



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

AGENDA

DATE: Tuesday, June 27, 2023

TIME: 5:00 p.m.

LOCATION: 5055 Walnut Drive, Eureka, CA

The HCSD Boardroom is open to the public during open session segment(s) of the meeting. This meeting will also be held by Zoom video/teleconference, per Government Code Section 54953(b). If members of the public cannot attend in person and would like to speak on an agenda item including Public Participation, please join through the Zoom website (<https://zoom.us>) entering Meeting ID 867 4479 5850 and Passcode 197244. Access may also be achieved via telephone only by dialing 1-669-900-9128.

A. ROLL CALL

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

B. PLEDGE OF ALLEGIANCE

C. CONSENT CALENDAR

1. Approval of June 27, 2023 Agenda Page 1-2
2. Approval of Minutes of the Regular Meeting of June 13, 2023 Page 3-7

D. REPORTS

1. General Manager
 - a) District Update Page 9
2. Engineering Department
 - a) Engineering Status Page 11-12
3. Superintendent
 - a) May 2023 Operations/Maintenance Page 13
4. Finance Department
 - a) May 2023 Budgetary Statement Page 15-24
5. Legal Counsel

6. Director Reports

7. Other

E. PUBLIC PARTICIPATION **

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

F. NEW BUSINESS

1. Consideration of Adopting Resolution 2023-05 Commending William (Bill) Bitner for Thirty (30) Years of Service to the District [Page 25-26](#)
2. Consideration of Fiscal Year 23/24 Salary Adjustment for HCSD's Non-represented (Management) Employees [Page 27](#)
3. Consideration of Approving the 2023 Annual Water Supply Demand Report for the Department of Water Resources (DWR) [Page 29-49](#)
4. Consideration of Adopting Resolution 2023-06 Establishing Appropriation Limits for Fiscal Year 2023/24 [Page 51-53](#)

G. OLD BUSINESS

1. Consideration of Approving Fiscal Year 2023/24 Capital Improvement Plan (CIP) [Page 55-76](#)
2. Consideration of Adopting Resolution 2023-07 Establishing a Budget for Fiscal Year 2023/24 [Page 77-100](#)

H. ADJOURNMENT

Next Res: 2023-08
Next Ord: 2023-02

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, June 13, 2023, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

A. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 5:00 p.m. Present upon roll call were Directors Benzonelli, Gardiner, Hansen, Matteoli, and Ryan. Staff in attendance: General Manager Williams (GM), Superintendent Latham, Finance Manager Montag (FM), and Assistant Engineer Adams (AE).

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of the June 13, 2023 Agenda
2. Approval of Minutes of the Regular Meeting of May 23, 2023

Public Comment: None

DIRECTOR RYAN MOVED, DIRECTOR HANSEN SECONDED, TO ACCEPT AND APPROVE THE JUNE 13, 2023 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI (Agenda Only) GARDINER, HANSEN, MATTEOLI, RYAN
NOES: NONE
ABSTAIN: BENZONELLI (Minutes Only, Director Benzonelli was absent for the May 23 meeting)

D. REPORTS

1. General Manager

a) District Update

- Rate Study Update – Following tonight’s Public Workshop, the Public Hearing set to adopt an updated rate and capacity charge study is scheduled for July 11. Notifications for both the workshop and public hearing have been sent by mail to each account holder, Public Service Announcements (PSAs) are airing on local radio stations, and by print in a local newspaper. KEET television aired an informational article on June 2, and Eric Black with Arcata News plans to publish a report after tonight’s workshop.

2. Engineering

a) Engineering Status

- District's List of Contractor's for FY 23 – The District's annual Informal Bidding qualification process for public works projects between \$60,000 and \$200,000 resulted in 13 contractors to assist the District during FY 2023/24.
- Brier Lane Water Storage Tank Rehabilitation Project – Work began in the last part of May. All is moving forward according to plans and should meet the completion schedule by the end of September.
- 18th Street Steel Main Replacement – Engineering staff finalized plans that include a new fire hydrant at 18th and East Circle. Construction staff plan to complete the project by the end of summer.
- Noe Street Sewer Main Replacement Project – Plans/drawings are in process to design replacement of the 400 ft. 6" AC gravity sewer main.

3. Superintendent

a) May 2023 Construction Operations

Superintendent reviewed the multiple water service line replacements including main line leak repairs, repairs to concrete in several locations, and repair of a fire hydrant due to a vehicle accident. At Director Gardiner's request, Superintendent and FM described the District's process for submitting claims when District property is damaged by vehicles. Discussion included an estimate that each leak repair averages one-half day to complete, the majority of repairs require traffic control, and an estimate that the District office face and parking area rehabilitation should be complete within two to three months.

4. Finance Department

a) May 2023 Check Register

FM reviewed the report highlighting the larger than usual Prop 218 Legal Counsel and temporary employee expenses.

E. PUBLIC PARTICIPATION

None

F. NEW BUSINESS

1. Prop. 218 Rate Study Public Workshop

GM introduced the District’s rate study consultant, Greg Clumpner, of NBS who presented a summary overview of the elements and processes behind the creation of a rate study and the recommended results. Numerous questions/concerns received clarification/explanation.

PUBLIC COMMENT: Mary Hurley questioned about the energy increase of 25% followed by only 3% for subsequent years and could the CIP be split out over more than five years. GM responded that the electricity escalation is only intended to keep up with implemented PG&E increases and that during the last 30 years minimized funding of the CIP has brought forward the necessity to perform overdue maintenance of the systems in order to continue reliable service to its ratepayers. Ms. Hurley then questioned whether the study considered alternative financing such as bonds and long-term loans. GM responded that when funding a large expense item such as a wastewater treatment plant, it is viable to spread the added expenses over the life of the project. When addressing regular deferred maintenance, the debt is passed on to the next generation while still having to fund on-going maintenance. GM added that the District is now actively engaged in grant funding programs and applying for all grants available to the District. If awarded, the grant funds will off-set the projected costs possibly allowing for lower future rates than those recommended in the five-year rate study.

2. Consideration of Employee Association Requests for Adjustments to the Memorandum of Understanding (MOU) for Fiscal Year 2023/24

GM reviewed the Employee Association (EA) requests as well as summarizing negotiations that occurred with the Board’s appointed Ad Hoc and EA representatives. Resulting recommendations to the Board for adoption consisted of:

- a) Six per cent (6%) Cost of Living Adjustment (COLA)
- b) Escalation of On-Call stipend from \$30 to \$45 per week day and from \$50 to \$75 per weekend day.
- c) A new optional “Lump Sum Bank” that will accrue up to 100 hours in-lieu of overtime earnings once the existing compensated time off in-lieu of overtime exceeds the 80-hour cap.

Comments included clarifying controls to ensure staff coverage for District operations during absences, how absences can affect CIP work, recognition of staff efforts and commitment to the District.

IT WAS THEN MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR HANSEN, TO INSTRUCT THE GM TO ENTER A MEMORANDUM OF UNDERSTANDING (MOU) WITH HCSD EMPLOYEE ASSOCIATION MEMBERS FOR FISCAL YEAR 2023/2024 PROVIDING A 6% COLA, INCREASE THE ON-CALL STIPEND TO \$45 PER WEEK DAY AND \$75 PER WEEKEND DAY, AND ESTABLISH A LUMP SUM BANK TO ACCRUE UP TO 100 HOURS IN-LIEU OF OVERTIME EARNINGS AFTER THE

EXISTING COMPENSATED TIME OFF IN-LIEU OF OVERTIME EXCEEDS THE 80-HOUR CAP. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

3. Review, Consider Fiscal Year 2023/24 Draft Capital Improvement Program (CIP) Tables

GM commented that the CIP tables schedule necessary known system improvement projects specifically for the next five years as well as projections of significant items through a twenty-year period. Some projects slated for the FY 22/23 year were not completed as planned and have rolled over into FY 23/24 giving the appearance that the coming year's predictions are higher than previously adopted resulting in a FY 23/24 total projected CIP expenditure of \$4,549,889.

Director Benzonelli inquired about the GM's initial opinion of the useful life of items in service and if there has been a lack maintenance. GM advised above ground equipment has been maintained well and kept running. The bigger issues are underground infrastructure that cannot be viewed and maintained until there is a problem. In the past, infrastructure renewal has not been applied leaving a large portion of the District's pipes nearing or exceeding predicted life expectancy. The eleven plus pipe-line breaks thus far in 2023 support the necessity for an aggressive underground infrastructure replacement schedule. GM advised that the full CIP report with executive summary and additional detail will be presented for adoption at the next regular meeting and invited each Director to meet with him separately if they desired advance detailed information.

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR MATTEOLI TO ACCEPT THE FISCAL YEAR 2023/24 DRAFT CAPITAL IMPROVEMENT PROGRAM (CIP) TABLES. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

4. Review, Consider Fiscal Year 2023/24 Budget

FM summarized the highlights: a) Water/Sewer Rates and Capacity Charges are based upon the anticipation that the Rate Study will move forward as presented; b) Wages and Benefits increase reflect a 6% COLA, scheduled retiree pay-outs, as well as on-boarding new staff; c) COE Sewage Treatment; d) Electricity is expected to increase by another 35%; e) Other Professional Services includes a Grant Assistance budget of

\$100,000 that should yield \$10 Million in grant funding; f) Long Term Debt is slightly less as the 2012 Consolidation Refinance Loan conclude in the coming fiscal year.

PUBLIC COMMENT: Mary Hurley inquired if the electric power expense is mostly driven by pumping costs.

Discussion ensued with the Board expressing consensus to control electricity expenses whenever possible. FM advised costs associated with installation of solar requires a significant capital investment. GM affirmed many of the District pumping stations have too small a footprint to accommodate solar thus any long-term savings after investment is minimal at this time. GM invited Directors reach out to himself or the FM should they desire additional clarification on any budget item prior to the next regular meeting.

H. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF JUNE 13, 2023 AT 6:48 P.M.

Submitted, Board Secretary

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Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors
FROM: Terrence Williams, General Manager
DATE: June 23, 2023
SUBJECT: General Manager Report for June 27, 2023 Board Meeting

Water and Sewer Capacity Charge Ordinance

During the May 23 Board meeting, modifications to the District's Code regarding Capacity Charges were introduced. Modifying the District's Code requires the adoption of an ordinance which requires two public readings. The modifications to the Code that were introduced had two objectives:

- 1) To update the language to comply with recent State legislation where specific definitions were adopted that describe what the District Code has historically called Connection Fees. Specifically, definitions for the words fee, connection, impact, capacity and charge were updated by legislation and thereby modify the meaning of the District's Code. The District's Code used the words Connection Fee to describe what is now defined as Capacity Charge and staff attempted to adjust that language for the Code update.
- 2) In the recent Rate Study, the District opted to adjust the Capacity Charges associated with new residential water services so that builders would be charged for the expected water usage of the new construction and not the meter size required for fire sprinkler flow. To accommodate this, the Water Capacity Charge Code section needs to be modified so that capacity charges are based on the meter size that would be required to accommodate the number of plumbing fixtures installed.

The intent of the modifications was clearly communicated to the Board during the May 23 meeting and the Board unanimously approved moving the ordinance forward for adoption during this, the June 27, meeting. Unfortunately, several omissions were identified during the May 23 meeting and several more were identified during subsequent revisions to the proposed ordinance. The changes are significant enough to warrant re-introduction of the ordinance. As there are several important items on the June 27 agenda, the Water and Sewer Capacity Charge Ordinance will be re-introduced at a future meeting.

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Humboldt Community Services District

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Engineering Memorandum

TO: Board of Directors

FROM: Benjamin Adams P.E., Assistant Engineer

DATE: June 23, 2023

SUBJECT: District Project Status Report for June 27, 2023 Board Meeting

Brier Lane Water Storage Tank Rehabilitation Project

Resource Development Corporation's welders have completed structural and overflow piping modifications for the Brier Lane Water Storage Tank Project. The new tank overflow piping has been routed to the existing site drainage piping. A new concrete catch basin will be installed at the base of the overflow piping, providing air gap separation between the tank piping and the buried piping and maintaining the flow path between the two pipe systems. Figure 1 and Figure 2 show the excavated area and profile detail of the catch basin installation.

The modification work thus far has been inspected and approved by Harper and Associates Engineering's quality assurance inspector.

Resource Development Corporation's painting crew is mobilizing this week. After equipment and materials are onsite and configured, the surface preparation and painting and coating scope of work can begin. A quality assurance inspector, provided by Harper and Associates Engineering, will be onsite for the entire duration of the painting and coating work.

The project is on schedule to be completed before the end of September of this year.

Paving Projects Update

The Park Street and Christian Lane paving projects completed earlier this week. The Tower Drive paving project is partially complete. Paving at the intersection of Tower Drive and Myrtle Avenue is delayed due to unforeseen issues with Pacific Gas & Electric (PG&E). At this location, the District's water line crosses under PG&E infrastructure. The excavation methods and backfill prism specified by PG&E and required above their infrastructure have failed multiple times. District Engineering staff is coordinating with PG&E to resolve this issue, with a permanent solution.



Figure 1: Excavation for overflow drain catch basin.

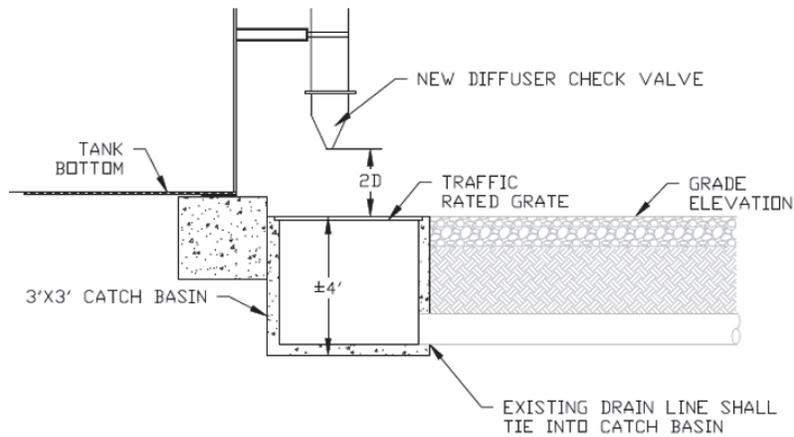


Figure 2: Profile detail of overflow drainage piping.

Humboldt Community Services District

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

BOARD MEMORANDUM

To: H.C.S.D. Board of Directors
From: Tim Latham, District Superintendent
Date: June 19, 2023
Subject: May 2023 Operations/Maintenance Report

The Operations/Maintenance Department was busy in May with a variety of projects. In addition to the standard operation and maintenance of District facilities, crews continued to do station maintenance and assisted with customer service. All of the stationary and portable generators were tested in order to ensure proper operation in the time of need.

Sewer related business included cleaning 8,335 feet of sewer main line and 566 feet of sewer lateral line in various areas throughout the District, installing a new pump at the Liberty Bell SLS, continued work related to the Blackberry Street SLS Rehabilitation Project, and responding to a Bailey Street SLS power outage.

Water related business included continued preparations at the Brier Lane water storage tank site for the upcoming tank rehabilitation project scheduled to begin in June, responding to a water main line break at the North end of London Drive in the Humboldt Hill area, and removing the water flows meters from multiple sites to send in for calibration.

Other business included continued preparations for multiple other upcoming Capital Improvement Projects.

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

May 2023

	Budgeted 2022-23	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	5,449,000	415,784	4,734,473	4,994,917	(260,444)	(5.2)	
Water Charges - Pass Through	-	-	-	-	-	-	
Sewer Service Charges	5,280,000	434,752	4,783,110	4,840,000	(56,890)	(1.2)	
Sewer Service Charges - Pass Through	1,500,000	129,364	1,430,243	1,375,000	55,243	4.0	
Water & Sewer Construction Fees	47,000	308	29,687	43,083	(13,397)	(31.1)	
Account Fees	35,000	9,173	73,110	32,083	41,027	127.9	
Reimbursable Maintenance Fees	1,000	-	-	917	(917)	(100.0)	1
Miscellaneous	2,000	84	1,686	1,833	(147)	(8.0)	1
TOTAL OPERATING REVENUE	12,314,000	989,466	11,052,458	11,287,833	(235,375)	(2.1)	
NON-OPERATING REVENUE							
Capital Connection Fees	180,000	8,932	94,753	165,000	(70,247)	(42.6)	1
Interest/General	30,000	-	-	27,500	(27,500)	(100.0)	1
Discounts Earned	2,000	225	1,522	1,833	(311)	(17.0)	1
Sales: Fixed Assets/Scrap Metal	15,700	-	43	14,392	(14,349)	(99.7)	1
Bad Debt Recovery	10,000	71	983	9,167	(8,184)	(89.3)	1
Property Taxes & Assessments	354,000	-	-	324,500	(324,500)	(100.0)	1
Insurance Rebate	20,000	-	-	18,333	(18,333)	(100.0)	1
Other Non-Operating Revenue	-	-	237	-	237	-	
TOTAL NON-OPERATING REVENUE	611,700	9,228	97,539	560,725	(463,186)	(82.6)	1
TOTAL DISTRICT REVENUE	12,925,700	998,694	11,149,997	11,848,558	(698,561)	(5.9)	
OPERATING EXPENSES							
Wages Direct	1,635,000	120,193	1,376,392	1,498,750	122,358	8.2	
Benefits: PERS	503,000	40,120	451,742	461,083	9,341	2.0	
Group Ins	1,235,000	79,671	926,107	1,132,083	205,976	18.2	
Workers Comp Ins	23,500	-	20,476	21,542	1,065	4.9	
FICA/Medicare	117,000	9,274	106,673	107,250	577	0.5	
Misc Benefits	500	60	560	458	(102)	(22.2)	
Total Wages and Benefits	3,514,000	249,319	2,881,951	3,221,167	339,216	10.5	
Less: wages & ben charged to Capital Proj.	(175,676)	(14,698)	(258,989)	(161,036)	97,952	(60.8)	
Total Operating Wages and benefits	3,338,324	234,621	2,622,962	3,060,130	437,168		
Water Purchase HBMWD	1,075,000	87,059	969,312	985,417	16,104	1.6	
Water Purchase Eureka	810,000	56,635	743,210	742,500	(710)	(0.1)	
Sewage Treatment Operations & Maint.	1,495,000	134,733	1,482,063	1,370,417	(111,646)	(8.1)	
Water/Sewer Analysis	15,000	-	9,468	13,750	4,282	31.1	
Supplies/ Construction	159,500	14,241	128,054	146,208	18,155	12.4	
Supplies/ Office-Administration	15,000	1,038	13,141	13,750	609	4.4	
Supplies/ Engineering	2,500	205	740	2,292	1,551	67.7	
Supplies/ Maintenance	100,000	18,552	73,754	91,667	17,912	19.5	
Invoicing	57,000	4,704	49,632	52,250	2,618	5.0	
Temporary Labor	61,200	22,026	129,274	56,100	(73,174)	(130.4)	2
Repairs & Maintenance/Trucks	55,000	2,543	44,304	50,417	6,113	12.1	
Equipment Rental	5,000	442	442	4,583	4,141	90.3	
Building & Grounds Maintenance	30,000	4,138	27,841	27,500	(341)	(1.2)	
Electrical Power	295,800	26,583	325,293	271,150	(54,143)	(20.0)	3
Street Lights	70,000	5,305	68,726	64,167	(4,559)	(7.1)	3
Telephone	18,000	984	12,789	16,500	3,711	22.5	
Postage	3,000	(1)	2,520	2,750	230	8.4	
Freight	500	-	4,503	458	(4,045)	(882.5)	4
Chemicals	10,000	-	8,955	9,167	212	2.3	
Liability Insurance	62,000	-	81,315	56,833	(24,481)	(43.1)	5

