



**HUMBOLDT COMMUNITY SERVICES DISTRICT**

**FISCAL YEAR 2016-2017**

**BUDGET**

As Adopted  
By the  
HCSD  
Board of Directors  
May 24, 2016

**HUMBOLDT COMMUNITY SERVICES DISTRICT  
BUDGET  
FISCAL YEAR 2016-2017**

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**RESOLUTION NO. 2016-02**

**A RESOLUTION OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
APPROVING AND ADOPTING A BUDGET AND MASTER FEE SCHEDULE  
FOR FISCAL YEAR 2016-2017**

**WHEREAS**, the Humboldt Community Services District is a community services district, duly formed as authorized by Government Code Sections 61000 through 61802; and

**WHEREAS**, the Humboldt Community Services District operates on a Fiscal Year beginning on July 1, and ending on June 30, of each year; and,

**WHEREAS**, the Humboldt Community Services District desires to prepare and adopt an Annual Budget showing anticipated revenues and expenditures including a Master Fee Schedule for the Fiscal Year.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Humboldt Community Services District adopts the following Budget for Fiscal Year 2016-2017 which is attached hereto and by its reference made a part hereof.

**PASSED, APPROVED, and ADOPTED** this 24<sup>th</sup> day of May 2016, on the following roll call vote:

AYES: BONGIO, GARDINER, SAUNDERSON, SCOLARI, TYSON  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE

  
Alan Bongio, Board President

ATTEST:

  
Brenda K. Franklin, Board Secretary

**RESOLUTION NO. 2016-03**

**A RESOLUTION OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

**ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR 2016-2017**

**WHEREAS**, Section 7910 of the Government Code provides that the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year pursuant to the provisions of Article XIII B of the California Constitution at a regularly scheduled meeting or a noticed special meeting; and,

**WHEREAS**, documentation used in the determination of the appropriations limit for fiscal year 2015-16 for the Humboldt Community Services District has been available to the public for fifteen days prior to the date hereof;

**NOW, THEREFORE**, the Board of Directors of the Humboldt Community Services District finds, determines and resolves that the appropriations limit for the Humboldt Community Services District for fiscal year 2016-2017 (commencing July 1, 2016 and ending June 30, 2017) is hereby established at \$413,129.

**PASSED, APPROVED, and ADOPTED** this 24th day of May 2016, on the following roll call vote:

AYES: BONGIO, GARDINER, SAUNDERSON, SCOLARI, TYSON  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE

  
Alan Bongio, Board President

ATTEST:

  
Brenda K. Franklin, Board Secretary

**HUMBOLDT COMMUNITY SERVICES DISTRICT  
BUDGET  
FISCAL YEAR 2016-2017**

<b>REVENUE</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>
<b>Operating Revenue</b>				
Metered Water Sales	3,297,425	3,250,000	3,250,000	3,250,000
Sewer Service Charges	3,563,585	3,650,000	3,650,000	3,650,000
Water Construction Fees	32,035	35,000	20,000	25,000
Sewer Construction Fees	26,310	20,000	15,000	20,000
Account Fees	90,707	90,000	84,000	90,000
Inspection Fees	80	1,000	2,000	2,000
Reimbursable Maintenance	6,827	10,000	12,000	10,000
Miscellaneous	14,565	5,000	24,000	10,000
<b>Total Operating Revenue</b>	<b>7,031,534</b>	<b>7,061,000</b>	<b>7,057,000</b>	<b>7,057,000</b>
<b>Non-Operating Revenue</b>				
Water Capital Connection Fees	22,660	20,000	40,000	30,000
Sewer Capital Connection Fees	75,000	45,000	60,000	50,000
Interest/General	22,375	20,000	20,000	20,000
Discounts Earned	2,620	3,000	3,000	3,000
Sale of Fixed Assets	-	-	-	-
Sales of Scrap Metal	514	3,000	3,000	1,500
Bad Debt Recovery	3,822	3,000	3,200	3,500
Property Taxes	461,559	462,000	462,000	462,000
<b>Total Non Operating Revenue</b>	<b>588,550</b>	<b>556,000</b>	<b>591,200</b>	<b>570,000</b>
<b>Total District Revenue</b>	<b>7,620,084</b>	<b>7,617,000</b>	<b>7,648,200</b>	<b>7,627,000</b>

**HUMBOLDT COMMUNITY SERVICES DISTRICT  
BUDGET  
FISCAL YEAR 2016-2017**

<b>DISTRICT EXPENSES</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>
<b>Operating Expenses</b>				
Wages: Operation	1,190,764	1,260,210	1,255,000	1,315,000
PERS	207,246	317,200	323,700	336,500
UI	-	5,000	5,000	5,000
Group Insurance	781,702	956,174	897,000	965,000
Workers Comp	28,496	33,420	28,410	29,600
FICA / Medicare	84,873	95,960	95,000	100,500
Misc Benefits	260	200	200	200
<b>Total Wages and Benefits</b>	<b>2,293,341</b>	<b>2,668,164</b>	<b>2,604,310</b>	<b>2,751,800</b>
Less wages & benefits applied to CIP projects	(163,969)	(400,195)	(145,000)	(410,490)
<b>Total Operating Wages and Benefits</b>	<b>2,129,372</b>	<b>2,267,969</b>	<b>2,459,310</b>	<b>2,341,310</b>
Water Purchase HBMWD	804,472	897,475	867,468	1,040,577
Water Purchase Eureka	361,349	332,544	370,000	415,140
Sewage Treatment: O&M	1,084,464	1,105,582	1,080,000	1,106,000
Water/Sewer Analysis	5,852	9,000	9,000	15,000
Supplies/Construction	134,158	130,000	130,000	130,000
Supplies / Office-Admin	14,203	16,000	16,000	16,000
Supplies Engineering	5,164	13,000	3,000	7,500
Supplies/Maintenance	111,945	100,000	100,000	100,000
Temp Labor - Maintenance	1,667	5,000	5,000	6,000
Temp Labor - Construction	3,000	15,000	25,469	20,000
Temp Labor - Customer Service/Finance	33,566	-	-	-
Repairs & Maint: Trucks	52,805	50,000	50,000	50,000
Building & Grounds Maint	22,081	30,000	30,000	20,000
Electrical Power	237,987	262,690	318,000	320,000
Street Lights	77,036	80,000	80,000	80,000
Telephone	15,834	16,000	16,000	13,000
Equipment Rental	-	9,000	9,000	9,000
Property Lease	1,500	-	-	-
Postage	31,901	35,000	35,000	35,000
Freight	500	500	900	500
Chemicals	7,421	10,000	9,625	10,000
Liability Insurance	68,291	72,000	72,000	72,000
Legal	8,053	20,000	20,000	20,000

