950	-	-	1,983	1,983	100.0

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

October 2020

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	%
						Variance
Certifications	1,620	-	120	540	420	77.8
State/County & LAFCO Fees and Charges	13,600	31	3,139	4,533	1,394	30.8
Hydraulic Water Model Maintenance	5,000	-	-	1,667	1,667	100.0
Human Resources	9,477	-	-	3,159	3,159	100.0
Miscellaneous	2,640	-	-	880	880	100.0
General & Admin Expense Allocation	225,130	34,749	81,172	75,043	(6,128)	(8.2)
TOTAL OPERATING EXPENSES	4,255,567	414,796	1,396,264	1,418,522	22,258	1.6
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	-	-	59,143	59,143	100.0
2012 CIP & Refi.	115,560	-	-	38,520	38,520	100.0
Davls-Grunsky Loan	6,051	-	-	2,017	2,017	100.0
VacCon Truck Loan	60,256	60,256	60,256	20,085	(40,170)	(200.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	359,296	60,256	60,256	119,765	59,510	49.7
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	111,720	-	1,471	37,240	35,769	96.0
Building & Yard Improvements	41,325	-	-	13,775	13,775	100.0
Capital Improvements Water	1,525,000	99,002	737,033	508,333	(228,699)	(45.0)
Engineering & Studies	54,150	(15,496)	(7,396)	18,050	25,446	141.0
TOTAL CAPITAL EXPENDITURES	1,732,195	83,507	731,108	577,398	(153,710)	(26.6)
INTERFUND TRANSFERS IN	-	-	-	-	-	-
BUDGET SURPLUS (DEFICIT)	(629,903)	(19,131)	(3,323)	(209,968)	206,645	98.4

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

October 2020

	Budgeted 2020-21	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	4,952,219	398,263	1,589,142	1,650,740	(61,598)	(3.7)
Sewer Service Charges - Pass Through	1,018,622	71,239	212,778	339,541	(126,762)	(37.3)
Sewer Construction Fees	12,000	(253)	2,695	4,000	(1,305)	(32.6)
Account Fees	64,500	4,417	20,466	21,500	(1,034)	(4.8)
Inspection Fees	2,850	-	-	950	(950)	(100.0)
Reimbursable Maintenance Fees	200	-	-	67	(67)	(100.0)
Miscellaneous	5,000	-	-	1,667	(1,667)	(100.0)
TOTAL OPERATING REVENUE	6,055,391	473,666	1,825,081	2,018,464	(193,382)	(9.6)
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	78,000	23,664	92,906	26,000	66,906	257.3
Interest/General	6,453	-	-	2,151	(2,151)	(100.0)
Discounts Earned	720	85	248	240	8	3.3
Sales:Fixed Assets/Scrap Metal	32,482	-	288	10,827	(10,539)	(97.3)
Bad Debt Recovery	946	398	1,179	315	864	274.0
Walnut Yard Logging Revenue	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	118,601	24,148	94,621	39,534	55,088	139.3
TOTAL DISTRICT REVENUE	6,173,992	497,814	1,919,703	2,057,997	(138,295)	(6.7)
OPERATING EXPENSES						
Wages Direct	435,000	39,488	165,366	145,000	(20,366)	(14.0)
Wages & Benefits: Allocated	571,490	38,809	143,451	190,497	47,046	24.7
Benefits: PERS	103,500	6,521	24,713	34,500	9,787	28.4
State Unemploy Ins	-	-	-	-	-	-
Group Ins	214,700	23,127	83,714	71,567	(12,147)	(17.0)
Workers Comp Ins	11,880	2,069	4,311	3,960	(351)	(8.9)
FICA/Medicare	36,000	3,391	12,597	12,000	(597)	(5.0)
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,372,570	118,444	434,152	457,523	23,371	5.1
Less: wages & ben charged to Capital Proj.	(42,068)	(7,592)	(17,543)	(14,023)	3,520	(25.1)
Total Operating Wages and benefits	1,330,502	110,852	416,609	443,501	26,892	6.1
Sewage Treatment: Operating & Maint.	1,529,995	119,525	478,100	509,998	31,898	6.3
Sewer Analysis	5,000	-	-	1,667	1,667	100.0
Supplies/ Construction	44,200	2,619	15,235	14,733	(502)	(3.4)
Supplies/ Office-Administration	4,800	419	1,396	1,600	204	12.7
Supplies/ Engineering	1,075	-	-	358	358	100.0
Supplies/ Maintenance	50,000	2,187	5,793	16,667	10,874	65.2
Temporary Labor	5,912	-	-	1,971	1,971	100.0
Repairs & Maintenance/Trucks	26,400	3,123	8,639	8,800	161	1.8
Equipment Rental	2,080	-	-	693	693	100.0
Building & Grounds Maintenance	1,200	-	82	400	318	79.5
Electrical Power	69,600	4,248	17,636	23,200	5,564	24.0
Telephone	2,280	(0)	643	760	117	15.4
Postage	960	-	(1)	320	321	100.3
Freight	688	71	71	229	159	69.1
Legal	-	-	-	-	-	-
Engineering	1,500	-	-	500	500	100.0
Other Professional Services	3,600	-	-	1,200	1,200	100.0