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

May 2023

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Legal	70,000	239	37,634	64,167	26,533	41.3	
Accounting	13,000	-	18,003	11,917	(6,086)	(51.1)	6
Engineering	1,000	-	570	917	346	37.8	9
Other Professional Services	118,000	1,400	10,441	108,167	97,725	90.3	
Bank Service Charges	28,000	580	15,573	25,667	10,094	39.3	
Transportation	75,738	5,405	65,442	69,427	3,984	5.7	
Office Equip. Maintenance	7,000	184	2,844	6,417	3,573	55.7	
Computer Software Maintenance	45,000	112	29,520	41,250	11,730	28.4	
Memberships & Subscriptions	24,800	-	20,820	22,733	1,914	8.4	
Bad Debts & Minimum Balance Writeoff	50,000	-	175	45,833	45,659	99.6	
Conference & Continuing Ed	34,500	-	12,184	31,625	19,441	61.5	
Certifications	3,500	-	2,640	3,208	569	17.7	
State/County & LAFCO Fees and Charges	40,000	-	34,570	36,667	2,097	5.7	
Hydraulic Water Model Maintenance	6,000	1,802	1,802	5,500	3,698	67.2	
Elections Expense	15,000	-	-	13,750	13,750	100.0	
Human Resources	21,000	661	6,684	19,250	12,566	65.3	
Miscellaneous	12,000	151	8,153	11,000	2,847	25.9	
Director's Fees	16,000	1,200	11,200	14,667	3,467	23.6	
TOTAL OPERATING EXPENSES	8,258,362	625,542	7,076,553	7,570,165	493,613	6.5	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	177,429	-	177,453	162,643	(14,809)	(9.1)	7
2012 CIP & Refi.	203,766	-	203,766	186,786	(16,980)	(9.1)	7
Davis-Grunsky Loan	6,049	-	5,838	5,545	(293)	(5.3)	7
VacCon Truck Loan	117,441	-	117,441	107,654	(9,787)	(9.1)	7
2014 Wastewater Revenue Bonds	484,175	-	484,175	443,827	(40,348)	(9.1)	7
New Long-Term Debt	(340,000)	-	-	(311,667)	(311,667)	100.0	7
TOTAL LONG TERM DEBT PAYMENTS	648,860	-	988,672	594,788	(393,883)	(66.2)	7
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	340,000	1,895	48,136	311,667	263,531	84.6	7
Building, Yard & Paving Improvements	94,000	9,464	98,957	86,167	(12,790)	(14.8)	
Capital Improvements Water	1,617,700	(21,570)	359,603	1,482,892	1,123,288	75.7	8
Capital Improvements Sewer	865,000	6,913	117,693	792,917	675,224	85.2	8
Engineering & Studies	-	105	59,681	-	(59,681)	-	9
District Design Standards	-	-	1,840	-	(1,840)	-	
TOTAL CAPITAL EXPENDITURES	2,916,700	(3,193)	685,910	2,673,642	1,987,731	74.3	8
OTHER							
City of Eureka Projects:							
Treatment Plant	1,135,000	-	-	1,040,417	1,040,417	100.0	8
TOTAL City of Eureka Projects	1,135,000	-	-	1,040,417	1,040,417	100.0	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(33,222)	376,346	2,398,862	(30,453)	2,429,316	7,977.1	

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

May 2023

	Budgeted 2022-23	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	12,314,000	989,466	11,052,458	11,287,833	(235,375)	(2.1)
TOTAL OPERATING EXPENSES	<u>(8,258,362)</u>	<u>(625,542)</u>	<u>(7,076,553)</u>	<u>(7,570,165)</u>	493,613	6.5
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,055,638	363,924	3,975,906	3,717,668	258,238	6.9
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	611,700	9,228	97,539	560,725	(463,186)	(82.6)
TOTAL LONG TERM DEBT SERVICE	<u>(648,860)</u>	-	<u>(988,672)</u>	<u>(594,788)</u>	<u>(393,883)</u>	<u>(66.2)</u>
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	4,018,478	373,152	3,084,773	3,683,605	188,935	5.1
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(2,916,700)	3,193	(685,910)	(2,673,642)	1,987,731	74.3
CITY of EUREKA PROJECT REIMBURSEMENT	(1,135,000)	-	-	(1,040,417)	1,040,417	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(33,222)</u>	<u>376,346</u>	<u>2,398,862</u>	<u>(30,453)</u>	<u>2,429,316</u>	<u>7,977.1</u>

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

May 2023

	Budgeted 2022-23	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	5,449,000	415,784	4,734,473	4,994,917	(260,444)	(5.2)
Water Pass Through	-	-	-	-	-	-
Water Construction Fees	35,000	308	25,987	32,083	(6,096)	(19.0)
Account Fees	19,950	5,229	41,673	18,288	23,385	127.9
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	-	-	733	(733)	(100.0)
Miscellaneous	1,000	84	945	917	28	3.0
TOTAL OPERATING REVENUE	5,505,750	421,405	4,803,077	5,046,938	(243,861)	(4.8)
NON-OPERATING REVENUE						
Water Capital Connection Fees	90,000	5,481	68,208	82,500	(14,292)	(17.3)
Interest/General	23,547	-	-	21,585	(21,585)	(100.0)
Discounts Earned	1,280	129	868	1,173	(306)	(26.0)
Sales:Fixed Assets/Scrap Metal	8,844	-	24	8,107	(8,083)	(99.7)
Bad Debt Recovery	5,700	40	560	5,225	(4,665)	(89.3)
FW/MR Assessment	4,000	-	-	3,667	(3,667)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	133,371	5,650	69,660	122,257	(52,596)	(43.0)
TOTAL DISTRICT REVENUE	5,639,121	427,055	4,872,737	5,169,194	(296,457)	(5.7)
OPERATING EXPENSES						
Wages Direct	768,450	55,199	620,929	704,413	83,484	11.9
Wages & Benefits: Allocated	623,298	48,299	538,412	571,357	32,944	5.8
Benefits: PERS	181,080	7,837	88,327	165,990	77,663	46.8
Group Ins	382,850	26,449	294,089	350,946	56,856	16.2
Workers Comp Ins	12,690	-	11,359	11,633	274	2.4
FICA/Medicare	54,990	4,213	47,458	50,408	2,950	5.9
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,023,358	141,997	1,600,574	1,854,745	254,170	13.7
Less: wages & ben charged to Capital Proj.	(130,000)	(5,402)	(134,913)	(119,167)	15,746	(13.2)
Total Operating Wages and benefits	1,893,358	136,595	1,465,662	1,735,578	269,916	15.6
Water Purchase HBMWD	1,075,000	87,059	969,312	985,417	16,104	1.6
Water Purchase Eureka	810,000	56,635	743,210	742,500	(710)	(0.1)
Water Analysis	7,500	-	9,468	6,875	(2,593)	(37.7)
Supplies/ Construction	118,030	11,976	103,368	108,194	4,826	4.5
Supplies/Office-Administration	4,500	507	6,447	4,125	(2,322)	(56.3)
Supplies/ Engineering	1,425	117	415	1,306	891	68.2
Supplies/ Maintenance	50,000	2,605	33,645	45,833	12,188	26.6
Temporary Labor	31,744	12,555	73,686	29,099	(44,587)	(153.2)
Repairs & Maintenance/Trucks	30,800	670	23,712	28,233	4,521	16.0
Equipment Rental	3,700	252	252	3,392	3,139	92.6
Building & Grounds Maintenance	1,800	504	3,451	1,650	(1,801)	(109.1)
Electrical Power	162,690	15,699	191,556	149,133	(42,424)	(28.4)
Telephone	5,760	-	-	5,280	5,280	100.0
Postage	1,290	(0)	206	1,183	977	82.6
Freight	285	-	44	261	217	83.1
Chemicals	10,000	-	8,955	9,167	212	2.3
Engineering	390	-	325	358	32	9.1
Other Professional Services	23,600	-	-	21,633	21,633	100.0
Transportation	43,171	2,572	36,794	39,573	2,779	7.0
Office Equip. Maintenance	1,050	-	369	963	594	61.7
Computer Software Maintenance	21,600	-	15,822	19,800	3,978	20.1
Memberships & Subscriptions	1,488	-	1,402	1,364	(38)	(2.8)
Bad Debts & Minimum Balance Writeoff	28,500	-	100	26,125	26,025	99.6
Conference & Continuing Ed	12,075	-	1,343	11,069	9,725	87.9
Certifications	1,050	-	411	963	551	57.3
State/County & LAFCO Fees and Charges	13,600	-	28,527	12,467	(16,060)	(128.8)
Hydraulic Water Model Maintenance	6,000	1,802	1,802	5,500	3,698	67.2

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

May 2023

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Human Resources	8,190	-	459	7,508	7,049	93.9
Miscellaneous	2,640	-	68	2,420	2,352	97.2
General & Admin Expense Allocation	262,094	8,775	185,110	240,253	55,143	23.0
TOTAL OPERATING EXPENSES	4,633,330	338,323	3,906,962	4,247,219	340,257	8.0
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	-	177,453	162,643	(14,809)	(9.1)
2012 CIP & Refi.	26,166	-	-	23,986	23,986	100.0
Davis-Grunsky Loan	6,049	-	5,838	5,545	(293)	(5.3)
TOTAL LONG TERM DEBT PAYMENTS	209,644	-	183,290	192,174	8,883	4.6
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	1,617,700	5,655	347,260	1,482,892	1,135,631	76.6
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	1,617,700	5,655	347,260	1,482,892	1,135,631	76.6
INTERFUND TRANSFERS IN	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(821,553)	83,077	435,225	(753,090)	1,188,315	157.8

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

May 2023

	Budgeted 2022-23	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	5,280,000	434,752	4,783,110	4,840,000	(56,890)	(1.2)
Sewer Service Charges - Pass Through	1,500,000	129,364	1,430,243	1,375,000	55,243	4.0
Sewer Construction Fees	12,000	-	3,700	11,000	(7,300)	(66.4)
Account Fees	15,050	3,944	31,437	13,796	17,641	127.9
Inspection Fees	-	-	150	-	150	-
Reimbursable Maintenance Fees	200	-	-	183	(183)	(100.0)
Miscellaneous	1,000	-	119	917	(797)	(87.0)
TOTAL OPERATING REVENUE	6,808,250	568,061	6,248,759	6,240,896	7,864	0.1
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	90,000	3,451	26,545	82,500	(55,955)	(67.8)
Interest/General	6,453	-	-	5,915	(5,915)	(100.0)
Discounts Earned	720	97	655	660	(5)	(0.8)
Sales: Fixed Assets/Scrap Metal	6,856	-	18	6,285	(6,266)	(99.7)
Bad Debt Recovery	4,300	31	423	3,942	(3,519)	(89.3)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	108,329	3,578	27,641	99,302	(71,661)	(72.2)
TOTAL DISTRICT REVENUE	6,916,579	571,639	6,276,400	6,340,197	(63,797)	(1.0)
OPERATING EXPENSES						
Wages Direct	474,150	30,822	384,519	434,638	50,118	11.5
Wages & Benefits: Allocated	623,297	48,299	538,412	571,356	32,943	5.8
Benefits: PERS	115,690	4,199	53,513	106,049	52,536	49.5
Group Ins	234,650	13,792	180,843	215,096	34,252	15.9
Workers Comp Ins	7,755	-	6,749	7,109	360	5.1
FICA/Medicare	35,100	2,353	29,449	32,175	2,726	8.5
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,490,642	99,465	1,193,485	1,366,422	172,937	12.7
Less: wages & ben charged to Capital Proj.	(45,676)	(1,439)	(36,185)	(41,870)	(5,685)	13.6
Total Operating Wages and benefits	1,444,966	98,026	1,157,301	1,324,552	167,252	12.6
Sewage Treatment: Operating & Maint.	1,495,000	134,733	1,482,063	1,370,417	(111,646)	(8.1)
Sewer Analysis	7,500	-	-	6,875	6,875	100.0
Supplies/ Construction	41,470	2,264	24,686	38,014	13,328	35.1
Supplies/ Office-Administration	4,500	383	4,863	4,125	(738)	(17.9)
Supplies/ Engineering	1,075	88	313	985	672	68.2
Supplies/ Maintenance	50,000	15,947	40,109	45,833	5,724	12.5
Temporary Labor	19,456	9,471	55,588	17,835	(37,753)	(211.7)
Repairs & Maintenance/Trucks	24,200	1,873	20,592	22,183	1,592	7.2
Equipment Rental	1,300	190	190	1,192	1,001	84.0
Building & Grounds Maintenance	1,500	380	2,603	1,375	(1,228)	(89.3)
Electrical Power	70,992	5,550	65,851	65,076	(775)	(1.2)
Telephone	2,880	-	-	2,640	2,640	100.0
Postage	960	(0)	169	880	711	80.8
Freight	215	-	4,437	197	(4,240)	(2,151.5)
Legal	-	-	-	-	-	-
Engineering	100	-	245	92	(154)	(167.5)
Other Professional Services	23,600	1,400	3,679	21,633	17,954	83.0
Transportation	32,567	2,832	28,648	29,853	1,205	4.0
Office Equip. Maintenance	770	-	278	706	428	60.6

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

May 2023

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Computer Software Maintenance	16,200	-	11,936	14,850	2,914	19.6
Memberships & Subscriptions	992	-	1,058	909	(148)	(16.3)
Bad Debts & Minimum Balance Writeoff	21,500	-	-	19,708	19,708	100.0
Conference & Continuing Ed	15,180	-	962	13,915	12,953	93.1
Certifications	805	-	186	738	552	74.8
State/County & LAFCO Fees and Charges	7,200	-	5,659	6,600	941	14.3
Human Resources	6,090	-	346	5,583	5,236	93.8
Miscellaneous	1,920	-	126	1,760	1,634	92.8
General & Admin Expense Allocation	262,094	8,775	185,110	240,253	55,143	23.0
TOTAL OPERATING EXPENSES	3,555,032	281,914	3,097,000	3,258,779	161,779	5.0
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	484,175	-	484,175	443,827	(40,348)	(9.1)
2012 CIP & Refi.	177,600	-	-	162,800	162,800	100.0
VacCon Truck Loan	117,441	-	117,441	107,654	(9,787)	(9.1)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	779,216	-	601,616	714,281	112,665	15.8
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building, Yard & Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	865,000	6,913	117,693	792,917	675,224	85.2
Engineering & Studies	-	-	5,627	-	(5,627)	-
TOTAL CAPITAL EXPENDITURES	865,000	6,913	123,320	792,917	669,597	84.4
OTHER						
City of Eureka Projects:						
Treatment Plant	1,135,000	-	-	1,040,417	1,040,417	100.0
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	1,135,000	-	-	1,040,417	1,040,417	100.0
BUDGET SURPLUS (DEFICIT)	582,331	282,813	2,454,464	533,803	1,920,661	(359.8)

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

May 2023

	Budgeted 2022-23	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)	-	-	237	-	237	-
Miscellaneous	-	-	622	-	622	-
TOTAL OPERATING REVENUE	-	-	859	-	859	-
NON-OPERATING REVENUE						
Property Taxes	350,000	-	-	320,833	(320,833)	(100.0)
Insurance Rebate	20,000	-	-	18,333	(18,333)	(100.0)
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	370,000	-	-	339,167	(339,167)	(100.0)
TOTAL DISTRICT REVENUE	370,000	-	859	339,167	(338,307)	(99.7)
OPERATING EXPENSES						
Wages Direct	392,400	34,172	370,944	359,700	(11,244)	(3.1)
Benefits: PERS	206,230	28,085	309,902	189,044	(120,858)	(63.9)
Group Ins	617,500	39,430	451,174	566,042	114,867	20.3
Workers Comp Ins	3,055	-	2,368	2,800	432	15.4
FICA/Medicare	26,910	2,708	29,766	24,668	(5,099)	(20.7)
Misc Benefits	500	60	560	458	(102)	(22.2)
Total Wages and Benefits	1,246,595	104,455	1,164,716	1,142,712	(22,003)	(1.9)
Less: wages & ben charged to Capital Proj.	-	(7,857)	(87,891)	-	87,891	-
Less: Allocated to Water and Sewer Funds	(1,246,595)	(96,598)	(1,076,825)	(1,142,712)	(65,888)	5.8
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	148	1,832	5,500	3,668	66.7
Supplies/ Engineering	-	-	12	-	(12)	-
Supplies/ Maintenance	-	-	-	-	-	-
Invoicing	57,000	4,704	49,632	52,250	2,618	5.0
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	10,000	-	-	9,167	9,167	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	26,700	3,254	21,787	24,475	2,688	11.0
Electrical Power	62,118	5,334	67,885	56,942	(10,944)	(19.2)
Street Lights	70,000	5,305	68,726	64,167	(4,559)	(7.1)
Telephone	9,360	984	12,789	8,580	(4,209)	(49.1)
Postage	750	-	2,145	688	(1,457)	(212.0)
Freight	-	-	22	-	(22)	-
Liability Insurance	62,000	-	80,273	56,833	(23,440)	(41.2)
Legal Services	70,000	239	37,634	64,167	26,533	41.3
Accounting	13,000	-	18,003	11,917	(6,086)	(51.1)
Engineering	510	-	-	468	468	100.0
Other Professional Services	70,800	-	6,762	64,900	58,138	89.6
Bank Service Charges	28,000	580	11,708	25,667	13,959	54.4
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	5,180	184	2,198	4,748	2,551	53.7
Computer Software Maintenance	7,200	112	1,762	6,600	4,838	73.3
Memberships & Subscriptions	22,320	-	18,360	20,460	2,100	10.3
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,245	-	9,879	6,641	(3,237)	(48.7)
Certifications	1,645	-	2,043	1,508	(535)	(35.5)

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

May 2023

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
State/County & LAFCO Fees and Charges	19,200	-	384	17,600	17,216	97.8
Elections Expense	15,000	-	-	13,750	13,750	100.0
Human Resources	6,720	661	5,879	6,160	281	4.6
Miscellaneous	7,440	151	8,034	6,820	(1,214)	(17.8)
Director's Fees	16,000	1,200	11,200	14,667	3,467	23.6
General & Admin Expense Allocation	(524,188)	(17,551)	(370,220)	(480,506)	(110,285)	23.0
TOTAL OPERATING EXPENSES	70,000	5,305	68,726	64,167	(4,559)	(7.1)
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	203,766	-	(203,766)	-
New Financing	(340,000)	-	-	(311,667)	(311,667)	100.0
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	(340,000)	-	203,766	(311,667)	(515,432)	165.4
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	340,000	1,895	48,136	311,667	263,531	84.6
Building, Yard & Paving Improvements	94,000	9,464	98,957	86,167	(12,790)	(14.8)
Engineering & Studies	-	105	54,054	-	(54,054)	-
District Design Standards	-	-	1,840	-	(1,840)	-
TOTAL CAPITAL EXPENDITURES	434,000	11,464	202,987	397,833	194,846	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	206,000	(16,769)	(474,619)	188,833	(663,452)	(351.3)

Humboldt Community Services District

Notes May 2023

Note 1 - Non Operating and Miscellaneous Revenue

Most non-operating and Miscellaneous income occurs occasionally throughout the year, or at the very end of the fiscal year.