**HUMBOLDT COMMUNITY SERVICES DISTRICT  
BUDGET  
FISCAL YEAR 2016-2017**

<b>DISTRICT EXPENSES</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
	<b>Actual</b>	<b>Budget</b>	<b>Estimated Actual</b>	<b>Budget</b>
Accounting	10,985	12,000	12,000	14,000
Engineering	27,838	40,000	20,000	20,000
Other Professional Services	9,740	16,000	16,000	16,000
Bank Service Charges	23,447	26,400	26,400	36,000
Transportation	48,885	62,891	52,389	50,000
Computer Software Maintenance	29,322	30,000	30,000	30,000
Memberships & Subscriptions	15,293	18,700	18,700	23,100
Bad Debts & Min Bal write-off	-	24,000	24,000	24,000
Conferences & Continuing Ed	11,349	17,000	17,000	14,000
Certifications	1,743	1,900	1,900	2,000
State/County & LAFCO Fees & Charges	30,147	30,000	34,500	30,000
Elections Expense	-	50,000	-	-
Human Resources	4,310	15,000	15,000	15,000
Miscellaneous	12,949	20,000	20,000	20,000
Directors Fees	10,550	16,000	16,000	16,000
<b>Total Operating Expenses</b>	<b>5,468,835</b>	<b>5,878,251</b>	<b>6,031,261</b>	<b>6,158,727</b>

**Debt Service**

Debt Service: Davis-Grunsky	5,922	5,977	5,977	5,977
Debt Service: FW/MR Clean Water Bond	177,429	177,429	177,429	177,429
Debt Service: 2012 CIP & Refi.	551,400	551,400	551,400	457,270
Debt Service: 2014 PGE Energy Efficiency Loan	3,911	4,266	4,266	4,266
Debt Service: 2014 Wastewater Revenue Bonds	261,373	484,525	484,525	484,575
Debt Service: VacCon Truck Financing	-	86,000	-	80,341
<b>Total Debt Service</b>	<b>1,000,035</b>	<b>1,309,597</b>	<b>1,223,597</b>	<b>1,209,858</b>

**HUMBOLDT COMMUNITY SERVICES DISTRICT  
BUDGET  
FISCAL YEAR 2016-2017**

<b>CAPITAL IMPROVEMENT PROJECTS &amp; CAPITAL OUTLAY ITEMS</b>	<b>2014-15 Actual</b>	<b>2015-16 Budget</b>	<b>2015-16 Estimated Actual</b>	<b>2016-17 Budget</b>
<b>VEHICLES, ROLLING STOCK &amp; EQUIPMENT</b>	28,789			
Computer Server			4,539	
Unit #15 Replacement		-		50,000
Tack Oil Pump		-		15,000
New VacCon Truck		400,000	368,452	
Copy Machine				15,000
<b>Total Vehicles, Rolling Stock &amp; Equipment</b>	28,789	400,000	372,991	80,000
<b>BUILDING, YARD &amp; PAVING IMPROVEMENTS</b>	24,481			
Truesdale Sidewalk		-	11,585	
Office Siding & Windows		-	5,000	
Fill Site Development		-	4,000	
Board Room Heater		5,000	5,225	
New Fuel Pumps		15,000	15,000	
ADA Improvements to Office		35,000	30,000	-
<b>Total Building, Yard &amp; Paving Improvements</b>	24,481	55,000	70,810	-
<b>WATER SYSTEM IMPROVEMENTS</b>	395,020			
Union/Sea Avenue Reconstruction		159,250	140,000	
Princeton Well Rehabilitation		22,000	22,000	
USCG Upgrade Water Connections				50,000
Freese Ave Water Main		100,000	100,000	
New Connections		20,000	7,000	5,000
South Bay Well Repairs			40,000	
18th & Quaker PSV				15,000
Spruce Pt Well Spare Pump				20,000
Automated Meter Reading System			6,000	
Truesdale New Pump		25,000	-	-
Ridgewood Pump Upgrade				7,000
Replace South Bay Well				365,000
Pine Hill Bridge Water Line Replacement				150,000
<b>Total Water System Improvements</b>	395,020	326,250	315,000	612,000