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

October 2020

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Transportation	28,380	1,064	5,539	9,460	3,921	41.4
Office Equip. Maintenance	2,475	130	184	825	641	77.7
Computer Software Maintenance	12,960	-	10,607	4,320	(6,287)	(145.5)
Memberships & Subscriptions	848	-	989	283	(706)	(249.7)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,480	-	-	2,493	2,493	100.0
Certifications	1,242	-	-	414	414	100.0
State/County & LAFCO Fees and Charges	7,200	23	2,368	2,400	32	1.3
Human Resources	7,047	-	-	2,349	2,349	100.0
Miscellaneous	1,920	-	-	640	640	100.0
General & Admin Expense Allocation	225,130	34,749	81,172	75,043	(6,128)	(8.2)
TOTAL OPERATING EXPENSES	3,374,474	279,012	1,045,061	1,124,825	79,763	7.1
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	485,575	142,785	142,785	161,858	19,073	11.8
2012 CIP & Refi.	243,660	-	-	81,220	81,220	100.0
VacCon Truck Loan	20,085	20,085	20,085	6,695	(13,390)	(200.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	749,320	162,870	162,870	249,773	86,903	34.8
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	344,280	-	-	114,760	114,760	100.0
Building, Yard& Paving Improvements	31,175	-	-	10,392	10,392	100.0
Capital Improvements Sewer	220,000	10,363	20,165	73,333	53,168	72.5
Engineering & Studies	79,600	66	832	26,533	25,701	96.9
TOTAL CAPITAL EXPENDITURES	675,055	10,429	20,997	225,018	204,021	90.7
OTHER						
City of Eureka Projects:						
Treatment Plant	1,030,095	-	5,502	343,365	337,863	98.4
Martin Slough Gravity Interceptor	-	-	-	-	-	-
Martin Slough Pump Station	-	-	-	-	-	-
Martin Slough Easements	-	270	903	-	(903)	-
Martin Slough Collector Lines	-	-	-	-	-	-
TOTAL OTHER	1,030,095	270	6,405	343,365	336,960	98.1
BUDGET SURPLUS (DEFICIT)	345,048	45,233	684,368	115,016	569,352	(495.0)