Note 2 - Temporary Labor

Temporary labor costs have increased due to difficulties in finding suitable permanent applicants. Increased temporary labor costs have been more than offset by reductions in regular District wage expenses

Note 3 - Electrical Power (District use and Street Lighting)

District electrical usage is consistent with previous annual usage (2.2% increase in power consumed). Increase in costs are due to rates increases from PGE.

Note 4 - Freight

Shipping cost for sewer pump for repair. Not anticipated in budget

Note 5 - Liability Insurance

While The District has anticipated an increase in Liability insurance premiums due to general inflationary and COLA increases, insurance premiums have increased more than originally anticipated. In a letter sent by ACWA/JPIA in October, it was explained that ACWA/JPIA has been able to keep such insurance increases to a minimum over the years, cost increases have necessitated an increase in rates at this time. Staff has confirmed that Liability insurance costs from ACWA/JPIA have remained surprisingly stable over the past 15 years, even at times when increases would be expected.

Note 6 - Accounting

Accounting expenses are due to expenses from the regular annual audit..

Note 7 - Debt Service

Loan Payments are made throughout the year. The total expenditures by the end of the year will match budget amounts.

Budgeted amount for new Vehicle loans will not occur. Purchases will be paid with available funds.

Note 8 - Capital Improvements

Some capital improvements originally scheduled for FY 2022-2023 will take place in FY 2023-2024 instead. These items are detailed on the Draft CIP and Draft Budget for FY 2023-2024. City of Eureka WWTP CIP billing will be received and processed near the end of the current FY.

Note 9 - Engineering

Engineering Expense - a/c 6810 - Operating Expense

Note 1 - Non Operating and Misc YTD

Water Fund

Eng Bid Advertising			
Times Standard			570
Total posted to 6810	-		570

Engineering & Studies - a/c 9040 - Capital Improvement Projects

Non Engineering Costs Posted to 9040

Rate Study	105	54,054	54,158.70
Hartman SLS	-	5,627	
Grand Total posted to 9040	105	59,681	

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: June 27, 2023

AGENDA ITEM: F.1 (New Business)

TITLE: Consideration of Adopting Resolution 2023-05 Commending William (Bill) Bitner for Thirty (30) Years of Service to the District

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

GM recommends the Board of Directors adopt Resolution 2023-05 Commending Bill Bitner for thirty years of service to the District followed by a Roll call vote.

Summary:

Bill began his full-time regular employee service to the District on July 1, 1993 as Drafting Technician. In 2007 the District Engineer re-evaluated Bill's accomplishments and growth resulting in a reclassification as our Engineering Technician. To commemorate Bill's dedication to the District for thirty years, the following Resolution 2023-05 in his honor is presented to the Board of Directors for consideration.

Fiscal Impact:

None

RESOLUTION NO. 2023-05

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
COMMENDING
WILLIAM W. BITNER III
FOR THIRTY YEARS OF SERVICE
WITH THE DISTRICT**

WHEREAS, William (Bill) Bitner was employed by the Humboldt Community Services District on January 15, 1992 as a Temporary Drafting Assistant; and

WHEREAS, Mr. Bitner was permanently hired on July 1, 1993 as a Drafting Technician then reclassified to an Engineering Tech in 2007; and

WHEREAS, during Mr. Bitner’s thirty years of service, he has faithfully and conscientiously performed the duties required of him as Engineering Tech including converting all of the District’s hard copy water maps to electronic format in the late 1990s and updating them again in 2017; maintaining a D2 Water Operator Distribution Certification not required by his classification; proficiency with AutoCAD, USA Mark & Locate, Flagging, and Field Inspections/Survey techniques; Chairing the Safety Committee for many years; and providing assistance when needed in the Community Services, Maintenance, and Construction departments; and

WHEREAS, the Humboldt Community Services District, its customers, staff and Board of Directors have benefited from Mr. Bitner’s reliable participation, consistent high quality of work, knowledge of the District’s system, knowledge of the District’s Standard Plans and Specs, and commendable work ethic.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Humboldt Community Services District, by adoption of this resolution, acknowledges and expresses its appreciation to William W. Bitner III for his thirty years of service and dedication to the District and its residents.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the Humboldt Community Services District held this 27th day of June, 2023 by the following roll call vote:

AYES:

NOES:

ABSENT:

Heidi Benzonelli, Board President

ATTEST:

Brenda K. Franklin, Board Secretary

Res. 2023-05

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: June 27, 2023

AGENDA ITEM: F2 (New Business)

TITLE: Consideration of Fiscal Year 2023-24 Salary Adjustment for HCSD's Non-represented (Management) Employees

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discussion followed by a motion to approve Fiscal Year 2023-24 salary adjustment for HCSD's non-represented (management) employees.

Summary:

The District's Employee Association represents all permanent hourly employees of the District. This includes staff from the following departments; Customer Service, Construction, Maintenance and Engineering. The District also employs salaried exempt management staff. By design, these employees are not represented by the Employee Association. The District's exempt, non-represented staff include; Administrative Services Manager, Brenda Franklin, Finance Manager, Michael Montag, Assistant Engineer, Ben Adams, Superintendent, Tim Latham and General Manager, Terrence Williams.

During the June 13, 2023 meeting the Board approved the Employee Association's requests for additional benefits for Fiscal Year 2023-24 which included a request for a 6.0% Cost of Living Adjustment (COLA) along with a fairly significant increased stipend for on-call staff as well as the creation of a "Lump Sum Bank" that allows hourly staff to bank 100 hours of overtime earned for an annual lump sum payout.

At this time, the management staff are requesting a 6.0% COLA, commensurate with the adjustment afforded for the District's hourly employees.

Fiscal Impact:

\$33,300.00

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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: June 27, 2023

AGENDA ITEM: F3 (New Business)

TITLE: Consideration of Approving the District's 2023 Annual Water Supply and Demand Report for the Department of Water Resources (DWR)

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discussion followed by a motion to approve and adopt the 2023 Water Supply and Demand Report

Summary:

In 2018, the California Legislature enacted into law new requirements for urban water suppliers to increase drought resilience and to improve communication of water shortage response actions. Each urban water supplier is required to prepare an Annual Water Supply and Demand Assessment (Annual Assessment) and submit an Annual Water Shortage Assessment Report (Annual Shortage Report) to DWR on or before July 1, 2022, and every year thereafter.

Annual Shortage Reports will be submitted to DWR as follows:

- Submit report by email to: AWSDA@water.ca.gov
- Final Annual Shortage Reports (due July 1 of each year)
- Submit report to WUEdata Portal at <https://wuedata.water.ca.gov/>

Included in this Board Packet, please find the Draft Humboldt Community Services District 2023 Annual Water Supply and Demand Assessment Report. If approved, the report will be submitted to the DWR before July 1, 2023. Please approve and adopt this report so that it can be finalized and submitted to the DWR before the July 1 deadline.

Fiscal Impact:

None



Humboldt Community Services District
2023 Annual

DRAFT

Water Supply and Demand
Assessment Report

Prepared for the California Department of Water Resources

By Humboldt Community Services District Staff

~~To be Adopted June 27, 2023~~

EXECUTIVE SUMMARY

The Humboldt Community Services District is not currently experiencing a water shortage. The projected demand over the assessment period, July 1, 2023 through June 30, 2024, is 2008 AF based on the average demand for the previous four years. The projected supply available to the District for distribution is 5,974 AF with 3,901 AF from HBMWD, 1,343 AF from CoE and 730 AF from District owned groundwater wells drawing from the Eureka Plain Basin. Recharge to the Eureka Plain Basin is estimated at 26,180 AFY while documented withdraws are on the order of 6,100 AFY. This results in surplus recharge of 20,080 AFY. The District is considering developing additional groundwater resources to provide regional water supply resilience and additional capacity for future population growth.

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INTRODUCTION

California Water Code (CWC) states that on or before July 1, 2022, and every year after, each Urban Water Supplier shall prepare an annual assessment of supply and demand and submit an Annual Shortage Report to DWR. The Annual Shortage Report is due by July 1 of every year, as required by Water Code Section 10632.1. Table 1 includes general information about the Humboldt Community Services District Annual Assessment.

Table 1: Annual Assessment Information

Annual Assessment Information	
Year Covered By This Shortage Report (Required)	
Start: July 1,	2023
End: June 30,	2024
Volume Unit for Reported Supply and Demand: <i>(Must use the same unit throughout)</i>	AF
Supplier's Annual Assessment Planning Cycle (Required)	
Start Month:	March
End Month:	May
Data Interval:	Monthly (12 data points per year)
Water Supplier's Contact Information (Required)	
Water Supplier's Name:	Humboldt Community Services District
Contact Name:	Terrence Williams
Contact Title:	General Manager
Street Address:	5055 Walnut Drive
ZIP Code:	95503
Phone Number:	(707)443-4550
Email Address:	twilliams@humboldtcsd.org
Report Preparer's Contact Information <i>(if different from above)</i>	
Supplier's Water Shortage Contingency Plan	
WSCP Title	Humboldt Community Services District Water Shortage Contingency Plan
WSCP Adoption Date	6/22/2021
Other Annual Assessment Related Activities	
Activity	Timeline/ Outcomes / Links / Notes
Annual Assessment/ Shortage Report Title:	Humboldt Community Services District Annual Water Supply and Demand Assessment 2023
Annual Assessment / Shortage Report Approval Date:	6/27/2023

The Annual Assessment and associated Annual Shortage Report are to be conducted based on the Supplier's procedures detailed in its adopted Water Shortage Contingency Plan (WSCP). In preparing for each year's Annual Assessment, Suppliers should reference and follow their procedures, which they have developed as part of the most recently adopted WSCP.

CWC states that on or before September 30, 2022, and every year after, DWR shall prepare a summary report to the State Water Resources Control Board on DWR's review of the submitted Annual Assessment results. The DWR report will include water shortage information at the Supplier level, as

well as regional and statewide analysis of water conditions. The report will also include information on water shortage response actions taken by Suppliers as a result of their Annual Assessments.

The Humboldt Community Services District (HCSD, District) does not rely on water imported from the State Water Project or the Bureau of Reclamation and is not currently experiencing a water shortage. This report titled Humboldt Community Services District 2023 Annual Water Supply and Demand Assessment Report satisfies the reporting requirements of the “Annual Shortage Report” but is not titled that way because the District is not experiencing a shortage.

BACKGROUND

The Humboldt Community Services District (District or HCSD) was formed in 1952 to provide water and wastewater services to the unincorporated areas of Eureka, CA. Since that time, the District has expanded the service area to include Myrtle town, Pine Hill, Humboldt Hill, Fields Landing, King Salmon, and Freshwater. Expansion was accomplished both by District construction of facilities, such as in Myrtle town and Cutten, and by acquisition of existing facilities such as the Pialorsi water system in Humboldt Hill and the County Service Area No. 3 in King Salmon and Fields Landing.

The District currently supplies drinking water to a population of 19,551. The annual water demand by District ratepayers is currently about 2,000 acre-feet/year (AFY). This is less than 100 gallons per capita per day (GPCPD) including residential, commercial, institutional and agricultural/irrigation uses.

WATER

The District’s water distribution and storage system is complex, consisting of twenty-two (22) different pressure zones, ten (10) water storage tanks containing 5.0 million gallons of storage capacity, and twelve (12) water booster pumping stations. The system covers 15 square miles in hilly terrain.

Sources

Water supply is furnished by three sources. Approximately one half of the District’s consumption is purchased/imported directly from the Humboldt Bay Municipal Water District (HBMWD) through the Truesdale booster pump station; one quarter is purchased from the City of Eureka (CoE), who purchases it from HBMWD through the Hubbard and Harris booster pump station; the final quarter is pumped from District owned wells located in the Humboldt Hill area that draw off of the Eureka Plain Groundwater Basin near the Elk River.

These three water sources supply the three major service areas of the District. Hubbard and Harris pump station (water purchased from CoE) supplies the northern area of Myrtle town, Mitchel Road, Freshwater and Pigeon Point (Freshwater/Mitchel Road Zone). Truesdale pump station (water purchased from HBMWD) supplies the central areas of Cutten, Rosewood, Pine Hill, Ridgewood and Elk River (Ridgewood Zone). District well water supplies the southern area of Humboldt Hill, King Salmon, Fields Landing and College of the Redwoods (Humboldt Hill Zone).

Water can be moved between these zones through transmission lines and interties. Doing so requires additional pumping and so is inefficient and less cost effective.

Demands

The District monitors and records the volume of water purchased/imported from HBMWD and CoE as well as the volume of water pumped from groundwater wells each month. This data is used for the

monthly DRINC (Drinking Water Information Clearinghouse) and SAFER (Safe and Affordable Funding for Equity and Resilience) reporting and annual eAR (Electronic Annual Report) reporting to the State Water Resources Control Board. Four years of this data was used to develop the projected water demand for the 2023 Annual Assessment. Monthly data over the most recent four-year period was averaged to define the unconfined monthly demand. This produces a conservative estimate of demand because, over the past four years, demand has been trending down. The total volume of water produced during the 12 months preceding the assessment period (1,985 AF) is 5.3% less than for the 12-month period from four years prior (2,098 AF). Table 2 summarizes the projected monthly water demands to the District.

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Table 2: Water Demands ¹		Volumetric Unit Used ² :															
Use Type	Additional Description (as needed)	Level of Treatment for Non-Potable Supplies Drop-down list	Start Year:														
			2023	AF	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total by Water Demand Type
Projected Water Demands - Volume ³																	
Demands Served by Potable Supplies																	
All Demands			192	206	184	156	165	151	151	166	166	137	155	152	167	177	2008
Demands Served by Non-Potable Supplies																	
			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total by Month (Potable)			192	206	184	156	165	151	151	166	166	137	155	152	167	177	2008
Total by Month (Non-Potable)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Notes: List considered factors impacting demands
¹Projections are based on best available data at time of submitting the report and actual demand volumes could be different due to many factors.
²Units of measure (AF, CCF, MG) must remain consistent.
³When opting to provide other than monthly volumes (bi-monthly, quarterly, or annual), please see directions on entering data for Projected Water Demand in the Table Instructions.

Supplies

The District purchases/imports water from two agencies, HBMWD and CoE, and pumps groundwater through District owned wells. The water purchased from HBMWD and CoE is all sourced from an aquifer below the Mad River through Ranney Collectors owned and operated by HBMWD. Through contracts, HCSD is allocated 2.9 million-gallons per day (MGD) from HBMWD directly and an additional 1 MGD from CoE which is sourced from HBMWD. On average, the District sources 0.45 MGD from groundwater with a peak month average daily demand of 0.64 MGD.

HBMWD

HBMWD pumps groundwater from an aquifer below the Mad River north of Arcata CA. HBMWD supplies water to seven municipal customers including City of Arcata, City of Blue Lake, City of Eureka, Fieldbrook CSD, Humboldt CSD, Manila CSD, and McKinleyville CSD and about 600 retail water customers. HBMWD has the capacity to supply 20 MGD of treated drinking water. The daily allocation of water to the seven municipal customers totals 17 MGD and includes 2.9 MGD to HCSD.

HBMWD delivers water to HCSD through a transmission line that runs down the Samoa Peninsula and crosses Humboldt Bay to terminate at the HCSD pumping facility at 1930 Truesdale Street in Eureka, CA. HBMWD water is then pumped to the HCSD storage tanks at the District corporation yard at 5055 Walnut Drive in Cutten, CA.

HBMWD maintains their own Urban Water Management Plan and associated WSCP that can be referenced at the following web location (<https://www.hbmwd.com/files/03d84a5c2/UWMP-2020+final.pdf>). HBMWD's WSCP indicates that they will use the Ruth Lake Reservoir storage volume and the time of year to determine their shortage stage. On June 16, 2023 HBMWD Ruth Lake Reservoir was at 101% of capacity and water was spilling over the spillway. This corresponds to a shortage action level of Stage 1, no shortage (HBMWD lists action Stages 1-5, HBMWD Stage 1 corresponds to AWSDA Shortage Level 0, no shortage).

Based on this information, HCSD can access 2.9 MGD from HBMWD through the Truesdale Pumping Station. 2.9 MGD corresponds to 3901.1 AFY. HCSD's total annual demand is about 2000 AFY.