**HUMBOLDT COMMUNITY SERVICES DISTRICT  
BUDGET  
FISCAL YEAR 2016-2017**

<b>CAPITAL IMPROVEMENT PROJECTS &amp; CAPITAL OUTLAY ITEMS</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2016-17</b>
	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>
<b>SEWER SYSTEM IMPROVEMENTS</b>	448,966			
I & I Program		10,000	-	
Croan (Union St) 8" SS		39,000	39,000	
Sequoia Force Main		203,690	325,000	
Campton Road		40,000	40,000	
Union/Sea Ave Reconstruction		135,410	170,000	
New Connections		20,000	8,000	5,000
Beechwood SLS Rehab			-	10,000
So. Broadway Tfr Switch			-	20,000
Hoover Spare Pump				25,000
Walnut Drive Sewer Lateral Replacement				25,000
<b>Total Sewer System Improvements</b>	448,966	498,100	582,000	85,000
<b>ENGINEERING &amp; STUDIES</b>	13,272			
Engineering Studies		-	-	
Water Mgmt Alternatives Analysis		-	30,000	
Hydraulic Water Model		-	739	
Pine Hill Bridge (Quincy)		12,000	12,000	
Water & Sewer Rate Study		100,000	100,000	
Fields Landing Sewer FM Test & Design				10,000
Cummins Road Fill Site Design				5,000
Ridgwood & Walnut Tank Repairs				5,000
Water Tank Exterior Painting Specs				5,000
Hemlock Diversion Design				10,000
Lower Shop Drain Design				5,000
Hartman SLS				10,000
Total Walnut Yard Gardening/Fill Site & New Storage Bldg Pad Design				10,000
18th & Quaker PSV Water				2,000
Tank Painting Specs - Donna Specific				5,000
South Bay Well Construction Management				20,000
<b>Total Engineering &amp; Studies</b>	13,272	112,000	142,739	87,000

**HUMBOLDT COMMUNITY SERVICES DISTRICT  
BUDGET  
FISCAL YEAR 2016-2017**

<b>CAPITAL IMPROVEMENT PROJECTS &amp; CAPITAL OUTLAY ITEMS</b>	<b>2014-15 Actual</b>	<b>2015-16 Budget</b>	<b>2015-16 Estimated Actual</b>	<b>2016-17 Budget</b>
<b>TOTAL DISTRICT CAPITAL EXPENDITURES</b>	910,528	1,391,350	1,483,540	864,000
<b>CITY OF EUREKA CIPS</b>				
COE - WW CIP	338,785	126,795	212,666	881,145
COE - MS Force Main	7,628,712	-	-	
COE - MS Collector Lines	446,632	-	-	
<b>Total City of Eureka CIPs</b>	<b>8,414,129</b>	<b>126,795</b>	<b>212,666</b>	<b>881,145</b>
<b>Total CIPs and C/O Items</b>	<b>9,324,657</b>	<b>1,518,145</b>	<b>1,696,206</b>	<b>1,745,145</b>

**HUMBOLDT COMMUNITY SERVICES DISTRICT  
BUDGET  
FISCAL YEAR 2016-2017**

<b>BUDGET SUMMARY</b>	<b>2015-16</b>			
	<b>2014-15 Actual</b>	<b>2015-16 Budget</b>	<b>Estimated Actual</b>	<b>2016-17 Budget</b>
Total Operating Revenue	7,031,534	7,061,000	7,057,000	7,057,000
Total Operating Expenses	5,468,835	5,878,251	6,031,261	6,158,727
Total Operating Surplus (Deficit)	1,562,699	1,182,749	1,025,739	898,273
Total Non-Operating Revenue	588,550	556,000	591,200	570,000
Other Financing Sources - Bond Proceeds	8,500,000	-	-	-
Other Financing Sources - VacCon Truck Financing	-	400,000	368,452	
Total Debt Service	1,000,035	1,309,597	1,223,597	1,209,858
Budget Surplus before Capital Improvement Projects & Capital Outlay Items	9,651,214	829,152	761,794	258,415
Capital Improvement Projects & Capital Outlay Items	9,324,657	1,518,145	1,696,206	1,745,145
<b>Budget Surplus (Deficit)</b>	<b>326,557</b>	<b>(688,993)</b>	<b>(934,412)</b>	<b>(1,486,730)</b>

<b>WORKING CAPITAL RESERVE SUMMARY</b>	<b>2015-16</b>			
	<b>2014-15 Actual</b>	<b>2015-16 Budget</b>	<b>Estimated Actual</b>	<b>2016-17 Budget</b>
Budget Surplus (Deficit)	326,557	(688,993)	(934,412)	(1,486,730)
Beginning Working Capital Reserves	844,793	2,831,592	5,649,200	4,714,788
Working Capital Reserve Balance, End of Year	5,649,200	2,142,599	4,714,788	3,2228,058

**HUMBOLDT COMMUNITY SERVICES DISTRICT  
BUDGET  
FISCAL YEAR 2016-2017**

**NOTES**

**Revenues**

**Water Sales & Sewer Service Charges**

No Water or Sewer rate increases projected, as rate increases per prior schedule have been fully implemented.

The District is currently working with the City of Eureka, preparing a joint Request For Proposals for water and sewer rate studies.

Should new rates be implemented during the fiscal year, Staff will bring an amended budget back to the Board of Directors for review and approval.

**Construction Fees**

Water and Sewer construction fees are revenues received for the installation of connections, meter set fees, and construction meters.

**Account Fees**

Account fees consist of various fees associated with utility customer accounts. These fees include new account set up fees, payment penalties and reconnection fees.

**Inspection Fees**

Inspection fees are revenues generated by District staff inspections of new developments, subdivisions and main extensions.

**Reimbursable Maintenance Fees**

Reimbursement for damages to and maintenance of District property

**Miscellaneous Revenue**

Miscellaneous Revenue consists of CIP plan copies sold, void A/R refunds, special discharge permits, fuel tax refunds, insurance refunds, and other minor infrequent charges

**Water & Sewer Capital Connection Fees**

These are "hook-up" fees. They are permit fees for new physical connections to the District's water and sewer systems.