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

October 2020

	Budgeted 2020-21	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)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
TOTAL OPERATING REVENUE	-	-	-	-	-	-
NON-OPERATING REVENUE						
Property Taxes	350,000	-	-	116,667	(116,667)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	350,000	-	-	116,667	(116,667)	(100.0)
TOTAL DISTRICT REVENUE	350,000	-	-	116,667	(116,667)	(100.0)
OPERATING EXPENSES						
Wages Direct	360,000	21,602	70,134	120,000	49,866	41.6
Benefits: PERS	184,500	20,014	77,666	61,500	(16,166)	(26.3)
State Unemploy Ins	-	-	-	-	-	-
Group Ins	565,000	33,771	135,014	188,333	53,320	28.3
Workers Comp Ins	4,680	480	1,004	1,560	556	35.7
FICA/Medicare	27,600	1,731	5,615	9,200	3,585	39.0
Misc Benefits	1,200	20	60	400	340	85.0
Total Wages and Benefits	1,142,980	77,618	289,492	380,993	91,501	24.0
Less: wages & ben charged to Capital Proj.	-	-	(2,590)	-	2,590	-
Less: Allocated to Water and Sewer Funds	(1,142,980)	(77,618)	(286,902)	(380,993)	(94,091)	24.7
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,400	5,215	5,697	2,133	(3,564)	(167.0)
Supplies/ Engineering	-	281	281	-	(281)	-
Supplies/ Maintenance	-	-	-	-	-	-
Invoicing	52,476	-	18,606	17,492	(1,114)	(6.4)
Web Payment Portal	6,000	-	-	2,000	2,000	100.0
Temporary Labor	10,000	-	-	3,333	3,333	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	21,360	1,115	7,561	7,120	(441)	(6.2)
Electrical Power	60,900	5,300	22,159	20,300	(1,859)	(9.2)
Street Lights	70,000	5,257	21,033	23,333	2,300	9.9
Telephone	7,410	407	3,543	2,470	(1,073)	(43.5)
Postage	750	-	-	250	250	100.0
Freight	-	-	-	-	-	-
Liability Insurance	65,000	37,800	54,488	21,667	(32,822)	(151.5)
Legal Services	30,000	137	521	10,000	9,479	94.8
Accounting	16,000	-	-	5,333	5,333	100.0
Engineering	7,650	-	-	2,550	2,550	100.0
Other Professional Services	10,800	1,400	5,250	3,600	(1,650)	(45.8)
Bank Service Charges	42,000	3,848	15,973	14,000	(1,973)	(14.1)
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	16,650	1,187	3,969	5,550	1,581	28.5
Computer Software Maintenance	5,760	133	622	1,920	1,298	67.6
Memberships & Subscriptions	19,080	11,780	14,970	6,360	(8,610)	(135.4)
Bad Debts & Minimum Balance Writeoff	12,000	-	-	4,000	4,000	100.0
Conference & Continuing Ed	3,570	-	-	1,190	1,190	100.0

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

October 2020

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Certifications	2,538	-	-	846	846	100.0
State/County & LAFCO Fees and Charges	19,200	-	167	6,400	6,233	97.4
Elections Expense	3,500	-	-	1,167	1,167	100.0
Human Resources	7,776	90	4,031	2,592	(1,439)	(55.5)
Miscellaneous	7,440	(293)	956	2,480	1,524	61.5
Director's Fees	16,000	1,100	3,550	5,333	1,783	33.4
General & Admin Expense Allocation	(450,260)	(69,499)	(162,344)	(150,087)	12,257	(8.2)
TOTAL OPERATING EXPENSES	70,000	5,257	21,033	23,333	2,300	9.9
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	181,350	-	(181,350)	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	-	-	181,350	-	(181,350)	-
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building, Yard & Paving Improvements	-	78	2,272	-	(2,272)	-
Engineering & Studies	-	-	396	-	(396)	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	-	78	2,668	-	(2,668)	
INTERFUND TRANSFER OUT						
BUDGET SURPLUS (DEFICIT)	280,000	(5,335)	(205,051)	93,333	(298,384)	(319.7)

Humboldt Community Services District
Notes
October 2020

Note 1 - Metered Water Sales

Customer water usage follows a seasonal pattern, with increased usage during the drier season and reduced usage during the rain season. Since the dry season just ended, water usage and corresponding income has been higher than the monthly budgeted amount. Usage is expected to reduce in the upcoming rainy season, resulting in an overall annual income in line with budget amounts.

Note 2 - Pass-Through Water & Sewer Charges

Pass-Through charges were not in effect in July. Prior year pass-through rates expired in June and the new rates went into effect in August. Additionally, sewer pass-through rates were set lower than what would be needed to achieve the desired pass-through income as budgeted. Usage, as set according to customer Winter Average, has also been lower than originally estimated, resulting in further reduction in income compared to budget.

See FM memo in Nov 24 Board Packet for further info.

Note 3 - Total Non Operating Revenue

Non Operating Revenue typically does not come in evenly throughout the year. Property tax revenues, for example, are usually paid out in one or two deposits, and usually not until the middle and end of the fiscal year. Capital Connection fee income is higher than budget primarily due to a large amount of connection fees collected for two large development projects.