City of Eureka

HCSD purchases/imports water from CoE. CoE is one of HBMWD's municipal customers with a 7 MGD allocation. That allocation is delivered to CoE through a City owned transmission line that originates at the HBMWD turbidity reduction facility in Essex, CA and terminates at the City's primary storage reservoir. The transmission line passes a City/District owned pumping station at the corner of Hubbard Lane and Harris Street in Eureka CA (Hubbard Lane pumping Station). The Hubbard Lane Pumping Station taps into the City's transmission line. Through contract, the District can access up to 1 MGD of the City's water allocation through this pumping station. As described previously, HBMWD is at AWSDA Shortage Level 0, no shortage so HCSD can access 1 MGD through the Hubbard Lane pumping station. 1 MGD corresponds to 1343.2 AFY.

Groundwater Basin

The District maintains two active well sites at the base of Humboldt Hill, near the Elk River. Over the past four years, the District wells have supplied an average of 0.45 MGD with a peak month average daily pumping of 0.64 MGD. This translates to 42.3 acre-feet per month average and 60 acre-feet per

month peak. These units were used to establish the peak month volume for groundwater withdrawal. Extending the peak month withdrawal over 12 months results in 730 AFY.

The District's groundwater is drawn from the Eureka Plain Basin (DWR Groundwater Basin Number 1-9). This basin covers 37,400 acres and is bounded by the Little Salmon fault to the south, the Freshwater Fault to the north, Wildcat Series deposits to the east and Humboldt Bay to the west. Precipitation infiltration and seepage from Freshwater Creek, Elk River and Eel River contribute to recharge of the Eureka Plain Basin (DWR 2020).

The California Department of Water Resources (DWR) performed an extraction survey of the Eureka Plain Basin in 1996 and determined that agricultural and municipal/industrial extraction are 4,800 and 1,300 AFY respectively (DWR 2020). HCSD has been pumping from wells in the Eureka Plain Basin since the 1950's so our extraction volumes were captured in that survey.

The Eureka Plain Basin has not been identified as an impaired basin so extensive studies regarding recharge and storage have not been developed. The adjacent Eel River Valley Groundwater Basin has been thoroughly studied and has hydrologic similarities to the Eureka Plain Basin including precipitation, soil formations, surface topography, ocean boundary and year-round surface water flow. The Eel River Valley Groundwater Sustainability Plan was adopted on January 29, 2022 by the Humboldt County Board of Supervisors (Humboldt County 2022). Based on data from the Eel River Valley Groundwater Sustainability Plan, the authors assume that on average, 21% of precipitation infiltrates into the Eel River Valley Groundwater Basin.

Considering the hydrologic similarity and proximity of the two basins, the assumption that 21% of annual precipitation infiltrates into the Eureka Plain Basin will be used for the purposes of this report. Using an annual average of 40 inches of precipitation and a surface area of 37,400 acres and the assumed 21% infiltration rate implies that 26,180 AFY percolates into the basin and becomes groundwater. This is a conservative estimate of recharge because seepage from the rivers is not accounted for. The Eel River Valley Groundwater Sustainability Plan indicates that river to groundwater seepage is the largest contributor to recharge.

Assuming that pumping from the Eureka Plain Basin has not increased significantly since the 1996 survey (6,100 AFY) and that recharge to the basin is at least 26,180 AFY, there is substantial groundwater resources available to be developed; at least 20,080 AFY on average.

District Wells

The District adopted the 2020 Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP) on June 22, 2021. Section 3.2 of the District's WSCP describes a process by which the District will evaluate the capacity of the Eureka Plain Basin to sustain extraction at the levels planned by the District for the Annual Assessment. Section 3.2 of the District's WSCP is included for reference below:

3.2 Data and Methodologies

HCSD will prepare Annual Water Supply and Demand Assessments utilizing the following data:

- *Precipitation data from Eureka*
- *Groundwater elevation data from CASGEM wells within the Eureka Plain Groundwater Basin.*

- *Projected current year unconstrained demand.*
- *Projected current year available supply.*
- *HBMWD Annual Water Supply and Assessment*

The above data will be evaluated with similar methodologies and added to the analysis of water supply reliability contained in Section 2 of this plan.

Section 2 of the District's WSCP describes the process for determining the overall, long-term reliability of the District's groundwater resources. The data used for this analysis is available from the California Statewide Groundwater Elevation Monitoring (CASGEM) online system.

That analysis includes water surface elevation data for two residential water wells that have significant historical data. The wells are not District owned and were selected because they are located in the upper portion of the Eureka Plain Basin so their water surface levels would be susceptible to variation based on precipitation recharge or lack thereof. Despite the extended historical data for these two wells, current water surface elevation data is spotty or not available at all. The reason for the lack of data cited by CASGEM is that residential wells were not monitored during the COVID emergency.

The CASGEM residential wells used to analyze groundwater reliability are the Clover Well at 40.7221, -124.1867 (CASGEM ID 04n01w21b001h) and the Windmill Well at 40.7581, -124.0639 (CASGEM ID 04n01e03m001h). The Clover Well has a ground surface elevation of 83 feet above mean seal level and the Windmill Well has a ground surface elevation of 73 feet above mean sea level. These wells were named by District staff based on the Humboldt County road names at their respective locations.

The District has decided to correlate data from the CASGEM database to data collected from District owned wells and make the Annual Assessment based on current data collected from District owned wells.

The District currently maintains two active production wells that draw from the Eureka Plain Basin. These are the Spruce Point Well located at 40.7433, -124.1993 (CA1210009_006_006) and the South Bay Well located at 40.7369, -124.2086 (CA1210009_013_013). The District is also in the process of abandoning/destroying a third production well whose casing recently failed; the Princeton Well is located at 40.7361, -124.2037 (CA1210009-007). Current water surface elevation measurements were taken in the spring of 2023. Some historic data is also available for these wells.

The Princeton Well was constructed in June of 1978 and has a ground surface elevation of 14 feet above mean sea level. Precise measurements for historic water surface elevation are limited for this location. Operator notes indicate that this well continuously produced artesian flow from 1988 to present. This data indicates that the water surface elevation was greater than 14 feet above mean sea level. A precise measurement of the water surface elevation was recorded for the Princeton Well on May 16, 2023 using a flexible clear tube connected to the well's bypass plumbing because there was artesian flow from the well on that date. The water surface elevation recorded on May 16, 2023 was 14.2 feet above mean sea level.

The South Bay Well was constructed in August of 2018 and has a ground surface elevation of 10 feet above mean sea level. Operator notes indicate that this well continuously produced artesian flow from 2018 to present. This data indicates that the water surface elevation is greater than 10 feet above mean sea level. A precise measurement of the water surface elevation was recorded for the South Bay Well

on May 16, 2023 using a flexible clear tube connected to the well's bypass plumbing because there was artesian flow from the well on that date. The water surface elevation recorded on May 16, 2023 was 14.5 feet above mean sea level.

The District maintained a second well on the same parcel as the South Bay Well that was destroyed in June of 2018 (CA1210009-004). This well was constructed in August of 1988. Operator notes indicate that this well continuously produced artesian flow between 1988 and 2014. This well was taken out of service and operator records ceased due to deteriorating water quality. The water quality issues were determined to be due to surface interaction because of a failed well seal. The artesian flow data indicates that the water surface elevation was greater than 10 feet above mean sea level between 1988 and 2014.

The Spruce Point Well was constructed on July 11, 1988 and has a ground surface elevation of 35 feet above mean sea level. The District does have some water surface elevation data for this well. In July of 1988, the water surface elevation was 15.5 feet above mean sea level. On April 19, 2012, the water surface elevation was 17.5 feet above mean sea level. On May 16, 2023, the water surface elevation was 15 feet above mean sea level.

Figure 1 summarizes the available data for the Eureka Plain Basin between 1985 and 2023. The data includes measured water surface as obtained from the CASGEM online system for spring and fall recordings for the Windmill Well and Clover Well. Also included is measured water surface elevation data for the District's Spruce Point Well. Additionally, estimated and measured data is shown for the District's South Bay and Princeton Wells (ground surface elevation of 10 feet and 14 feet respectively were used to quantify operator notes indicating that the wells showed artesian flow). Precipitation data is also shown as recorded on the NOAA website. This data is shown as water year (October through September) and as calendar year. Finally, the driest year is indicated with a vertical red line (2013) and the driest five-year period is indicated with a vertical red field.

Based on water surface elevation measurements taken between 1985 and 2023, there have been no appreciable changes in water depth. Groundwater elevations in the wells are consistent and have not been significantly influenced by climatic variation (precipitation). Based on this information, the water produced from the HCSD groundwater wells is very reliable and not susceptible to drought conditions.

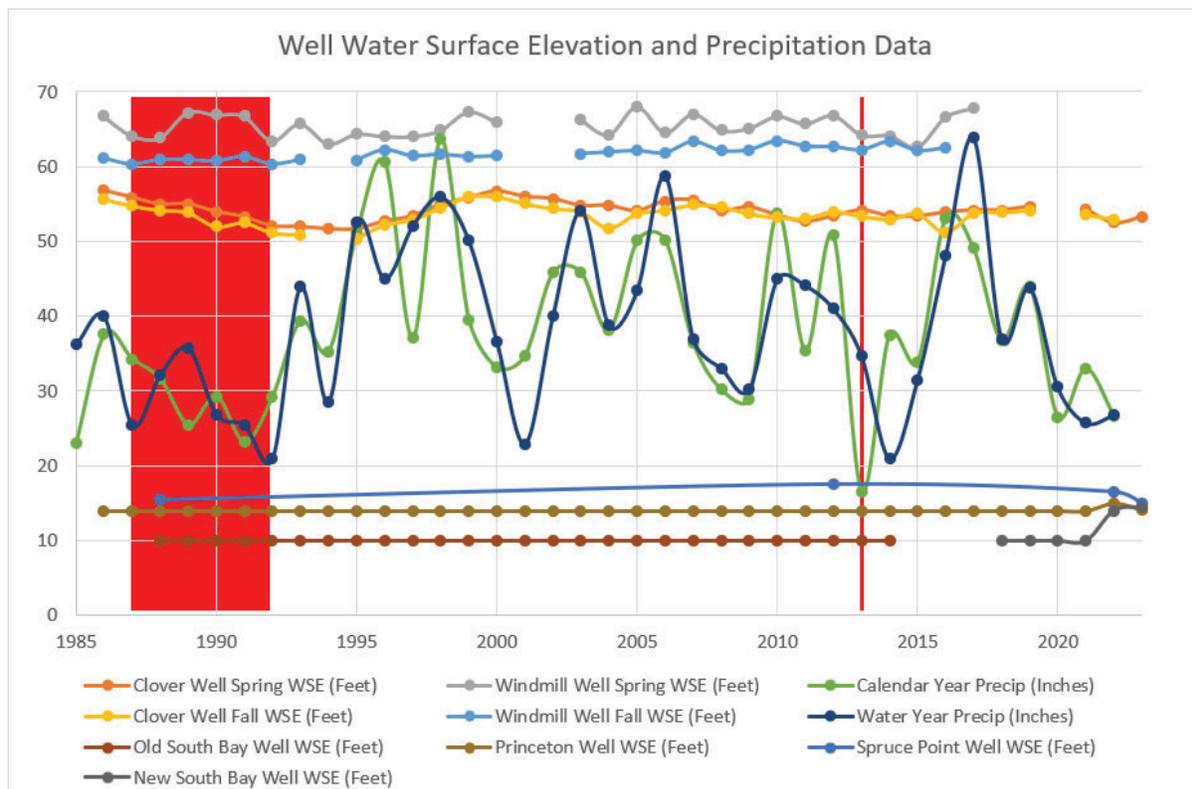


Figure 1: Water surface elevation and precipitation data for the Eureka Plain Basin between 1985 and 2023

Figure 2 shows an area map that includes a portion of the Eureka Plain Basin. The map was originally published in a document titled “Groundwater Conditions in the Eureka Area, Humboldt County, California, 1975” published by the US Geological Survey and developed in cooperation with the Humboldt County Department of Public Works (USGS, 1975). The approximate locations of the District’s production and monitoring wells are shown and called out (South Bay, Princeton, Spruce Point, Clover, and Windmill). The purpose of this figure is to corroborate the water surface elevations recorded for the period between 1985 and 2023 and shown in Figure 1. Figure 2 shows water surface elevation contours in the vicinity of the City of Eureka at the edge of Humboldt Bay as measured in 1975 with similar values to what was measured between 1985 and 2023 in the District’s production wells nearby.

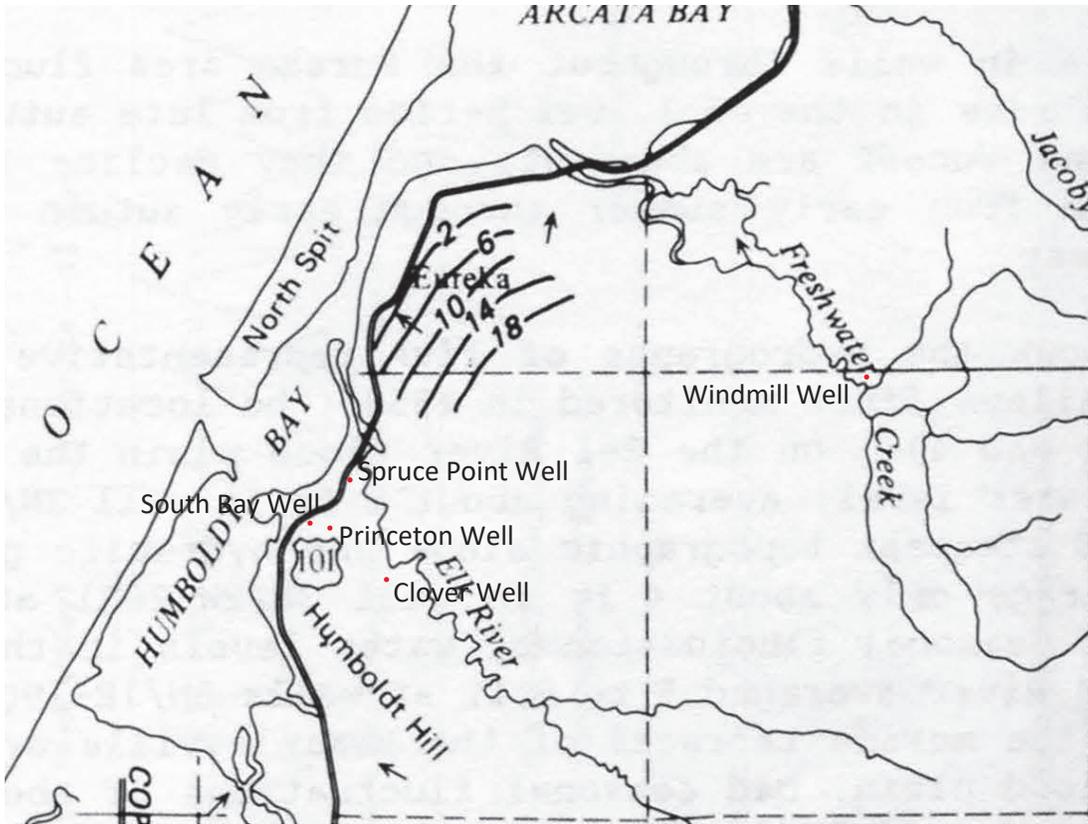


Figure 2: Clipped image of a map taken from "Groundwater Conditions in the Eureka Area, Humboldt County, California, 1975" Includes approximate locations of District production wells and local CASGEM monitoring wells (USGS, 1975).

Supply Summary

During the assessment period, July 1, 2023 through June 30, 2024, the District can access 5244 AF through purchase/import from HBMWD and CoE. The District can also pump 730 AF from groundwater wells in the Eureka Plain Basin. The total water available to the District for the assessment period is 5974 AF. Table 3 summarizes water supplies available to the District during the assessment period.

Table 3: Water Supplies¹

Water Supply	Start Year: 2023 AF												Water Quality Drop-down List	Total Right or Safe Yield* (optional)		
	Volumetric Unit Used ²															
Drop-down List May use each category multiple times. These are the only water supply categories that will be recognized by the WUedata online submittal tool (Add additional rows as needed)	Projected Water Supplies - Volume ³												Total by Water Supply Type			
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
Potable Supplies																
Purchased/Imported Water	331.33	331.33	320.64	331.33	320.64	331.33	331.33	299.264	331.33	320.64	331.33	320.64	3901.134			
Purchased/Imported Water	114.08	114.08	110.4	114.08	110.4	114.08	114.08	103.04	114.08	110.4	114.08	110.4	1343.2			
Groundwater (not desal.)	62	62	60	62	60	62	62	56	62	60	62	60	730			
Total by Month (Potable)	507.41	507.41	491.04	507.41	491.04	507.41	507.41	458.304	507.41	491.04	507.41	491.04	5974.334			0
Non-Potable Supplies																
Total by Month (Non-Potable)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Notes: List hydrological and regulatory conditions, infrastructure capabilities, and plausible constraints which may impact the water supplies

¹Projections are based on best available data at time of submitting the report and actual supply volumes could be different due to many factors.

²Units of measure (AF, CCF, MG) must remain consistent.

³When opting to provide other than monthly volumes (bi-monthly, quarterly, or annual), please see directions on entering data for Projected Water Supplies in the Table Instructions.

RESULTS AND CONCLUSIONS

Water supply available to the District far exceeds expected demands for the 2023-24 water supply and demand assessment period. Table 4P shows the District's potable water shortage assessment summary for 2023. The projected monthly surplus of potable water available to the District for distribution ranges from 146% in August 2023 to 236% in December 2023. Over the 12-month assessment period, the District projects 198% potable water surplus. The District does not supply non-potable water as reflected in Table 4NP.