**Interest**

The District currently invests the majority of its unrestricted cash in the Humboldt County Treasury's investment fund, which over the last several years, has outperformed the State of California's Local Agency Investment Fund (LAIF).

**Bad Debt Recovery**

The District currently utilizes the accounts receivable management firm Professional Credit Management to recover bad debts on accounts classified as uncollectible.

**HUMBOLDT COMMUNITY SERVICES DISTRICT  
BUDGET  
FISCAL YEAR 2016-2017**

**NOTES**

**Property Taxes**

Property taxes consist of the District's allocable share of secured and unsecured property taxes. Also included in this total is the Freshwater/Mitchell Road assessment that pays the debt service on the improvements funded by a loan from the State Department of Water Resources.

**Operating Expenses**

**Wages and Benefits**

There is no cost of living adjustment (COLA) in the 2016-17 budgeted wages. Increased wages are due to annual step increases in current employee salaries. Currently, the District has 21 full-time, fully benefited employees, with that number remaining the same for 2016-17.

CalPERS "Classic" rates are projected to increase from 23.781 % in 2015-2016 to 26.913% in 2016-2017.

Also included in the monthly payment to CalPERS is an amount for the District's unfunded liability.

The newer "PEPRA" rates increase slightly from 6.237% to 6.555%. 76% of the District's employees are members of the "Classic" plan.

Group Insurance rate increases are projected as follows:

Health - 10%

Dental - 5%

Vision - 5%

15% of total Operating Wages and Benefits are projected to be included in the cost of District Capital Improvement Projects.

**Water Purchases**

HBMWD has projected 12.1% increases in the cost of water purchases from Humboldt Bay Municipal Water District and the City of Eureka. Prior year increases were 10% for each agency. Expenses, as budgeted do not include any adjustments in increases or decreases in current and prior year costs.

**Sewage Treatment : Operating & Maintenance Costs**

Per contract with the City of Eureka, the District is responsible for 32.1 percent of the Eureka Wastewater Treatment Plant O&M costs.

City of Eureka Staff have not completed calculations for 2015-2016 or 2016-17. District Staff is budgeting these costs to remain consistent with the prior two years, based upon conversations with City Finance Staff.

**Water /Sewer Analysis**

Cost of annual water/sewer analysis as required by regulatory agencies.

**HUMBOLDT COMMUNITY SERVICES DISTRICT  
BUDGET  
FISCAL YEAR 2016-2017**

**NOTES**

**Supplies - Construction. Costs include the following:**

Safety Supplies	5,000
Parts	37,000
Gravel/Rock	30,000
Hand Tools	2,000
4 New Hydrants	10,000
Uniforms and Laundry	12,000
Garbage Collection	4,000
Raise Valves to Grade	5,000
Asphalt Concrete Replacement	10,000
Miscellaneous Supplies & Repairs	<u>15,000</u>
Total:	<u>\$130,000</u>

**Supplies - Office-Admin & Engineering**

Supplies for these departments consist of items such as paper, toner, and items required by each department for their day to day operations.

**Supplies - Maintenance.**

Costs include the following:

Electrical Supplies	10,000
Chlorination Supplies	2,000
Pump Supplies & Controls	15,000
Building & Plumbing Supplies	5,000
SCADA/Pump Controllers	5,000
Contract Services	20,000
Small Tools	2,500
Equipment	3,500
Sewer Main Repairs	25,000
Customer Service	2,500
Misc & Unforeseen Circumstances	<u>2,500</u>
Total:	<u>\$100,000</u>

**Temporary Labor**

The District utilizes temporary labor provided by local area Employment Agencies for temporary duties required in the Maintenance and Construction Departments, on an "as needed" basis.

**Repairs & Maintenance: Trucks**

Repairs and maintenance of District trucks and equipment.

**Building & Grounds Maintenance**

The District utilizes Redwood Teen Challenge to perform grounds maintenance and Northcoast Cleaning Services for janitorial services.

**HUMBOLDT COMMUNITY SERVICES DISTRICT  
BUDGET  
FISCAL YEAR 2016-2017**

**NOTES**

**Electrical Power**

Cost of supplying electrical power to all District facilities other than street lights.

**Street Lights**

Cost of providing street light services, primarily electrical power to street lights throughout the District.

**Telephone**

Cell phone service, land line fees, internet costs and Yellow Page advertising expenses are recorded in this category.

**Equipment Rental**

Cost of renting equipment the District does not own but needs for completion of various projects.

**Postage**

Cost of District mailings, including bulk mailings of customer utility bills.

**Freight**

Shipping costs for larger items. Vendors include the US Postal Service, Federal Express, and United Parcel Service.

**Chemicals**

Consists primarily of chlorine purchases for well disinfection.

**Liability Insurance**

The District's insurance provider is the Association of California Water Agencies Joint Powers Insurance Authority, which provides insurance for the District's real property, vehicles and equipment.

**Legal**

Legal fees for District Counsel Paul Brisso to attend Board meetings as directed, review legal documents and negotiate on behalf of the District as needed.

**Accounting**

Annual auditing fees. Increase due to new GASB reporting requirements.

**Engineering**

Includes engineering costs for routine maintenance projects, as needed. Primarily contracted with SHN Engineering.

**Other Professional Services**

Includes other miscellaneous services, including graphic design, survey fees, and leadership training.

**HUMBOLDT COMMUNITY SERVICES DISTRICT  
BUDGET  
FISCAL YEAR 2016-2017**

**NOTES**

**Bank Service Charges**

Service charges for banking services, including credit card fees. In 2014 approximately 10% of customers used this payment method. This rate had risen to 16% in December 2015.

**Transportation**

Fuel costs for District vehicles and equipment.

**Office Equipment Maintenance**

Maintenance expenses for various office equipment, including computers, printers and copy machines.