Note 4 - Water Purchases - City of Eureka and HBMWD

Lentel, Upper Pigeon Point, Bear Road, Cummings Road and Dana Lane tanks are all normally served by the Walnut Drive tanks which are served by HBMWD. While the 1MG tank at Walnut Drive was off line, water for these tanks was served by City of Eureka Water instead. The City charges based on actual usage, while HBMWD charges based on annual amortized usage. As a result of this difference in billing methodology, charges from City of Eureka increased, while charges from HBMWD remained unchanged. It is expected that the District will see reduced billing from HBMWD reflecting the reduced usage when HBMWD next calculates amortized usage.

Note 5 - Supplies - Office/Administration

The primary source of this expense is the purchase of a new computer with capabilities necessary for CAD Modeling and other computer-intensive tasks for the GM. It is expected that this will allow the GM to perform tasks that would otherwise be performed by an outside vendor, providing an overall cost savings to the district.

Note 6 - Electrical Power

Electric usage by the district is typically highest during the months of June-October and lower from November-May. Current usage and cost is in line with historical trends. With lower expected usage and costs in the upcoming months, the overall electrical expense for the year is expected to be in line with budget amount.

Note 7 - Liability (ACWA JPIA) Insurance

Insurance premiums are paid on an annual basis. There are two primary insurance premiums which are both paid annually, at different times of the year. The total annual expense is expected to be in line with budgeted amount.

Note 8 - Engineering

Engineering Expense - a/c 6810 - Operating Expense		10/31/2020	YTD
General Fund	none	-	-
Water Fund	Water Model Calibration MacKay-Sposito	-	3,222
Sewer Fund	none	-	-
Total posted to 6810		-	3,222
Engineering & Studies - a/c 9040 - Capital Improvement Projects			
Water Fund	McKay Ranch Water Study SHN Consulting Engineers	2,778	10,484
Sewer Fund	So Broadway FM Test/Dsgn SHN Consulting Engineers	-	155
Non Engineering Costs Posted to 9040			
	McKay Annexation	-	396
	McKay Ranch Water Study	1,606	1,999
	McKay Ranch Water Study-Billed to Kramer	(19,879)	(19,879)
	So Broadway FM Test/Dsgn	66	677
		(18,207)	(16,807)
Engineering Costs charged to other CIPs:			
	Pine Hill Bridge Water Line SHN Consulting Engineers	31	3,138
	Ridgewood WBS SHN Consulting Engineers	-	1,710
	Sea Ave FM Reversal SHN Consulting Engineers	94	375
	Walnut 1MG Tank Advanced Industrial	-	527,939
	North Coast Labs	-	355
	Haper and Associates	-	59,564
	Christian Ln Water Main SHN Consulting Engineers	363	363

Note 9 - Other Professional Services

The primary source of Other Professional Service expenses is preparation of GASB reports for the close of the prior Fiscal Year as required by the state. The majority of expenses that will be attributed to this expense line for the year have already occurred, and it is expected that the final amount for the full year will be in line with budgeted amount.

Note 10 - Bank Service Charges

As a greater number of District ratepayers utilize credit and debit cards to pay their utility bills, bank service charges increase proportionately. This will be alleviated with the implementation of a credit card payment system that allows for pass-through of processing fees.

Note 11 - Computer Software Maintenance

Annual software maintenance fee paid in July, which is the majority of the budgeted expense for the year. Remaining software maintenance expenses for the year are expected to be minimal and total expenses for the year are expected to be in line with budget amount.

Note 12 - Memberships & Subscriptions

Annual Membership fee to ACWA paid in October, which is the majority of the budgeted expense for the year. Remaining Membership & subscription expenses for the year are expected to be minimal and total expenses for the year are expected to be in line with budget amount.

Note 13 - Capital Improvements Water

Primary source of costs shown is the the Walnut Ave 1MG Tank. Project is near completion, so further expenses for this project will be minimal.

Note 14 - City of Eureka Wastewater CIP

The District usually receives an invoice from the City of Eureka for wastewater treatment CIP costs late in the fiscal year. This small August payment is for the prior year billing which we received complete documentation.