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Table 4(P): Potable Water Shortage Assessment¹

	Start Year: 2023												AF			Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun ³				
Anticipated Unconstrained Demand	192.0	206.0	184.0	156.0	165.0	151.0	166.0	137.0	155.0	152.0	167.0	177.0	2008.00			
Anticipated Total Water Supply	507.4	507.4	491.0	507.4	491.0	507.4	507.4	458.3	507.4	491.0	507.4	491.0	5974.33			
Surplus/Shortage w/o WSCP Action	315.4	301.4	307.0	351.4	326.0	356.4	341.4	321.3	352.4	335.0	340.4	314.0	3,966.3			
% Surplus/Shortage w/o WSCP Action	164%	146%	167%	225%	198%	236%	206%	235%	227%	223%	204%	177%	198%			
State Standard Shortage Level	0	0	0	0	0	0	0	0	0	0	0	0	0			
Planned WSCP Actions⁴																
Benefit from WSCP: Supply Augmentation													0.0			
Benefit from WSCP: Demand Reduction													0.0			
Revised Surplus/Shortage with WSCP	315.4	301.4	307.0	351.4	326.0	356.4	341.4	321.3	352.4	335.0	340.4	314.0	3966.3			
% Revised Surplus/Shortage with WSCP	164%	146%	167%	225%	198%	236%	206%	235%	227%	223%	204%	177%	198%			

¹Assessments are based on best available data at time of submitting the report and actual volumes could be different due to many factors.

²Units of measure (AF, CCF, MG) must remain consistent.

³When optional monthly volumes aren't provided, verify Tables 2 and 3 use the same columns for data entry and are reflected properly in Table 4 and make sure to use those same columns to enter the benefits from Planned WSCP Actions. Please see directions on the shortage balancing exercise in the Table Instructions. If a shortage is projected, the supplier is highly recommended to perform a monthly analysis to more accurately identify the time of shortage.

⁴If you enter any WSCP Benefits, then you must enter the corresponding planned Actions into Table 5.

Table 4(NP): Non-Potable Water Shortage Assessment ¹	Start Year: 2023												AF	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun ³	Total	
Anticipated Unconstrained Demand: Non-Potable	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Anticipated Total Water Supply: Non-Potable	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Surplus/Shortage w/o WSCP Action: Non-Potable	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
% Surplus/Shortage w/o WSCP Action: Non-Potable														
Planned WSCP Actions ⁴														
Benefit from WSCP - Supply Augmentation													0.0	
Benefit from WSCP - Demand Reduction													0.0	
Revised Surplus/Shortage with WSCP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
% Revised Surplus/Shortage with WSCP													0.0	

²Assessments are based on best available data at time of submitting the report and actual volumes could be different due to many factors.

³Units of measure (AF, CCF, MG) must remain consistent.

⁴When optional monthly volumes aren't provided, verify Tables 2 and 3 use the same columns for data entry and are reflected properly in Table 4 and make sure to use those same columns to enter the benefits from Planned WSCP Actions. Please see directions on the shortage balancing exercise in the Table Instructions. If a shortage is projected, the supplier is highly recommended to perform a monthly analysis to more accurately identify the time of shortage.

⁵If you enter any WSCP Benefits, then you must enter the corresponding planned Actions into Table 5.

Planned Action

Table 5 summarizes the District’s planned conservation efforts (Planned Water Shortage Response Actions).

Table 5: Planned Water Shortage Response Actions		July 1, 2023		to June 30, 2024		
Anticipated Shortage Level Drop-down List of State Standard Levels (1 - 6) and Level 0 (No Shortage)	ACTIONS ¹ : Demand Reduction, Supply Augmentation, and Other Actions. (Drop-down List) These are the only categories that will be accepted by the WUEdata online submittal tool. Select those that apply.	Is action already being implemented? (Y/N)	How much is action going to reduce the shortage gap? (Optional)		When is shortage response action anticipated to be implemented ² ?	
			Enter Amount	(Drop-down List) Select % or Volume Unit	Start Month	End Month
<i>Add additional rows as needed</i>						
0 (No Shortage)	No Actions	Yes	0	AF	July	June
NOTES: Notes Section to be used only for clarifying details, and not for listing specific actions. Actions must be entered into table rows above.						
¹ If you plan Supply Augmentation Actions then you must enter WSCP Benefits from Supply Augmentation Actions into Table 4. If you plan Demand Reduction Actions then you must enter WSCP Benefits from Demand Reduction Actions into Table 4. ² If an Action is planned to be implemented in multiple non-contiguous periods of the year, please make separate entries on multiple rows for the same action spanning the different implementation periods.						

Continued Monitoring

The District’s record of groundwater surface elevation data is less than optimal. The reason for this is the abundance of available groundwater. In 70 years of operation, the District has never experienced a water shortage. The District has plans to monitor water surface elevation at all of the production well sites as often as is practical going forward.

Each of the District’s production wells include unique challenges. The new South Bay Well will be the easiest to monitor because a data acquisition solution is possible there. A pressure transducer has been installed into the South Bay Well that enables the District’s SCADA system to record level data continuously. This will allow District staff to monitor static water level, drawdown and recovery rates.

The Princeton well has been taken out of service because of a failed casing. This well is scheduled to be destroyed. A level measurement will be taken at the Princeton Well using the clear stand tube method at least annually until that well is destroyed.

The Spruce Point Well has presented a challenge for regular water surface elevation measurements. The water surface elevation in this well is usually around 20 feet below the ground surface. The well casing has been lined with a smaller diameter stand pipe. The drop pipe outer diameter to well casing inner diameter is tight enough that a well tape cannot be fed into the annular space. Last year, the Spruce Point Well pump was pulled so that the well could be filmed and a water surface elevation measurement was taken. This year, District staff was able to develop a method to make a manual measurement of the water surface elevation without pulling the pump by disassembling the discharge plumbing and feeding a well tape down the discharge pipe in the annular space between the pump drive shaft and the discharge pipe. In the future, the District expects to replace the spruce point pump with a submersible unit with a smaller discharge pipe. When the pump is replaced, a sensor will be installed that will be integrated into the District’s SCADA system to take automated water surface elevation measurements at the Spruce Point Well.

All data that is recorded in the future will be included in future Annual Assessment reports.

Additional Source Development

Considering the abundance of groundwater in the Eureka Plain Basin, the District plans to develop groundwater resources to augment supply and bolster resiliency. This will provide water security for the District as well as providing a reliable, high quality source of drinking water for future population growth. Developing the District's groundwater resources will also enable the District to provide water to neighboring agencies, like the CoE, in the event of an emergency such as a transmission line failure. The transmission line supplying HBMWD water to HCSD is close to 15 miles long. The transmission line supplying HBMWD water to CoE is about 10 miles long. Both of these lines are susceptible to seismic damage. Local storage and/or supplemental supply will greatly reduce the risk of water outage for both agencies.

The District owns six parcels where wells drawing from the Eureka Plain Basin have served the District in the past. These include the South Bay, Princeton and Spruce Point locations. Additionally, there were production wells on three other District owned properties in the past. These are the Little California Well (40.7658, -124.1713), Meyers Well (40.7592, -124.1778), and Youngers/Pine Hill Well (40.7526, -124.1881).

As previously indicated, the Princeton Well casing has failed and the well is scheduled for destruction. Wells on this parcel have served the District for many years. The current well on that site had a pumping capacity of 100 gallons per minute (GPM). The District is considering developing a production well at that location with similar capacity to the South Bay Well (1,000 to 1,500 GPM).

The Spruce Point well was constructed almost 35 years ago. This well is likely nearing the end of useful life. A new well will be developed at this location when the current well fails.

The South Bay Well was constructed in 2018 and is currently serving the District reliably.

The District will perform feasibility studies to determine the potential to develop groundwater wells on the other historical District well sites. The expectation is that each of these sites is suitable for wells with similar pumping capacity to the South Bay Well. Provided all six sites are able to support 1,000 GPM well pumps and that interactions between the wells do not affect production, the District would have access to about 5,000 AFY of groundwater at a 50% duty cycle. Considering that a conservative estimate of surplus groundwater recharge into the basin is 20,080 AFY and that the District's current annual demand is 2,000 AFY, this level of development would be suitable to supply regional water resiliency and future growth.

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Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: June 27, 2023

AGENDA ITEM: F.4 (New Business)

TITLE: Res. 2023-06 Establishing Appropriations Limit for FY 2023-24

PRESENTED BY: Michael Montag, Finance Manager

Recommendation:

Motion to adopt Resolution 2023-06, establishing the appropriations limit for fiscal year 2023-2024.

Summary:

Article XIII B of the California Constitution, adopted by Proposition 4 in 1980, and amended in 1990 by Proposition 111, imposes restrictions on the amount of revenues that can be received and appropriated in a fiscal year. Only revenues defined to as “proceeds of taxes” are restricted by the limit. Generally, revenues restricted as to use, such as enterprise fund revenues and charges for services not exceeding the cost of providing the service are not considered proceeds of taxes. Also, certain expenditures are considered exempt from the limit. During any fiscal year, the District may not appropriate any proceeds of taxes they receive in excess of its Limit.

The appropriations limit is based on actual appropriations during the base year of 1978-79, and is adjusted each year using the growth in population and inflation. The limit, cost of living factor, and population change factor must be adopted each year by resolution of the District Board of Directors and incorporated into the District’s budget.

Projected property taxes and assessments for 2023-24 total \$430,000. All of the District’s projected property tax revenues subject to the Appropriations Limit.

The 2023-24 Appropriations Limit, as calculated on the following page, is \$ 534,967. Projected tax revenues are \$ 104,967 under the limit.

Fiscal Impact:

None.

**FISCAL YEAR 2022-23 HUMBOLDT COMMUNITY SERVICES
DISTRICT APPROPRIATIONS LIMIT CALCULATIONS**

A. Last Year's Limit (FY 2021-22) \$ 512,700

B. Adjustment Factors

- | | |
|--|------|
| 1. Population % (County population growth) | 0.33 |
| 2. Inflation % (Change in California Per Capita Personal Income) | 4.00 |

Population Converted to a Ratio:	$\frac{0.33+100}{100} =$	1.0033
----------------------------------	--------------------------	--------

Per Capita Cost of Living Converted to a Ratio:	$\frac{4.00 +100}{100} =$	1.0400
---	---------------------------	--------

Calculation of Factor for Fiscal Year 2022-23 $1.0033 \times 1.0400 = 1.0434320$

C. This Year's Limit \$ 534,967

APPROPRIATIONS SUBJECT TO LIMIT AND AMOUNT UNDER LEGAL LIMIT

- | | |
|------------------------------------|------------|
| A. Proceeds of Taxes | \$ 430,000 |
| B. Exclusions | 0 |
| C. Appropriations Subject to Limit | \$ 430,000 |
| D. Current Year Limit | \$ 534,967 |
| E. Under Limit | \$ 104,967 |

RESOLUTION NO. 2023-06

**A RESOLUTION OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023/2024**

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 2023/24 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 2023/2024 (commencing July 1, 2023 and ending June 30, 2024) is hereby established at \$534,967.

PASSED, APPROVED, and ADOPTED this 27th day of June 2023, on the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Heidi Benzonelli, President

ATTEST:

Brenda K. Franklin, 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: June 27, 2023

AGENDA ITEM: G1 (Old Business)

TITLE: Consideration of Approving Fiscal Year 2023-24 Capital Improvement Program Plan (CIP)

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discussion followed by a motion to approve Fiscal Year 2023-24 Capital Improvement Plan (CIP).

Summary:

The District uses a five year Capital Improvement Program/Plan (CIP) to plan, budget and schedule capital investments in infrastructure, vehicles, equipment and buildings. The CIP is updated annually and is used as a planning tool to assist with rate setting, budgeting, cost projections and to prioritize major repairs, rehabilitation, updates and replacement of District owned assets. The FY 2023-24 updated Draft CIP report is included in this Board Packet for your review.

During the June 13, 2023 Board meeting, the updated Draft CIP tables were presented for review, discussion and consideration. During that meeting, I invited Board members to sit with me to review the various CIP projects, schedule and anticipated expenditures. One Board member reached out and asked me to find a way to reduce the CIP by 25%. District staff has worked tirelessly to find the most cost-efficient solutions to responsibly and sustainably operate and maintain the District's assets. This CIP and the ten- and twenty-year projections represent our best effort to identify the leanest spending model that will allow continued high-quality water and wastewater services to our rate payers.

The reason that the District's CIP spending needs to accelerate is that the District's assets, particularly the underground water and sewer mains, have suffered from deferred maintenance resulting from decades of artificially and arbitrarily holding CIP spending down to a level that has effectively spent down the District's infrastructure like a bank account. While the request to keep spending down in order to keep rates as low as possible is honorable, I have to respond to the request with a question. Which 25% of the District's neglected infrastructure should we continue to neglect?

Fiscal Impact:

\$4,549,889.00 for Fiscal Year 2023-24



Humboldt Community Services District

Fiscal Year 2023/24

Capital Improvement Program

With Details for

Fiscal Year 2023/24 – 2027/28

and Projections out to Fiscal Year 2043/44

Adopted June 27, 2023

DRAFT

EXECUTIVE SUMMARY

The Humboldt Community Services District Fiscal Year 2023/24 Capital Improvement Plan (CIP) details the cost and scheduling for the anticipated capital projects and expenditures for the five-year period beginning with Fiscal Year 2023/24 and ending with Fiscal Year 2027/28. The plan also includes less detailed projections for anticipatable expenditures to the ten and twenty-year planning horizon. A table summarizing the capital expenses can be found below (Table 1). The FY 23-24 totals include \$1.8M that was budgeted for CIP projects that were planned for FY 22-23 and were not completed. These funds were rolled into FY 23-24. Projected spending for new projects in FY 23-24 is \$2.7M. Additionally, the District has applied for \$8.6M in grant funding that will offset costs associated with various proposed CIP projects in future years.

Table 1: Summary of Humboldt Community Service District anticipated capital expenses out to the 20-year planning horizon.

	Current FY 22-23	Scheduled FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected Years 6 to 10*	Projected Years 11 to 20**	
		1	2	3	4	5			
Sewer Facilities	\$1,455,000	\$543,029	\$1,908,500	\$1,936,000	\$2,200,000	\$2,473,500	\$11,602,500	\$22,018,000	
Sewer Mains	\$23,000	\$1,333,000	\$2,387,000	\$2,132,900	\$1,695,100	\$2,055,500	\$27,735,506	\$55,529,013	
Water Facilities	\$268,700	\$1,340,150	\$1,080,850	\$1,065,350	\$1,153,850	\$1,011,350	\$5,450,500	\$7,326,000	
Water Mains	\$249,900	\$791,210	\$341,700	\$341,700	\$1,511,110	\$1,125,000	\$20,075,000	\$40,150,000	
Building and Yard	\$85,400	\$92,500	\$242,000	\$22,000	\$33,000	\$110,000	\$250,000	\$300,000	
Vehicles and Equipment	\$405,000	\$450,000	\$70,000	\$0	\$70,000	\$70,000	\$1,650,000	\$3,300,000	
Sewer Total	\$1,723,200.0	\$2,372,279.0	\$4,451,500.0	\$4,079,900.0	\$3,946,600.0	\$4,619,000.0	\$40,288,006.0	\$79,347,013.0	
Water Total	\$763,800.0	\$2,177,610.0	\$1,578,550.0	\$1,418,050.0	\$2,716,460.0	\$2,226,350.0	\$26,475,500.0	\$49,276,000.0	
Total	\$2,487,000	\$4,549,889	\$6,030,050	\$5,497,950	\$6,663,060	\$6,845,350	\$66,763,506	\$128,623,013	
							Annual averages for 10 and 20 year projections	\$13,352,701	\$12,862,301
							20 Year Projected Grand Total		\$227,459,818

*column represents the cumulative expenses for the 5 years between year 6 and year 10

**column represents the cumulative expenses for the 10 years between year 11 and year 20

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INTRODUCTION

The Fiscal Year (FY) 2023/2024 Capital Improvement Program/Plan (CIP) is a five-year plan for budgeting and planning of District water and sewer facility and infrastructure improvements. The CIP is used to identify, prioritize and schedule necessary improvements. The CIP is also a tool to assist with rate setting and identification of funding sources for future projects. The CIP consists of projects that require major financial and human resources in a scheduled format. Interdependency of year-to-year project selections is a major consideration to ensure an efficient and orderly progression of improvements. Routine maintenance is not considered a capital improvement expense.

Criteria for CIP project selection includes projects that reduce maintenance and cost to the District, improve service and reliability, and provide for water security and infrastructure resiliency. The CIP is also used as the master plan for scheduled infrastructure replacements based on performance and useful life expectancy.

The CIP will inform and assist with the District's annual budgeting process as well as inform the rate and capacity charge setting process. The ten- and twenty-year projections are intended for planning purposes. These estimates represent known expenses that will impact the District's finances on a longer-term planning horizon than a standard five-year CIP does. These long-term projections do not represent an exhaustive list or project schedule. The ten- and twenty-year projections are intended to inform financial planning, rate setting and grant writing efforts so that the District can remain financially sustainable into the future.

The projected values reflected in these pages are in 2023 dollars with no consideration of potential inflation.

BACKGROUND

The District was formed in 1952 to provide water and wastewater services to the unincorporated areas of Eureka. Over the years, the District has expanded the service area to include Myrtle town, Pine Hill, Humboldt Hill, Fields Landing, King Salmon, and Freshwater. Expansion was accomplished both by District construction of facilities, such as in Myrtle town and Cutten, and by acquisition of existing facilities such as the Pjalorsi water system in Humboldt Hill and the County Service Area No. 3 in King Salmon and Fields Landing.

Between 1974 and 1980, the Capital Improvement Program consisted mainly of equipment and plant purchases. From 1980 to 1990, the CIP included revenue bond financing of major water supply, distribution and storage projects. From 1990 onward, the District adopted a formal five-year CIP process that focused on steel main replacement and sewage lift station upgrades. The structured program has resulted in increases in production and project completion. Capital expenditures have also increased from an average of 10% to nearly 30% of total budget as the District's aging system requires replacement and improvements.

Ten- and twenty-year projections (titled Years 6-10 and Years 11-20 in the tables for clarity), developed for this plan, indicate that the District's capital expenditures will need to accelerate to keep pace with necessary renewal of the aging infrastructure some of which has already come the end of useful life. This includes over 114 miles of water mains and 73 miles of sewer mains, some of which will be approaching 100 years old at the end of the 20-year planning horizon.

In 2016, the City of Eureka received a Cease-and-Desist Order (CDO) regarding discharges to Humboldt Bay. At the time, the CDO required compliance with a "Blending Prohibition" by 2028 and full compliance with the State's Enclosed Bays and Estuaries Policy by 2032. At this time, the Waterboard is

considering a National Pollutant Discharge Elimination System (NPDES) Permit that requires compliance with these prohibitions by 2028 and 2042 respectively while at the same time rescinding the CDO. Currently, the City's estimate for compliance with the "Blending Prohibition" is as much as \$30M which will require a District contribution of about \$10M. That value is included in the 6-to-10-year and 11-to-20-year projection as a loan repayment to spread the cost over as much time as possible. There is no current estimate by the City for the cost to fully comply with the Enclosed Bays and Estuaries Policy. The District expects another large expenditure at the end of the 20 year horizon but for wastewater plant upgrades for compliance with the Enclosed Bays and Estuaries Policy. As the City does not have an estimate of the expected cost of compliance, no dollar value has been allocated for this anticipated expense.