**Computer Software Maintenance**

Consists primarily of annual maintenance fees to Springbrook, with additional amounts for onsite Springbrook training.

**Memberships & Subscriptions:**

Memberships include: USA, CWEA, ACWA, NEAC, Notary, GFOA, CSFMO, Springbrook Users Group.

Subscriptions include: USA Faxes, COE Agendas, Drinking Water Backflow, Times Standard, HR Legal Update, Jobs Available, Parcel Quest, Wat Sup & Dev Stds.

**Bad Debts**

Bad debts are accounts written off as uncollectible.

**Conferences & Continuing Education**

Includes amounts budgeted for District Board Members, General Manager, Department Heads and other selected Staff.

**Certifications**

Includes Operator/Treatment Certifications and Finance Manager CPA license.

**State/County & LAFCO Fees and Charges.**

Costs include the following:

Northcoast Unified Air Quality	50
Water Quality Report	1,950
DOHS	8,000
Property Tax Admin Fees	10,000
SWRCB - Waste Discharge	<u>10,000</u>
Total:	<u>\$30,000</u>



**HUMBOLDT COMMUNITY SERVICES DISTRICT  
BUDGET  
FISCAL YEAR 2016-2017**

**NOTES**

**Human Resources**

Includes physicals, RTW evaluations, DOT drug testing, Class A DL renewal.

**Miscellaneous**

Includes Employee Dinner, coffee/tea service, training class refreshments, document shredding.

**Directors Fees**

Based \$100 per meeting x 2 meetings per month x 5 directors plus \$50 per extra meeting for 16 extra meetings.

**Debt Service**

State Loan - Davis Grunsky

The District assumed a loan agreement with the State Department of Water Resources for the purpose of acquiring a water system in the King Salmon area. The loan was for 166,000, bears interest at 2.50 percent, and matures January 1, 2026. Annual debt service, including principal and interest of \$5,977.

Freshwater/Mitchell Road Clean Water Bond

The District entered into a loan agreement with the State of California Department of Water Resources in an original amount of 3,399,563 to obtain financing to construct and acquire water facilities within the geographical area known as Freshwater and Mitchell Road. The loan bears interest at 3.2136 percent and is paid in semiannual installments each April 1 and October 1 through October 1, 2023.

2012 CIP & Refi

In August 2012, four installment agreements were issued to refund the District's 1981 Water Revenue Bonds, 2006 Installment Agreement, and 2001 loan. Proceeds were also used to fund a portion of the District's share of the Martin Slough Interceptor Project. The Installment agreements with Municipal Finance Corporation bear interest at 4.25, 3.10, 3.25, and 3.50 percent per annum. The installments mature at various dates, with a final payoff date of September 1, 2032.

2014 PGE Energy Efficiency Loan

Interest free loan from Pacific Gas and Electric for the purpose of installing energy efficient fixtures. The original amount of the loan was 14,220.50 with monthly principal only payments of 355.52. The payments are offset by an equal amount of estimated monthly savings. Final payment is in August 2017.

2014 Wastewater Revenue Bonds

On November 19th, 2014, the District, through the California Municipal Finance Authority, issued 8.5 million in wastewater revenue bonds, to help finance its share of the Martin Slough Interceptor Project. Repayment of the debt commenced June 1, 2015, and

**HUMBOLDT COMMUNITY SERVICES DISTRICT  
BUDGET  
FISCAL YEAR 2016-2017**

**NOTES**

annual debt service payments including principal and interest total \$484,575 for 2016-2017. The debt will be retired June 1, 2044.

**VacCon Truck Financing**

On October 28, 2015, the District entered into a Lease Purchase Agreement with Leasing 2, Inc, for the purchase of a VacCon Truck originally approved in the 2015-16 Budget. Five annual payments, of 80,340.92, including principal and interest at 2.95 percent per annum are scheduled, beginning November 15, 2016.

**City of Eureka Capital Improvement Projects**

2015-2016 City of Eureka Wastewater Capital Improvement Projects in which the District has a shared facility cost are as follows:

	Project Total	HCSD %	HCSD
Wastewater Lift Station Improvements	35,000	32.1%	11,235
Trickling Filter Pumps	100,000	32.1%	32,100
Influent Bypass Channel Modifications	155,000	32.1%	49,755
Wastewater Treatment Plant Water Pumps	30,000	32.1%	9,630
Pump Station Improvements	775,000	32.1%	248,775
Biosolids Dewatering Facility	100,000	32.1%	32,100
Elk River Digester Cover Repair	1,500,000	32.1%	481,500
Overflow Marsh Structure Maintenance	<u>50,000</u>	32.1%	<u>16,050</u>
	<u>2,745,000</u>		<u>881,145</u>

**Working Capital Reserves**

Enterprise Funds distinguish between current and non-current assets and liabilities. It is possible to take advantage of this distinction to calculate working capital (current assets less current liabilities). Working capital reserves, as defined here is the measure of working capital that indicates the relatively liquid portion of total enterprise fund capital, which constitutes a margin or buffer for meeting obligations. It is essential that a government maintain adequate levels of working capital in its enterprise funds to mitigate current and future risks, such as revenue shortfalls and unexpected expenses. The Governmental Finance Officers Association recommends that local governments use working capital as the measure of available margin or buffer in enterprise funds.

**HUMBOLDT COMMUNITY SERVICES DISTRICT  
FY 16/17 WAGE & SALARY SCHEDULE EFFECTIVE 7/1/2016**

<b>Classification HOURLY EMPLOYEES</b>	<b>STEP 1 Hourly</b>	<b>STEP 2 Hourly</b>	<b>STEP 3 Hourly</b>	<b>STEP 4 Hourly</b>	<b>STEP 5 Hourly</b>	<b>*Step 6 Hourly</b>	<b>*Step 7 Hourly</b>	<b>*Step 8 Hourly</b>	<b>*Step 9 Hourly</b>	<b>*Step 10 Hourly</b>
**Laborer	12.00	12.60	13.23	13.89	14.58	15.31	16.08	16.88	17.72	18.61
**Clerk	11.55	12.13	12.74							
Cust. Serv. Rep I	14.26	14.97	15.72	16.51	17.34	18.21	19.12	20.08	21.08	22.13
Cust. Serv. Rep II	18.56	19.49	20.46	21.48	22.55	23.68	24.86	26.10	27.41	28.78
Utilityman I	14.26	14.97	15.72							
Utilityman II	17.94	18.84	19.78	20.77	21.81	22.90	24.05	25.25	26.51	27.84
Utilityman III	21.52	22.60	23.73	24.92	26.17	27.48	28.85	30.29	31.80	33.39
Foreman	27.46	28.83	30.27	31.78	33.37	35.04	36.79	38.63	40.56	42.59
Engineering Tech.	21.48	22.55	23.68	24.86	26.10	27.41	28.78	30.22	31.73	33.32

Standby Duty Pay	\$30/DAY, WEEKDAY	\$50/DAY, WEEKEND/HOLIDAY
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<b>SALARIED EMPLOYEES</b>	<b>Monthly Salary</b>									
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>*Step 6</b>	<b>*Step 7</b>	<b>*Step 8</b>	<b>*Step 9</b>	<b>*Step 10</b>
Admin. Serv. Mgr. I	3,860.00	4,053.00	4,256.00							
Admin. Serv. Mgr. II	4,519.00	4,745.00	4,982.00	5,231.00	5,493.00	5,768.00	6,056.00	6,359.00	6,677.00	7,011.00
Community Serv. Mgr.	4,864.00	5,107.00	5,362.00	5,630.00	5,912.00	6,208.00	6,518.00	6,844.00	7,186.00	7,545.00
Finance Manager	6,045.00	6,348.00	6,665.00	6,998.00	7,348.00	7,716.00	8,102.00	8,507.00	8,933.00	9,380.00
Superintendent	6,434.00	6,756.00	7,095.00	7,449.00	7,822.00	8,213.00	8,624.00	9,055.00	9,508.00	9,983.00
General Manager	8,869.00	9,312.00	9,778.00	10,267.00	10,781.00	11,320.00	11,886.00	12,481.00	13,104.00	13,760.00

Total projected wages for year as contained in budget draft equals \$1,315,000

Operating expense general wages (85%) equals \$1,117,750

Capital project wages (15%) equals \$197,250

\* Represents potential maximum of 5% each five year period after reaching Step 5

\*\*Represents seasonal positions w/o benefits

HUMBOLDT COMMUNITY SERVICES DISTRICT  
FY 2016/2017 MASTER FEE SCHEDULE

**Customer Service Account Fees**

Activation, Deposits, and Miscellaneous Charges  
 Water – Monthly User Charges  
 Sewer – Monthly User Charges  
 Water Hauler Program

	<u>Code</u>	<u>Fee</u>
<b>Activation, Deposits and Miscellaneous Charges</b>		
Credit Card Convenience – telephone payments		
Activation of Water & Sewer Accounts		
Business Hours		
After Hours		\$35
Service Transfer		\$25
Initial Residential Deposits:		
Water & Sewer		\$100
Water Only		\$50
Sewer Only		\$50
MF Units:		
Water & Sewer (1 <sup>st</sup> unit)		\$50
Ea. Addtl Unit		\$40
Water Only (1 <sup>st</sup> Unit)		
Ea. Addtl Unit		\$35
		\$20
Commercial		2.5 x Mo Base Rate
Deposit requirements may be waived if customer meets the following District guidelines for creditworthiness. A customer must meet one of the following criteria in order to meet the District's guideline for creditworthiness when considering collection of a security deposit: (a) Prior service within the District showing timely payments within the previous two (2) years, or (b) Produce a letter of credit from PG&E, or other recognized utility showing timely payments for a period of one (1) year, or (c) Produce a positive rating report from a recognized credit reporting agency. (Ref. Code §7.06.030)		
Returned Checks	7.06.130	\$25
Disconnect Notice		
Residential		\$10
Multi Family		\$45
Shut Off Notice Penalty (SONP)		\$40
Disconnection Fee		\$65
Reconnection Fee	7.06.110	\$65
Reinstatement of Service after discontinuance for nonpayment		1 <sup>st</sup> time = \$40 \$65 + penalties thereafter
Tow Truck Call Fee		\$25

HUMBOLDT COMMUNITY SERVICES DISTRICT  
FY 2016/2017 MASTER FEE SCHEDULE

	<u>Code</u>	<u>Fee</u>
Broken Lock Fee		\$25
Tampering Fee (any unauthorized operation of meters, valves, etc.)		\$260
Meter Test Deposit – refunded if test fails		\$147
Service Call – during business hours		\$38
After-hours Service Call	7.06.150	\$55

**WATER – MONTHLY USER CHARGES**

**Base Water Rate:**

Meter Size (Inches)	<b>GEOGRAPHIC LOCATION</b>	
	<b><u>Category 1</u></b> Locations in District Before 11/7/78 & FW/MR* Assessment District	<b><u>Category 2</u></b> – Locations in Zone 1, 2 or 3 per Ordinance 82-4 or Outside District Boundary
Effective Date:	<u>7/01/14</u>	<u>7/01/14</u>
5/8" x 3/4"	\$16.30	\$20.95
3/4"	\$20.95	\$25.55
1"	\$27.85	\$32.60
1-1/2"	\$55.85	\$60.50
2"	\$92.95	\$97.65
3"	\$207.95	\$214.95
4"	\$367.40	\$374.00
6"	\$817.65	\$817.65
*Freshwater/Mitchell Road		