WATER

The District's water distribution and storage system is complex, consisting of twenty-two (22) different pressure zones, ten (10) water storage tanks containing 5.0 million gallons of storage capacity, and twelve (12) water booster pumping stations. The District's water related capital expenditure plan is detailed in Table 3 and Table 4.

Water supply is furnished by three sources. Approximately one half of the District's consumption is purchased from the Humboldt Bay Municipal Water District (HBMWD) through the Truesdale booster pump station; one quarter is purchased from the City of Eureka (who purchases it from HBMWD) through the Hubbard and Harris booster pump station; the final quarter is pumped from District owned wells located in the Humboldt Hill area that draw off of the Eureka Plain Groundwater Basin near the Elk River.

These three water sources supply the three major service areas of the District. Hubbard and Harris pump station (water purchased from the City of Eureka) supplies the northern area of Myrtle town, Mitchel Road, Freshwater and Pigeon Point (Freshwater/Mitchel Road Zone). Truesdale pump station (water purchased from HBMWD) supplies Cutten, Rosewood, a portion of Pine Hill, Ridgewood and Elk River (Ridgewood Zone). District well water supplies the southern area of Humboldt Hill, King Salmon, Fields Landing, College of the Redwoods and a portion of Pine Hill (Humboldt Hill Zone).

Using the District's current infrastructure, water can be moved from the Ridgewood zone to the Humboldt Hill Zone and to the Freshwater/Mitchel Road Zone. Water can also be moved from the Freshwater/Mitchel Road Zone to the Ridgewood Zone. Using current infrastructure, water cannot be moved from the Humboldt Hill Zone to the Ridgewood or Freshwater/Mitchel Road Zones. This could prove problematic during a regional emergency because all of the District's current wells are located in the Humboldt Hill Zone.

Interties also exist between the City of Eureka water system and the District for emergency purposes. In most places, the City of Eureka pressure grid is approximately 5 psi greater than the District pressure grid. There are areas where the District's delivered pressure is higher than the City's pressure at the District's boundary. Although these District service/supply interties exist, moving water from one service zone to another is complicated by undersized transmission mains and under capacity storage volume necessary to supply both zone demands concurrently.

Systematic Steel Main Replacement

The systematic steel watermain replacement program was initiated in the early 1990s to replace approximately 15 miles of undersized watermain most of which was installed in the 1950s. There are a total of 8 steel main replacement (SMR) projects remaining with a total length of about a half a mile that

are scheduled over the next several years. Four of these SMR projects are schedule for the coming year. These projects are listed in Table 4, marked with an SMR for Steel Main Replacement.

Water Tank Rehab

During FY 2017-18, the District performed an assessment of three water storage tanks; Walnut Drive 1MG, Ridgewood and Donna Drive. The inspections revealed that all three tanks required rehabilitation including recoating, structural rehabilitation and were in need of safety upgrades for fall protection, venting and cathodic protection. The Walnut Drive and Ridgewood tanks were the highest priority. The Walnut Drive 1MG tank rehabilitation was completed during FY 2020-2021 and the Ridgewood Tank rehabilitation was completed during FY 2021-2022. Due to the age and condition of the remaining District water storage tanks, all of the District’s tanks will be evaluated and rehabilitation will be scheduled accordingly.

During the five-year term of this Capital Improvement Plan, the following water storage tanks are scheduled for rehabilitation; Brier Lane 0.5MG (2023), Donna Drive 0.5MG (2025), Walnut Drive 0.5MG (2026) and the Cummings Road tank (2027). The District will rehabilitate the remaining tanks within the ten-year planning horizon. The following table provides some detailed information regarding the District’s water storage facilities (Table 2).

Table 2: The tabulated data shows details regarding the District's water storage tanks.

Water Storage Tank Data					
Location/Name	Volume (MG)	Height (Feet)	Diameter (Feet)	Date Constructed	Date Refurbished
Blue Spruce	1	35	72	2002	--
Brier Lane	0.5	32	52	1982	2023
Cummings	0.12	24	30	1991	Planned 2027
Dana Lane	0.375	30	48	1992	--
Donna Drive	0.5	24	61	1988	Planned 2025
Lentell	0.15	20	37	1992	--
Pigeon Point	0.17	24	35.5	1996	--
Ridgewood	0.5	52	40	1982	2021
Walnut Drive	1	40	67	1971	2020
Walnut Drive	0.5	34	50	1952	Planned 2026

Pump Station Rehab/Upgrade

The District maintains twelve (12) water booster or pump stations. These include South Bay Well, Spruce Point Well, Blue Spruce Booster, Donna Drive Booster, Truesdale Pump Station, Ridgewood Pump Station, Hubbard Pump Station, Cummings Road Booster, Mitchel Road Booster, Lentell Booster, Kluck Booster, and Pigeon Point Booster. Some of these stations pump water out of the ground and up to a tank (South Bay Well and Spruce Point Well). Other stations move water from a low elevation up to a tank at a higher elevation and operate under level control (Blue Spruce Booster, Truesdale Pump Station, Ridgewood Pump Station, Cummings Road Booster, Mitchel Road Booster, Pigeon Point Booster, and Hubbard Pump Station). The remaining stations pressurize water using hydropneumatics to deliver water with sufficient pressure to connections whose elevation cannot be reached by the nearest pressure zone (Donna Drive Booster, Lentell Booster, and Kluck Booster).

In 2023, a shelter was constructed at South Bay Well to protect the wellhead and pump motor. In 2024, a third pump will be added to the Hubbard Pump Station and Ridgewood Booster Station to provide redundancy and supply resiliency. Over the next five years, Truesdale, the District’s primary pumping

station, will receive an updated Motor Control Cabinet (MCC) as well as replacement pumps. This project is necessary because installed equipment is past its useable life. The buildings that protect the Pigeon Point Booster Station and Donna Drive Booster Station will be rehabilitated in 2027. The MCC and aged pumps at the Hubbard Pump Station will be updated in 2028. Other projects will need to occur in the 6 to 20 year time frame but are not yet scheduled or budgeted.

HUMBOLDT CSD FISCAL YEAR 2023/2024 CAPITAL IMPROVEMENT PLAN (CIP)

Table 3: Capital improvements planned for Humboldt Community Services District water pumping and storage facilities.

WATER	Current FY 22-23	Scheduled FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected Years 6 to 10*	Projected Years 11 to 20**	Comments
WATER SYSTEM IMPROVEMENTS									
C=Contract									
PUMPING FACILITY UPGRADES									
South Bay well	\$22,700								
AMR Program	\$25,000	\$155,100	\$155,100	\$155,100	\$155,100	\$155,100	\$775,500	\$1,551,000	Building 7,500 every ten years @ \$258.5/ea
SCADA Upgrade	\$25,000	\$110,000	\$110,000	\$110,000	\$110,000				Engineering 22/23 Rehabilitation 23/24 DOHS required
Brier Lane 0.5 MG Tank	\$42,000	\$726,000							Tank Rehab Upsize pump/ mod system
Donna Drive Hydro-tank	\$100,000	\$60,500							Engineering and Temp System 23/24 Rehab 24/25
Ridgewood Tank	\$12,000	\$50,000							Well Cleaning and New Column Pipe/Pump Third Pump Assembly
Hubbard 3rd Pump	\$10,000	\$36,300							Resolves Fireflow Issues
Donna Drive 0.5 MG Tank	\$32,000	\$51,000	\$726,000						New pumps/Upgrade Engineering 24/25 Rehabilitation 25/26
South Bay School Backflow Device		\$16,500							Engineering 25/26 Rehabilitation 26/27 Rehab/roofing/siding
Spruce Point Well		\$33,000							Siding, roofing and drainage
Ridgewood Water Booster Station		\$33,000							Reestablish a well on District owned property Replace failed well on District owned property
18th & Quaker PSV		\$5,500	\$5,500						Booster Station and Well
Humboldt County ADA Access		\$30,250	\$30,250	\$30,250	\$30,250	\$30,250			
Truesdale WBS		\$30,250	\$30,250	\$726,000	\$44,000	\$726,000			
Walnut Drive 0.5 MG Tank		\$44,000	\$44,000						
Cummings Road Tank		\$17,000							
Pigeon Point WBS		\$71,500							
Donna Drive WBS		\$44,000							
Dena Lane Tank		\$726,000							
Hubbard MCC and Pumps Update		\$100,000					\$825,000		
Princeton Well									
Meyers Well									
Water Resiliency at Little CA St.							\$3,850,000		
Rehabilitate Remaining Tanks									
Water Pumping Facilities Totals	\$268,700	\$1,340,150	\$1,080,850	\$1,065,350	\$1,153,850	\$1,011,350	\$5,450,500	\$7,326,000	\$18,696,750

* column represents the cumulative expenses for the 5 years between year 6 and year 10

** column represents the cumulative expenses for the 10 years between year 11 and year 20

HUMBOLDT CSD FISCAL YEAR 2023/2024 CAPITAL IMPROVEMENT PLAN (CIP)

Table 4: Capital improvements planned for Humboldt Community Services District water main replacements.

WATER	Current FY 22-23	Scheduled FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected Years 6 to 10*	Projected Years 11 to 20**	Comments
CAPITAL IMPROVEMENTS - WATER									
WATER MAIN REPLACEMENTS C=Contract									
SMR=STEEL MAIN REPLACEMENT									
ACMR=ASBESTOS CEMENT MAIN REPLACEMENT									
	LF								
New Connections		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000	\$150,000	
Tower Lane	SMR 600	\$20,000	\$140,000						
Park Street Pavement Repair		\$39,000							
Christian Lane	SMR 150	\$42,900							
18th Street	SMR 450	\$5,000	\$133,650						
Walnut EQ Repair		\$3,000	\$500,000						
Stanford Court	SMR 100	\$29,700							
Temple Circle	SMR 130	\$38,610							
Crane Street	SMR 250	\$74,250							
Vista Tie In Phase 1	C 700		\$207,900						
Shady Lane	SMR 400		\$118,800						
Vista Tie In Phase 2	C 700		\$207,900						
Meadowood	SMR 400		\$118,800						
Mitchell Road	C 3400		\$1,309,000						
Beechwood Dr.	SMR 370		\$109,890						
Austin Court	SMR 260		\$77,220						
College Streets Upgrade	ACMR 3700					\$1,110,000			
AC Water Main Replacement Program	272694								
Water Main Replacement Totals		\$249,900	\$791,210	\$341,700	\$1,511,110	\$1,125,000	\$20,075,000	\$40,150,000	\$64,585,620

* column represents the cumulative expenses for the 5 years between year 6 and year 10

** column represents the cumulative expenses for the 10 years between year 11 and year 20

SEWER

The District's sewage collection system is straightforward in concept. All sewage collection gravity flows or is pumped to the City of Eureka's Elk River Wastewater Treatment Facility for treatment. By agreement, the District owns 32.1% of the current plant capacity. Annually the District sends approximately \$1.75M to the City of Eureka for operation and maintenance of the regional facility. This represents approximately 16 percent of the total operating expenses budgeted for FY 2023-24.

The hilly terrain and historical piecemeal development within the District resulted in a system that includes 28 sewer lift stations. For comparison, the McKinleyville Community Services District (MCSD) operates six stations, City of Arcata operates eight stations, and City of Fortuna operates five stations. The City of Eureka, which is adjacent to and with similar topography as the District, operates 26 stations. Under current operations, the District has no alternative but to upgrade and replace many of these stations to achieve reduced maintenance, emergency call-out and sewage overflow potential.

The District's sewer related capital expenditure plan is detailed in Table 5 and Table 6.

Martin Slough Lift Station Reversals

In the early 1980's the concept of a regional sewage lift station serving both the City of Eureka and District customers in the Ridgewood, Pine Hill and City Golf Course area was explored. The stated objectives were threefold: 1) To eliminate approximately 3 major and 3 minor City and 13 minor District lift stations; 2) Reduce the large pumping and maintenance costs associated with pumping into cascading lift station systems, which pumps along an in-direct route, completely around the City through the cross-town interceptor and 3) Provide for future development of approximately 5,000 new residential units in the non-sewered areas of Westgate and Ridgewood.

Another stated benefit of this project is to redirect the City of Eureka's "O" Street sewage lift station to the new Martin Slough Interceptor, thereby freeing up capacity in the City's northeast (Myrtle town) sewage drainage area. Before the Martin Slough Interceptor project, the City's northeastern collection system, was at capacity.

Over the years, the project morphed into the Martin Slough Interceptor project for which construction was completed in 2015. By 2007, the concept project had been modified to the point that only ten of the District's lift stations had the potential to be "turned" or "reversed"; Artino, Sea Avenue, Pine Hill, Hidden Meadows, Alder, F Street, Hartman, D Street, Spruce, Campton, and the metering station at Hemlock. Of these ten, Campton has been "turned" and converted to a metering station, Sea Avenue is in the process of being "turned" and is expected to be completed during the summer of 2023, the Hemlock metering station will be eliminated with the Hemlock rerouting project that is scheduled to be completed 2026, Hartman Ln "reversal" is scheduled to be completed 2025, and F Street is scheduled to be "reversed" 2026.

The remaining six lift stations (Artino, Pine Hill, Hidden Meadows, Alder, D Street and Spruce) are not currently scheduled to be "turned." Some of these lift stations are currently listed in the ten-year projections. They will be prioritized and scheduled as it becomes cost effective to consider performing the necessary work to "turn" these stations. Most of these stations serve very small sewer sheds and the cost of performing the work necessary to "turn" them currently outweighs the resulting benefit. As development occurs within those sewer sheds, the economics associated with "tuning" these lift stations becomes more favorable.

In the case of Pine Hill, the Martin Slough interceptor project was modified at some point between planning and execution so that the Pine Hill lift station cannot flow to the Martin Slough Interceptor.

Turning the Pine Hill lift station will require major upgrades to one of the City of Eureka's lift stations, Pound Road. Additionally, the developable land in Westgate and Ridgewood have limited access to the Martin Slough Interceptor as it was constructed.

Lift Station Rehab

The District currently maintains 28 lift stations; Hoover, Alder, Spruce, Foxwood, S. Broadway, Sequoia, Christine, Sea Avenue, Pine Hill, Bailey, Wellington, Beechwood, Moore Ln, Maple Ln, Perch, Buhne, King Salmon, Fields Landing, Blackberry, Hartman, Roth Ct, Artino, Hidden Meadows, Cedar Ridge, Liberty Bell, Edgewood, F Street, and D Street.

The anticipated life of a lift station is between 15 and 20 years. Given that there are nearly 30 lift stations, the District is continually performing rehabilitation activities on these assets. In fact, to keep pace with degradation, the District needs to rehab the equivalent of two lift stations per year. This is in the form of pump upgrades, replacement panel enclosures, rail replacements, lid replacements, and grouting/concrete. Rarely does the District undertake a complete lift station rehabilitation because the ongoing maintenance of the lift stations allows staff to spread the effort and expense across many years and avoid shutting down and re-routing an entire station to accommodate a rehabilitation project.

During the coming five-year period, the District will be performing rehabilitation work on 10 of the 28 lift stations. The lift stations being addressed during the current five-year CIP are Bailey, Artino, Allard, Roth Court, Pine Hill, Christine, Hoover, Beechwood, King Salmon, and Wellington. Additionally, a new lift station is proposed for the intersection of Mike Lane and Park Street and planned for FY 27-28. The District experiences emergency conditions at this location whenever there is excessive precipitation. A new lift station at this location would significantly reduce the probability of sewer overflow.

Trouble Spots (Enhanced Cleaning Locations)

A "Trouble Spot" or "Enhanced Cleaning Location" is a location within the District's sewer collection system that has given the maintenance staff "trouble" and is in need of periodic attention. The District has a sewer maintenance program to deal with trouble spots in the collection system. When a problem is reported or detected, maintenance staff will investigate the issue to determine the root cause. If the cause of the problem is determined to be the District's infrastructure, (root intrusion, infrastructure degradation, sagging, damage, design issues, etc.) a project will be initiated and the area will be identified as a trouble spot. Once an area is identified as a trouble spot, that section, area or location is put on a list (work order) to be repaired and prioritized along with other District projects.

During the time between when a trouble spot is identified and when a permanent solution can be implemented, the maintenance staff will make periodic inspections and take temporary corrective action (sewer line cleaning, de-rooting, etc.) as needed. There are currently over 125 work orders for sewer main and lateral line repairs and over 35 for manhole and cleanout repairs that have resulted from the enhanced cleaning/trouble spot program. All 160 of these locations are trouble spots or enhanced cleaning locations that District staff must monitor and maintain until such time that a permanent solution can be implemented.

Trouble spots that are large enough to be considered capital improvements that will be repaired during the next five years include Dr. Office Lane (un-named road at 2826 Harris) 2024, Noe Street 2024, Walnut Drive at Hemlock 2025, Mesa/Bell Terrace 2025, London Drive at Burns 2026, Ridgewood Drive at Ridgewood Elementary 2026, Summit Ridge to David 2026, Worthington 2027 and Quaker to Mike reroute 2028. There is money included in the ten-year plan for additional trouble spot repairs but those future projects cannot be scheduled at this time because trouble spots develop over time as the system deteriorates.

Systematic Sewer Line Replacement

As the infrastructure ages, the District must consider replacement. The systematic sewer line replacement program takes into account the age of the assets, the history of problems and repairs, critical loading to the asset, the material that the asset was constructed from, and the design life of the asset. As feasible, the District will schedule sewer line replacements for the most vulnerable assets. The most vulnerable of the District's in ground sewer assets are asbestos cement and clay pipes. Over 50 miles of the existing sewer system was constructed in the 1960s and 70s from asbestos cement composite pipe. This material does not hold up well to the sulfur compounds that off-gas from wastewater and must be replaced to reduce Inflow and Infiltration and to avoid catastrophic failure.

The District is planning to implement an infrastructure renewal program to address these high priority, aged and vulnerable assets. The program is scheduled for the 6-to-20-year timeframe with anticipating annual spending of \$3.5M. This accelerated schedule is necessary because all of this infrastructure is currently beyond its useable life and must be replaced.

Outside Agency Obligations

The District is affected by several outside agencies including the City of Eureka, County of Humboldt and the State of California. These agencies impose programs or regulations that require District response. In the case of the County of Humboldt, the Pine Hill Bridge HDD project that was completed in FY 2020-2021 is an example of an outside agency obligation. The County determined that Pine Hill Bridge needed to be replaced. The District owns a watermain that serves as an interconnect between Humboldt Hill and Pine Hill. The District's watermain was attached to Pine Hill Bridge. The District's watermain would be out of service for the duration of the construction project to replace Pine Hill Bridge. This would isolate Humboldt Hill, King Salmon, Fields Landing, and College of the Redwoods from the rest of the District. These communities would be reliant only on the District's ability to provide well water. If there were a problem with the District's wells, the District would have no way to provide water to these communities.

A second example of a County imposed Capital Improvement is the County's ADA access project. The County is working to improve ADA access at intersections and other areas with high foot traffic by incorporating access ramps, bulb out aprons and high visibility, high traction surfaces as well as other improvements. Through the course of this work, the County will disturb many valve cans, meter boxes and other District assets. When these assets are affected by the County's project, the District supplies the materials and labor to ensure that the components are replaced to the District's standards. During FY 21-22 the County surprised the District with a pavement upgrade project on Humboldt Hill. This project resulted in about \$45,000 in District labor and materials, over several months, to raise the valve cans and sewer maintenance access points.

City of Eureka CIP

The District's wastewater flows through several metered locations to the City of Eureka (COE, City), through some of their infrastructure and to the COE Wastewater Treatment Facility (COE-WTF). The contract with the City for wastewater treatment specifies that a portion of the City's capital improvements are the responsibility of the District. This includes 32.1 percent of capital improvements to the COE-WTF as well as specific pumping stations and trunk lines or interceptors. Additionally, the District is contractually obligated to pay for three percent of operation and maintenance to all of the City's wastewater collections and treatment infrastructure not covered by the afore-mentioned 32.1 percent. A line item is included in the District's Capital Improvement Plan to cover the anticipated expenses associated with the City's capital improvements.

City of Eureka Wastewater Treatment Facility (COE-WTF)

In 2016, the City of Eureka received a Cease-and-Desist Order (CDO) regarding discharges to Humboldt Bay. At the time, the CDO required compliance with a “Blending Prohibition” by 2028 and full compliance with the State’s Enclosed Bays and Estuaries Policy by 2032. At this time, the Waterboard is considering a National Pollutant Discharge Elimination System (NPDES) Permit that requires compliance with these prohibitions by 2028 and 2042 respectively while at the same time rescinding the CDO. Currently, the City’s estimate for compliance with the “Blending Prohibition” is as much as \$30M which will require a District contribution of about \$10M. That value is included in the 6-to-10-year and 11-to-20-year projection as a loan repayment to spread the cost over as much time as possible. There is no current estimate by the City for the cost to fully comply with the Enclosed Bays and Estuaries Policy. The District expects another large expenditure at the end of the 20 year horizon but for wastewater plant upgrades for compliance with the Enclosed Bays and Estuaries Policy. As the City does not have an estimate of the expected cost of compliance, no dollar value has been allocated for this anticipated expense.

The City of Eureka has been operating under a Cease-and-Desist order (CDO) issued in 2016 from the North Coast Regional Water Quality Control Board (NCRWQCB) for discharging to Humboldt Bay. The requirements of the CDO have been rolled into the current Draft NPDES permit and, if adopted, the CDO will be rescinded. The requirements being imposed by the NCRWQCB include full secondary treatment (blending prohibition), including de-chlorination to all discharge flows to Humboldt Bay, as well as compliance with the applicable water quality objectives for ammonia (full Enclosed Bays and Estuaries Policy Compliance). In short, what this means is that the COE-WTF does not have sufficient capacity to treat all of the wastewater that is sent there nor does that facility have the ability to sufficiently remove ammonia from the waste stream. Additionally, the Waterboard may determine that the City cannot continue to discharge to Humboldt Bay at all by 2042.

Although detailed reports have not yet been furnished by the City that document the plans to come into compliance with the NCRWQCBs blending prohibition orders; the estimate at this time is that wastewater treatment plant upgrades could total as much as \$30M in 2030. The Wastewater Treatment Agreement with the City specifies that 32.1 percent of capital improvements to the COE-WTF are the responsibility of the District. There is a budgetary item in the ten-year projection of \$10M to cover the requisite upgrades to the COE-WTF. The District can opt to borrow money to cover this expense and spread the payments out over as much as 15 years.

The anticipated cost of full compliance with the Enclosed Bays and Estuaries Policy has not yet been addressed by the City. Compliance with this requirement as detailed in the current Draft NPDES Permit could result in very expensive upgrades to the City’s treatment facility and the District will be required to contribute to the cost of those upgrades. Based on the current agreement, that contribution will be 32.1% of the cost.

HUMBOLDT CSD FISCAL YEAR 2023/2024 CAPITAL IMPROVEMENT PLAN (CIP)

Table 5: Capital improvements planned for Humboldt Community Services District sewer facilities.

SEWER	Current FY 22-23	Scheduled FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected Years 6 to 10*	Projected Years 11 to 20**	Comments	
										1
SEWER FACILITIES										
V=Vendor										
C=Contract										
M=Martin Slough Reversal										
Wastewater Rate Study	C	\$50,000								
Sequoia SLS		\$11,000								
Hidden Meadows SLS		\$11,000								
Blackberry SLS		\$40,000								
Sea Avenue SLS	M	\$7,000								
Allard Access Vault		\$11,000								
Roth Court SLS		\$77,000								
Pine Hill SLS Generator	C		\$82,500		\$16,500					Upgrader/Reversal
Christine SLS			\$55,000							Meter vault upgrade
Bailey SLS	C		\$110,000							SLS rehab/pumps
Artino SLS	C		\$82,500							Generator 24/25 Panel Enclosure 26/27
Hoover SLS Upgrade			\$110,000	\$330,000	\$495,000	\$495,000				New electrical control panel
Beechwood SLS Panel				\$55,000	\$55,000					Stationary generator
King Salmon SLS	C			\$82,500						Stationary generator
Wellington SLS				\$55,000						Upgrade SLS and flow meter Plus flood hardening
SCADA Upgrade				\$110,000		\$110,000	\$440,000			Control Panel and Enclosure 25/26 Pumps 26/27
Mike Lane SLS	C					\$400,000				Stationary generator
Pine Hill SLS Rehab							\$220,000			Panel Replacement
COE-WTF Upgrades							\$3,600,000	\$7,333,000		Create new station, reverse flow on Quaker RE Spill History
CIP Contribution to COE		\$1,336,000	\$433,029	\$1,468,500	\$1,468,500	\$1,468,500	\$7,342,500	\$14,685,000		SLS conversion/rehab
										Per COE with 10 to 15 year loan to distribute costs
										Based on 2022 COE CIP as average of five year projections
Sewage Facilities		\$1,455,000	\$543,029	\$1,936,000	\$2,200,000	\$2,473,500	\$11,602,500	\$22,018,000		

* column represents the cumulative expenses for the 5 years between year 6 and year 10

**column represents the cumulative expenses for the 10 years between year 11 and year 20

HUMBOLDT CSD FISCAL YEAR 2023/2024 CAPITAL IMPROVEMENT PLAN (CIP)

Table 6: Capital improvements planned for Humboldt Community Services District sewer mains.

SEWER	Current FY 22-23	Scheduled FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected Years 6 to 10*	Projected Years 11 to 20**	Comments
SEWER MAINS									
MAIN EXTENSION & REPLACEMENTS									
	C=Contract								
	M=Martin Slough Reversal								
	V=Vendor								
New Connections	\$4,000	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500			Sewer main replacements
Dr. Office Lane C	370	\$3,000							\$440/LF
Noe Street C		\$1,500							\$440/LF
Walnut EQ Repair C		\$500,000							Grant Funded
Hartman Lane M,C	900	\$71,500	\$396,000						Engineering 23/24 Reversal 24/25
Hemlock M,C	4500	\$275,000	\$275,000	\$275,000					Per footage and manhole count
Mesa /Bell Terrace/B-Loma C	700	\$44,000	\$308,000						Engineering and \$400/LF
South Broadway FM C	11700	\$110,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,650,000		\$440/LF
Walnut Drive Trouble Spot C	525	\$231,000	\$44,000						\$440/LF
Walnut Drive Laterals C									
F Street M,C	900	\$27,500	\$396,000						Engineering and \$440/LF
London Drive at Burns C	220		\$96,800						\$440/LF
Ridgewood Drive C	200		\$88,000						\$440/LF
Summit Ridge to David C	265		\$116,600						\$440/LF
Spruce SLS M,C	1215		\$55,000	\$534,600	\$55,000				Engineering 25/26 Reversal 26/27
Worthington St.	125								\$440/LF
Quaker Park Mike C	1000				\$400,000				\$440/LF
Humboldt Hill Sewer Sys					\$550,000				\$440/LF
Fields Landing FM	7150						\$2,750,000	\$5,500,000	\$440/LF
Martin Slough Reversals M							\$3,146,000		
Trouble Spots							\$1,650,000	\$3,300,000	
Gravity Main Replacement	265,000						\$1,650,000	\$4,950,000	\$200/LF District Wide AC and Clay
Forcemain Replacement	12883						\$15,000,000	\$38,000,000	\$400/LF District Wide Aging Forcemains
							\$1,889,506	\$3,779,013	
Sewer Main	\$23,000	\$1,333,000	\$2,387,000	\$2,132,900	\$1,695,100	\$2,055,500	\$27,735,506	\$55,529,013	

*column represents the cumulative expenses for the 5 years between year 6 and year 10

**column represents the cumulative expenses for the 10 years between year 11 and year 20

ROLLING STOCK

Rolling Stock includes all vehicles and construction equipment that the District owns. Some of the vehicles are used to transport personnel and equipment, others are used to transport materials to or from construction sites. Equipment includes tractors, trailers, truck mounted sewer cleaning and camera equipment, specialty underground boring equipment, and specialty large scale plumbing equipment. Rolling Stock covers any equipment that the District uses that is on tracks or wheels.

The District's current policies include replacement schedules for Rolling Stock based upon mileage, age, hours of operation, and repair history. If any of these criteria are exceeded, a piece of equipment becomes eligible for replacement. The District Management uses discretion to determine which equipment will be recommended for replacement based on the critical nature of the equipment, the expected longevity, redundant assets, and other contributing circumstances. Some equipment replacement is unavoidable while others are less necessary.

Details regarding the capital expenditures associated with the District's rolling stock can be found in Table 7.

Light Duty

During the next five years, the District will be replacing a 2005 Dodge pickup, and two 2012 Ford construction trucks. All three of these vehicles are scheduled for replacement due to age, reliability and repair cost.

Heavy Duty Equipment

During the next five years, the District does not have plans to replace any of the heavy equipment fleet.

Specialty Equipment

The District's sewer camera van is currently scheduled for replacement. This critical piece of equipment allows District staff to see inside of sewer lines and identify problems before they manifest as emergencies. This equipment is critical to the District's systematic inspection program and to the enhanced cleaning/trouble spot program. The camera van is at the end of useful life because of age, repair history, obsolescence of onboard equipment and diminished reliability.

OFFICE AND CORPORATION YARD IMPROVEMENTS

The District office and corporation yard are critical to the daily operation of the District's systems, assets, and services. This facility serves as a meeting place for personnel, work space for administration, customer service and engineering staff, a location to hold Board of Directors meetings as well as facilities for equipment and vehicle storage, maintenance and repair. As with the rest of the District's assets, the office and corporation yard requires capital improvement planning to keep the facilities useful, safe and up to date. During the current five-year planning period, the District will be completing repairs to the office building exterior, replacing the roof on the breakroom building, rehabilitating the small truck storage facility replacing the cover over the drying bed, repairing pavement in the corporation yard and the parking lot and planning the corporation yard expansion that will be necessary as growth occurs in the District.

The District's office and corporation yard related capital expenditure plan is detailed in Table 8.

Table 8: Capital improvements planned for Humboldt Community Services District's office and corporation yard.

REVENUE FUNDED		Current	Scheduled	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Comments
CAPITAL PROGRAM PROJECTIONS		FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Years 6 to 10*	Years 6 to 10*	Years 11 to 20**	
BUILDING, YARD & PAVING IMPROVEMENTS											
Office Building Exterior phase 1		\$50,000									
Office ADA		\$35,400	\$7,000	\$22,000							Front of Office
Vehicle Storage Upgrades			\$15,500								20% of building remodel cost
Yard Paving Repairs			\$35,000								VacCon Storage
Office Building and Breakroom Roof	C		\$35,000								Roof Replacement/Age
Office Building Exterior phase 2	C			\$110,000							North and back of Office
Small Truck Garage	C			\$110,000							Rehabilitation
Seal Coat Parking Lot	C				\$22,000						Front parking lot
Drying Bed Cover						\$33,000					Replacement
Yard Expansion	C						\$110,000	\$250,000			
Office and Yard Facility Upgrades									\$300,000		
Building and Yard		\$85,400	\$92,500	\$242,000	\$22,000	\$33,000	\$110,000	\$250,000	\$300,000		

* column represents the cumulative expenses for the 5 years between year 6 and year 10

** column represents the cumulative expenses for the 10 years between year 11 and year 20

GRANT PROGRAM

In FY 2021-22, the District initiated a grant writing program to identify and procure assistance funding to help offset accelerating capital improvement costs. During FY 21-22 we focused efforts on FEMA's Hazard Mitigation Grant Program (HMGP). This program is coupled to the County's Hazard Mitigation Planning efforts that the District participates in. Projects identified in the District's Hazard Mitigation Plan are eligible for federal funding assistance through the HMGP.

The District has applied for over \$8.6M in grant funding and continues to identify and pursue grant opportunities. The current applications include a critical power project that will include standby generators at the Pine Hill, Bailey, and Artino SLS, and a flood hardening project at the Hoover SLS. Grants that have been awarded include a 2.2-mile forcemain replacement project connecting the South Broadway SLS to the COE-WTF, and earthquake repairs for infrastructure within Walnut Drive. Funds from these grants will directly offset the cost of the associated projects allowing the District to apply CIP money to other critical projects in future years. The grant writing program will continue into the future.

EXTENDED PROJECTIONS

Historically, the Capital Improvement Plan is a five-year projection and schedule for capital projects and expenditures. This format captures some very important information about the near future of the District and helps to plan, prioritize and schedule projects that will impact the District's budget and workforce. What is missing from the CIP is a longer view of infrastructure needs based on the state of the system. The five-year CIP only addresses those projects that are immediately necessary and does not enable the District to plan and save for the much larger looming needs associated with aging infrastructure renewal.

This document incorporates ten and twenty-year projections that capture known long-term improvements that the District will need to undertake in the foreseeable planning horizon. Placing these items in print will enable staff to strategize and plan for the anticipated improvements that will be necessary in the future to keep District operations on track and sustainable.

Extended projections are included in all of the tables detailing capital expenditures planning (Table 3 through Table 8)

Ten Year

The ten-year planning horizon includes some large expenditures that the District needs to be planning for. These include upgrading the COE-WTF, SCADA upgrades, Martin Slough reversals, force main replacements, gravity sewer replacements, water storage tank rehabilitation, and ongoing fleet replacement. These ten-year totals are not all inclusive, and are intended for budgetary planning purposes only. Over the ten-year horizon, the District will be facing \$66M in capital expenses. These projects and expenses are critical to the continued operation of the District and represent an accelerated level of spending as compared to the District's historic budgeting for capital improvements. The current capital expenditures over the next five years average \$5.9M annually. To meet the projected \$66M of expenditures at the ten-year horizon, the District will need accelerate annual spending to \$13M on capital improvements from year 6 through 10.

Twenty Year

Similar to the ten-year projections, the twenty-year projections indicate anticipated expenditures for the twenty-year planning horizon. Again, these expenditures are not all inclusive, they do represent

anticipated expenditures that the District needs to plan for. Included on the twenty-year horizon are additional systematic main replacements (water and sewer), storage tank rehabilitation, source water development for resiliency, office/corporation yard improvements and expansion, as well as ongoing fleet replacement. Once again, these projection estimates are not all inclusive but represent those expenditures that can be anticipated that are not being addressed in the five-year CIPs.

The financial impact at the 20-year planning horizon is an additional \$130M. What this means is that the District should be planning for annual expenditures on the order of \$13M over the between years 6 and 20.

Fifty Year

While it is impossible to accurately predict what will happen on the fifty-year planning horizon, the design life of most water and sewer infrastructure is fifty years. What this means is that a project that is constructed today will predictably be at its end of life in fifty years. Likewise, a project that was constructed in 1973 is currently at its end of life. The majority of the District's underground infrastructure was constructed well over fifty years ago and, therefore is already due for replacement.

Over the 20-year planning horizon, District staff have developed a plan to rehabilitate or replace the most vulnerable of this underground infrastructure. The total projected cost of combined underground infrastructure (water and sewer) rehabilitation and replacement over the next 20-years is \$157M. This suggests an annualized cost of \$7.9M over the 20-year planning horizon. This is based on the cost projections for only the most vulnerable assets that have suffered the effects of deferred maintenance.

The District owns and maintains a combined 190-miles of underground mains (water and sewer). The current cost per foot of construction used for budgetary purposes is \$440/linear-foot of pipe (for reference, the current engineering estimate of probable construction cost for the South Broadway Forcemain project is \$1,400/linear-foot and the engineer's estimated cost for the Walnut Earthquake Repair is over \$900/linear-foot). If the District were to create a plan to replace all underground infrastructure over a fifty-year schedule, using \$440/liner-foot, the resulting annual cost would also be \$7.9M. This is the same value as what is projected for the critically neglected infrastructure. What this says is that the District can anticipate CIP spending to continue at the rate projected for the 20-year planning horizon into perpetuity.

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: **June 27, 2023**

Agenda Item: **G.2** (Old Business)

TITLE: **Consideration of Adopting Resolution 2023-07
Establishing a Budget and Master Fee Schedule for
Fiscal Year 2023-2024**

Presented by: Michael Montag, Finance Manager/District Treasurer

Recommendation: Staff recommends the Board of Directors:

1. Review and discuss proposed FY 2023/2024 Budget and updates to Master Fee schedule
2. Motion and roll call vote to adopt Resolution 2023-07 establishing a budget and master fee schedule for Fiscal Year 2023-2024.