**Monthly Water Consumption Charge:** The monthly quantity charge shall depend on the quantity of consumption and upon the location of the service. Rates are for units of 100 cubic-feet (HCF) of water used Monthly Water Consumption Charge

Effective Date	Category 1 Locations in District Before 11/7/78 & FW/MR* Assessment 7/1/14	Category 2 – Locations in Zone 1, 2 or 3 per Ordinance 82-4 or Outside District 7/1/14	Public & Non-Profit Youth Recreation Fields* 7/1/14
< 100 HCF	\$2.30	\$2.95	\$2.30
> 100 HCF	\$2.30	\$2.95	\$1.00

\* For services that provide irrigation only water to recognized non-profit and publicly owned recreation fields that are used primarily for youth 18 years and under, the monthly quantity charge per 100 cubic-feet

HUMBOLDT COMMUNITY SERVICES DISTRICT  
FY 2016/2017 MASTER FEE SCHEDULE

**Other Miscellaneous Monthly Water Fees**

	<u>Code</u>	<u>Fee</u>
Temporary Construction Meter – Installation		\$40
Monthly Rate		\$92.95 + \$2.95 per 100 cft.
Backflow Prevention Device – 1 test/year		\$9/month
Private Fire Protection Services		\$3 times diameter (inches) of service line

	<u>Code</u>	<u>Fee</u>
<b>Water Hauler Program</b>		
<600 gallons		\$20
>600 gallons		\$0.03/gallon

**Monthly Sewer Service Rates** – the rates and minimum sewer service charges billed monthly to customers within the service area of the District shall be as follows

<u>Effective Date:</u>	<u>7/1/2013</u>		
<u>USER CLASS</u>	<u>Monthly Account Charge</u>	<u>Monthly Base rate (per LU)</u>	<u>Water Flow Rate (per hcf)</u>
Residential:			
Single Family Residence (1-3)	\$4.00	\$ 21.59	\$ 2.96
Multi-Family Residence (4 or more)	4.00	17.27	2.96
Mobile Homes	4.00	18.78	2.96
Trailer Parks	4.00	10.79	2.96
For separate laundry facilities	-	10.80	-
For additional units without kitchens	-	10.80	-
Commercial: (BOD/SS levels)			
Light strength (<370 mg/liter)	4.00	41.76	5.70
Medium strength (370-500 mg/liter)	4.00	50.71	7.56
Heavy strength (>500 mg/ liter).	4.00	59.67	6.65
Public Facilities, Schools, Religious and Non-Profit Organizations:	4.00	41.76	5.70
Fairgrounds:	4.00	41.76	1.43
Commercial Power Plants:	4.00	339.62	-
RV Dump Station:	4.00	43.18	-

**NOTES:**

Monthly Account Charge applies to each customer account, not to each living or business unit.

Monthly Base rate applies to each living or business unit included in the customer's account.

Water Flow rate is based on the average winter water use of the previous calendar year (Dec. – Mar.) for each account.

For Residential customers, the rate applies to each hcf.

For Non-Residential customers, the rate applies to each hcf in excess of 2 hcf.

hcf = hundred cubic feet (748 gallons) of water flow.

LU = Living Unit

HUMBOLDT COMMUNITY SERVICES DISTRICT  
FY 2016/2017 MASTER FEE SCHEDULE

**Sewer – Other Miscellaneous Monthly Charges**

	<i>Code</i>	<i>Fee</i>
Special Sewer Discharge Permit:	5.06.030(B)	\$250 plus an additional charge for actual gallons discharged to the public sewer system based on strength of discharged wastewater
Residential <370 mg/liter of BOS/SS	5.06.030(B)	“
Multifamily <370 mg/liter of BOS/SS	5.06.030(B)	“
Commercial – low strength <370 mg/liter of BOD/SS	5.06.030(B)	\$44.76 base + \$5.70/hcf
Commercial – med strength >370/<500 mg/liter of BOD/SS	5.06.030(B)	\$54.71 base + \$7.56/hcf
Commercial – heavy strength >500 mg/liter of BOD/SS	5.06.030(B)	\$63.67 base + \$6.65/hcf

**WATER SYSTEM CONNECTION AND CONSTRUCTION FEES**

**Water Connection Fee (Capital Connection Capacity Charge Buy-in).** A fee based upon the cost to provide future system capacity as shown in the District Capital Improvement Program and needs list divided by the number of potential service connections calculated at system build out based on the 1990 Eureka General Plan, shall be charged to all new service connections at the time service is requested. The fee shall be charged based on the number of dwelling unit equivalents (DUE) per service connection. Single residential units shall be equal to one DUE without consideration of the number of fixture units. For multiple residential units and commercial developments, one DUE shall equal 30 fixture units. Fixture unit counts are defined by the Uniform Plumbing Code, 2012 Edition, Table 610.3. The fees for multiple unit and commercial developments shall be calculated on the fixture unit count converted to DUE rounded up to the next whole number. This fee is in addition to the actual cost of installing a service including main line tap, service line, meter, and box.

The following connection and construction fees and other conditions are applicable to the Humboldt Community Services District (District). Charges within and without the limits of the District boundaries, payable in advance, for the installation of new services and meters, when work is performed by District forces, shall be as indicated in the table below. Costs do not include permanent pavement or sidewalk replacement.

	<i>Code</i>	<i>Fees</i>
<b>WATER SERVICE CONNECTION:</b> Where the District installs a new water meter and service line, the fee shall be dependent on the size of the meter required. All costs are based upon actual time and materials. Where the Developer has installed the new water service line the District shall install the meter for the corresponding meter charges indicated.		
¾" Meter Charge	7.02.010	\$266.04
Installation		\$2,575
Capital Connection		\$1,030/DUE

HUMBOLDT COMMUNITY SERVICES DISTRICT  
FY 2016/2017 MASTER FEE SCHEDULE

	<u>Code</u>	<u>Fees</u>
5/8" Meter Charge Installation Capital Connection	7.02.010	\$201.35 \$2,500 \$1,030/DUE
1" Meter Charge Installation Capital Connection	7.02.010	\$305.82 \$2,831 \$1,030/DUE
2" Meter Charge Installation Capital Connection	7.02.010	Special Quote Special Quote \$1,030/DUE
4" Meter Charge Installation Capital Connection	7.02.010	Special Quote Special Quote \$1,030/DUE
Split Water Service (New) (Does not include permanent pavement or sidewalk replacement)		2 ea 5/8" \$3,065 3+ Special Quote 2 ea 3/4" \$3,155 3+ Special Quote
Splitting an Existing Water Service		Actual not to exceed charges for a new service
Temporary Construction Meter		\$40

**Additional Fees for freshwater/Mitchell Road assessment area:** Charges for connections in the Freshwater/Mitchell Rd. assessment area shall be based on the Assessment District formula of said area as follows:

<u>Assessment Criteria</u>	<u>Code</u>	<u>Fee</u>
Acreage – per acre all zones		\$300
Parcel – per parcel (zone A) per parcel (zone B&C)		\$1,545 \$2,575
Capacity – Existing SFRE (zone A) Existing SFRE (zone B) Existing SFRE (zone C) Existing 2 <sup>nd</sup> Unit (zone A) Existing 2 <sup>nd</sup> Unit (zone B) Existing 2 <sup>nd</sup> Unit (zone C)		\$9,365 \$8,526 \$4,659 \$4,683 \$4,265 \$2,330



HUMBOLDT COMMUNITY SERVICES DISTRICT  
FY 2016/2017 MASTER FEE SCHEDULE

**SEWER CONNECTION AND CONSTRUCTION FEES**

The following connection and construction fees and other conditions are applicable to the Humboldt Community Services District. Charges within and without the limits of the District boundaries, payable in advance, for the installation of new services, when work is performed by District forces.

Sewer Capital Connection Fee (Capacity Charge Buy-In) is a fee based upon the cost to provide future system capacity, and shall be charged to all new service connections at the time service is requested. This fee is in addition to the actual cost of installing a service including main line tap, lateral line and cleanout. Does not include permanent pavement or sidewalk replacement.

Commercial or industrial connections shall be a special quote based on the proposed sewer use taking into consideration flow and strength of the sewage.

	<u>Code</u>	<u>Fee</u>
Sewer Installation *if installed with water service, fee \$3,000	7.05.010	< 10 ft deep \$3,700* > 10 ft deep special quote
Sewer Capital Connection Fee - Residential	7.05.010	\$3,000 for 1 <sup>st</sup> living unit + \$1,800 ea addtl DUE
Sewer Capital Connection Fee – Commercial/ Industrial	7.05.010	\$3,000 for 1 <sup>st</sup> DUE +\$1,800 for each addtl DUE
Sewer Lateral Inspection Fee	7.05.030	\$150 refundable

**Water Conservation Fines & Penalties**

	<u>Code</u>	<u>Fee</u>
1 <sup>st</sup> Violation (infracation)	4.13.080	\$25
2 <sup>nd</sup> Violation (Infracation)	4.13.080	\$50
3 <sup>rd</sup> Violation & subsequent violations within a 6-month period (misdemeanor)	4.13.080	\$100

**Labor & Equipment Rates**

	<u>Code</u>	<u>Hourly Fee</u>
General Labor		\$54.00
Foreman		\$69.00
Inspector		\$74.00
Plan Checker		\$74.00
Computer Draftsman		\$58.00
Clerk		\$52.00
Backhoe		\$58.40
Bobcat		\$58.40
Compressor		\$31.00
Concrete Saw		\$13.75

HUMBOLDT COMMUNITY SERVICES DISTRICT  
FY 2016/2017 MASTER FEE SCHEDULE

	<u>Code</u>	<u>Hourly Fee</u>
Dump Truck <7 yards		\$42.75
Dump Truck 10 yards		\$76.60
Excavator		\$91.70
Generator		\$11.70
Mole		\$25.00
Tapping Machine <2"		\$25.00
Tapping Machine >2"		\$40.00
Trailer		\$20.60
TV Van (sewer)		\$80.00
Utility Truck (small)		\$30.00
Utility Truck (large)		\$35.00
VacCon/Hydro Excavator		\$130.00

**Administrative Fees**

Charges for Photocopies and/or Mailing of Printed Material Maps, Documents and Reports

	<u>Code</u>	<u>Fee</u>
Photocopies Black & White per side: 8.5x11 page 11x17 page 24x36 page		\$0.10 \$0.20 \$3.00
Photocopies Color (per 8.5x11 Page)		\$0.50
Conversion of document to electronic image		\$2.00 plus \$0.10 per page
Public records request deposit		Same as copies. Admin fees waived for <20 pages
Maps and drawings		
Videos tapes, CDs, DVDs		\$3.00/each + actual cost of duplication
Mailing		\$3.00 each + actual cost for duplication
Agenda Annual Subscription (24 regular meetings)		\$28
Agenda Single – Mailed		\$1.25
Fee for late filing of Statements of Economic Interests	Gov. Code §91013	\$10 per day after deadline \$100 maximum