Summary:

Attached for the Board's review and consideration is the initial draft of the FY 2023/2024 District Budget. Notable highlights are listed below.

Highlights of significance within the proposed FY 2023/2024 Budget:

Water Rate Revenue: Water rate revenue for 2023/2024 is set with the expectation that rates will be set according to the recently completed rate study.

Sewer Rate Revenue: Sewer rate revenue for 2023/2024 is set with the expectation that that rates will be set according to the recently completed rate study.

Pass-through rates revenue: No pass-through revenue will occur for 2023-2024. Rates calculated in the recently completed rate study include all expected expenditures, eliminating the need for pass-through revenue. Pass-through revenue will only occur in subsequent years in the event that wholesale costs exceed the amounts used in the rate study.

Capital Connection/Capacity Charges: Capital Connection/Capacity charges set according to amounts used in recently completed rate study.

Wage and Benefit expenses: District wages are projected to increase significantly compared to 2022/2023 due to an expected Cost of Living increase, the hiring of permanent staff in order to bring staffing back to normal levels, and additional payroll expenses associated with expected staff retirements. Associated employee benefit and insurance expenses are projected to increase by a corresponding amount.

Sewage Treatment Operations and Maintenance: Sewage treatment Operations and Maintenance is fully comprised of charges billed to the district from the City of Eureka Wastewater treatment plant. Budget amount utilizes data provided to the District by the City.

Temporary Labor: With the expected hiring of permanent staff, temporary labor expenses are projected to be reduced.

Electrical Power and Street Lighting: Significant Electrical power rate increases are expected, resulting in a 35% increase in projected electricity costs for 2023/2024.

Other Professional Services (Grant assistance): In addition to typical professional services expenses, The District is hoping to receive Grant funding assistance from various sources. The Professional services expense budget includes \$100,000 for professional grant writing assistance. If successful, it is expected that such grant funding would offset the expense at 100:1. \$100,000 in grant writing should yield \$10,000,000 in grant funding.

Long Term Debt: The 2012 Consolidation Refinance loan payments are reduced for 2023/2024 due to a portion of that loan being paid off in 2022/2023.

Capital Expenditures: Capital expenditures will be presented separately by the District General Manager. Capital expenditures listed on the draft budget correspond to the Capital Expenditures being presented.

Working Capital Reserve Summaries:

On June 9th 2015, the Board adopted resolution 2015-08 establishing minimum reserves of not less than Sixty Days of Operating Expenses and Debt Service. The recommended 2023 Rate Study provides a minimum reserve recommendation of 60 days Operating Expenses, 5% of Net asset values related to Capital Rehabilitation and Replacement, and 1 year of debt service. The rate study also provides a Maximum recommended reserve of 180 days of operating expenses, 1 year of debt service, \$2,000,000 for Water Capital Replacement reserves, and \$8,000,000 for Sewer Capital Replacement Reserves (Capital replacement reserves are in 2023 dollars, subject to annual inflation for future years).

The following chart compares the reserve balances according to these formulas against the projected reserves under the current proposed budget. Under this projection, reserve funds will be between the minimum and maximum amounts recommended in the rate study. Such reserves are necessary for expected capital expenditure in FY 2023 and beyond. Staff recommends the District modify its standing minimum reserves to closer align with the 2023 Rate Study recommendations and will return to the Board at a future date for such consideration.

	Recommended reserves			Projected reserves	
	Res 2015-08 Minimum Reserve amount	2023 Rate Study reserve Min amount	2023 Rate Study reserve Max amount	Projected reserves as of 6/30/2023	Projected reserves as of 6/30/2024
Water Fund	\$867,000	\$1,672,400	\$4,693,000	\$4,817,012	\$3,510,175
Sewer Fund	\$796,700	\$2,477,900	\$10,780,000	\$4,663,238	\$5,757,553
General Fund	\$17,000	\$25,000	\$50,000	\$1,712,868	\$2,042,868
Total	\$1,680,700	\$4,175,300	\$15,523,000	\$11,153,119	\$11,270,597

Master Fee schedule: Included with this agenda item is an update to the District’s master fee schedule. The proposed changes include:

- An increase in the convenience fee charged to customer who utilize credit card payment methods, reflecting corresponding increase in processing fees charged to the District.
- Changes to Labor & Equipment rates, which have been calculated to reflect the prevailing rates charged by public agencies in California.
- Changes to the charges for sending requested printed agenda copies via mail to reflect actual printing and mailing costs. (Agendas are available free of charge in office or through the District’s website).
- This update does not include changes to Water and Sewer rates or Capacity Charges as proposed in the Water & Sewer Rate and Capacity Charge Study. An additional update to the Master Fee Schedule will be submitted for board approval after approval of the Water & Sewer Rate and Capacity Charge Study.

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2023-2024
FOR ENTIRE DISTRICT

	2021-22 Actual	2022-23 Budget	2022-23 Est Actual	2023-24 Budget req	% Change vs 2023 Budget	% Change vs 2023 Actual
OPERATING REVENUE						
Metered Water Sales	5,321,460	5,449,000	5,182,426	5,876,000	7.84%	13.38%
Water Charges - Pass Through	17,150	-	-	-	0.00%	0.00%
Sewer Service Charges	5,222,976	5,280,000	5,222,468	8,057,944	52.61%	54.29%
Sewer Service Charges - Pass Through	1,524,292	1,500,000	1,561,056	-	-100.00%	-100.00%
Water & Sewer Construction Charges	41,307	47,000	39,750	47,000	0.00%	18.24%
Account Charges	98,858	35,000	32,382	35,000	0.00%	8.08%
Inspection Charges	-	-	150	-	0.00%	-100.00%
Reimbursable Maintenance Charges	761	1,000	1,000	1,000	0.00%	0.00%
Miscellaneous	11,591	2,000	2,000	2,000	0.00%	0.00%
TOTAL OPERATING REVENUE	12,238,395	12,314,000	12,041,232	14,018,944	13.85%	16.42%
NON-OPERATING REVENUE						
Capital Connection/Capacity Charges	131,506	180,000	102,985	384,000	113.33%	272.87%
Interest/General	-	30,000	15,000	30,000	0.00%	100.00%
Discounts Earned	2,113	2,000	1,500	2,000	0.00%	33.33%
Sales:Fixed Assets/Scrap Metal	1,017	15,700	50	15,700	0.00%	31300.00%
Bad Debt Recovery	3,612	10,000	1,000	2,000	-80.00%	99.98%
Property Taxes & Assessments	554,880	490,000	425,000	430,000	-12.24%	1.18%
Insurance Rebate	7,207	20,000	-	-	-100.00%	0.00%
Other Non-Operating Revenue	-	-	300	-	0.00%	-100.00%
TOTAL NON-OPERATING REVENUE	700,335	747,700	545,835	863,700	15.51%	58.23%
TOTAL DISTRICT REVENUE	12,938,730	13,061,700	12,587,067	14,882,644	13.94%	18.24%
OPERATING EXPENSES						
Wages Direct	1,437,803	1,635,000	1,650,000	2,000,000	22.32%	21.21%
Benefits: PERS	450,934	503,000	572,592	515,000	2.39%	-10.06%
Group Ins	1,065,462	1,235,000	1,051,640	1,320,000	6.88%	25.52%
Workers Comp Ins	19,527	23,500	27,301	27,500	17.02%	0.73%
FICA/Medicare	110,533	117,000	127,869	155,000	32.48%	21.22%
Misc Benefits	480	500	613	500	0.00%	-18.43%
Total Wages and Benefits	3,084,739	3,514,000	3,430,015	4,018,000	14.34%	17.14%
Less: wages & ben charged to Capital Proj.	(195,054)	(175,675)	(293,149)	(300,000)	70.77%	2.34%
Total Operating Wages and benefits	2,889,685	3,338,325	3,136,866	3,718,000	11.37%	18.53%
Water Purchase HBMWD	1,068,005	1,075,000	1,058,704	1,108,192	3.09%	4.67%
Water Purchase Eureka	779,801	810,000	823,890	880,000	8.64%	6.81%
Sewage Treatment Operations & Maint.	1,465,248	1,495,000	1,616,796	1,758,385	17.62%	8.76%
Water/Sewer Analysis	8,388	15,000	12,500	15,000	0.00%	20.00%
Supplies/ Construction	180,428	159,500	140,000	154,000	-3.45%	10.00%
Supplies/ Office-Administration	12,717	15,000	14,524	15,000	0.00%	3.28%
Supplies/ Engineering	629	2,500	643	2,500	0.00%	288.68%
Supplies/ Maintenance	99,710	100,000	100,000	100,000	0.00%	0.00%
Invoicing	61,836	57,000	53,914	57,000	0.00%	5.72%
Temporary Labor	25,746	61,200	142,200	64,800	5.88%	-54.43%
Repairs & Maintenance/Trucks	51,543	55,000	55,000	60,500	10.00%	10.00%
Equipment Rental	-	5,000	-	5,000	0.00%	0.00%
Building & Grounds Maintenance	32,921	30,000	30,000	30,000	0.00%	0.00%
Electrical Power	288,070	295,800	369,000	498,150	68.41%	35.00%
Street Lights	60,816	70,000	75,581	100,000	42.86%	32.31%
Telephone	12,463	18,000	14,405	14,000	-22.22%	-2.81%
Postage	341	3,000	3,000	3,000	0.00%	0.00%
Freight	106	500	5,000	500	0.00%	-90.00%

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2023-2024
FOR ENTIRE DISTRICT

	2021-22 Actual	2022-23 Budget	2022-23 Est Actual	2023-24 Budget req	% Change vs 2023 Budget	% Change vs 2023 Actual
Chemicals	8,204	10,000	12,000	10,000	0.00%	-16.67%
Liability Insurance	58,474	62,000	81,315	85,000	37.10%	4.53%
Legal	4,406	70,000	47,843	70,000	0.00%	46.31%
Accounting	4,114	13,000	20,000	15,000	15.38%	-25.00%
Engineering	526	1,000	631	1,000	0.00%	58.55%
Other Professional Services	27,641	118,000	10,000	130,000	10.17%	1200.00%
Bank Service Charges	25,853	28,000	17,992	20,000	-28.57%	11.16%
Transportation	64,944	75,738	71,413	78,555	3.72%	10.00%
Office Equip. Maintenance	2,883	7,000	4,000	5,000	-28.57%	25.00%
Computer Software Maintenance	31,645	45,000	35,000	45,000	0.00%	28.57%
Memberships & Subscriptions	23,659	24,800	21,500	24,600	-0.81%	14.42%
Bad Debts & Minimum Balance Writeoff	72	50,000	10,000	50,000	0.00%	400.00%
Conference & Continuing Ed	3,077	34,500	16,793	34,500	0.00%	105.44%
Certifications	2,032	3,500	4,119	3,500	0.00%	-15.03%
State/County & LAFCO Charges and Charges	51,805	40,000	35,000	40,000	0.00%	14.29%
Hydraulic Water Model Maintenance	-	6,000	1,802	2,000	-66.67%	10.99%
Elections Expense	-	15,000	15,000	-	-100.00%	-100.00%
Human Resources	7,883	21,000	6,784	25,000	19.05%	268.51%
Miscellaneous	10,244	12,000	12,000	12,000	0.00%	0.00%
Earthquake Response	-	-	40,000	-	0.00%	-100.00%
Director's Charges	11,600	16,000	12,000	16,000	0.00%	33.33%
TOTAL OPERATING EXPENSES	7,377,515	8,258,363	8,127,213	9,251,182	12.02%	13.83%
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	177,429	177,429	177,429	0.00%	0.00%
2012 CIP & Refi.	227,100	203,766	203,766	177,600	-12.84%	-12.84%
Davis-Grunsky Loan	6,051	6,049	6,051	6,050	0.02%	-0.02%
VacCon Truck Loan(2021)	117,441	117,441	117,441	117,441	0.00%	0.00%
2014 Wastewater Revenue Bonds	487,574	484,175	484,175	485,575	0.29%	0.29%
TOTAL LONG TERM DEBT PAYMENTS	1,015,595	988,860	988,862	964,095	-2.50%	-2.50%
CAPITALIZED EXPENDITURES						
Vehicles, Rolling Stock & Equipment	688	340,000	446,156	450,000	32.35%	0.86%
Building, Yard & Paving Improvements	40,542	94,000	85,920	92,500	-1.60%	7.66%
Capital Improvements Water	984,998	1,517,700	471,304	2,021,360	33.19%	328.89%
Capital Improvements Sewer	133,447	865,000	147,000	1,443,000	66.82%	881.63%
Engineering & Studies	40,465	200,000	123,110	110,000	-45.00%	-10.65%
TOTAL CAPITAL EXPENDITURES	1,200,141	3,016,700	1,273,490	4,116,860	36.47%	223.27%
City of Eureka Projects:						
CoE WWTP CIP	858,034	1,135,000	1,135,000	433,029	-61.85%	-61.85%
TOTAL City of Eureka Projects	858,034	1,135,000	1,135,000	433,029	-61.85%	-61.85%
BUDGET SURPLUS (DEFICIT)	2,487,445	(337,223)	1,062,502	117,478	-134.84%	-88.94%

HUMBOLDT COMMUNITY SERVICES DISTRICT
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2023-2024
 FOR ENTIRE DISTRICT

	2021-22 Actual	2022-23 Budget	2022-23 Est Actual	2023-24 Budget req	% Change vs 2023 Budget	% Change vs 2023 Actual
OPERATING REVENUE & EXPENSES						
TOTAL OPERATING REVENUE	12,238,395	12,314,000	12,041,232	14,018,944	13.85%	16.42%
TOTAL OPERATING EXPENSES	(7,377,515)	(8,258,363)	(8,127,213)	(9,251,182)	12.02%	13.83%
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,860,880	4,055,637	3,914,019	4,767,762	17.56%	21.81%
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	700,335	747,700	545,835	863,700	15.51%	58.23%
TOTAL LONG TERM DEBT SERVICE	(1,015,595)	(988,860)	(988,862)	(964,095)	-2.50%	-2.50%
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	4,545,620	3,814,477	3,470,992	4,667,367	22.36%	34.47%
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(1,200,141)	(3,016,700)	(1,273,490)	(4,116,860)	36.47%	223.27%
CITY of EUREKA PROJECT REIMBURSEMENT	(858,034)	(1,135,000)	(1,135,000)	(433,029)	-61.85%	-61.85%
BUDGET SURPLUS (DEFICIT)	<u>2,487,445</u>	<u>(337,223)</u>	<u>1,062,502</u>	<u>117,478</u>	<u>-134.84%</u>	<u>-88.94%</u>
Working Capital Reserve Summary						
BUDGET SURPLUS or (DEFICIT)	2,487,445	(337,223)	1,062,502	117,478	-134.84%	-88.94%
Beginning Working Capital Reserves	7,603,171	10,090,616	10,090,616	11,153,119	10.53%	10.53%
Working Capital Reserve Balance, End of Year	10,090,616	9,753,393	11,153,119	11,270,597	15.56%	1.05%

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2023-2024

Water Fund

	2021-22 Actual	2022-23 Budget	2022-23 Est Actual	2023-24 Budget req	% Change vs 2023 Budget	% Change vs 2023 Actual
OPERATING REVENUE						
Metered Water Sales	5,321,460	5,449,000	5,182,426	5,876,000	7.84%	13.38%
Water Pass Through	17,150	-	-	-	0.00%	0.00%
Water Construction Charges	33,607	35,000	31,050	35,000	0.00%	12.72%
Account Charges	56,349	19,950	18,458	19,950	0.00%	8.08%
Inspection Charges	-	-	65	-	0.00%	-100.00%
Reimbursable Maintenance Charges	761	800	800	800	0.00%	0.00%
Miscellaneous	6,607	1,000	1,000	1,000	0.00%	0.00%
TOTAL OPERATING REVENUE	5,435,934	5,505,750	5,233,798	5,932,750	7.76%	13.35%
NON-OPERATING REVENUE						
Water Capital Connection/Capacity Charges	70,975	90,000	75,272	145,000	61.11%	92.63%
Interest/General	-	23,547	11,774	23,547	0.00%	100.00%
Discounts Earned	1,204	1,280	907	1,280	0.00%	41.14%
Sales:Fixed Assets/Scrap Metal	737	8,844	21	8,844	0.00%	42014.29%
Bad Debt Recovery	2,059	5,700	570	1,140	-80.00%	99.96%
FW/MR Assessment	133,877	140,000	-	-	-100.00%	0.00%
Other Non-Operating Revenue	-	-	-	-	0.00%	0.00%
TOTAL NON-OPERATING REVENUE	208,852	269,371	88,544	179,811	-33.25%	103.08%
TOTAL DISTRICT REVENUE	5,644,786	5,775,121	5,322,342	6,112,561	5.84%	14.85%
OPERATING EXPENSES						
Wages Direct	683,771	768,450	775,500	940,000	22.32%	21.21%
Wages & Benefits: Allocated	552,319	623,298	555,077	670,438	7.56%	20.78%
Benefits: PERS	99,098	181,080	206,133	185,400	2.39%	-10.06%
Group Ins	340,336	382,850	326,008	409,200	6.88%	25.52%
Workers Comp Ins	9,731	12,690	14,743	14,850	17.02%	0.73%
FICA/Medicare	52,135	54,990	60,098	72,850	32.48%	21.22%
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,737,390	2,023,358	1,937,560	2,292,738	13.31%	18.33%
Less: wages & ben charged to Capital Proj.	(141,161)	(130,000)	(157,730)	(185,000)	42.31%	17.29%
Total Operating Wages and benefits	1,596,229	1,893,358	1,779,829	2,107,738	11.32%	18.42%
Water Purchase HBMWD	1,068,005	1,075,000	1,058,704	1,108,192	3.09%	4.67%
Water Purchase Eureka	779,801	810,000	823,890	880,000	8.64%	6.81%
Water Analysis	8,388	7,500	12,500	15,000	100.00%	20.00%
Supplies/ Construction	142,148	118,030	103,600	113,960	-3.45%	10.00%
Supplies/Office-Administration	4,226	4,500	4,357	4,500	0.00%	3.28%
Supplies/ Engineering	309	1,425	367	1,425	0.00%	288.68%
Supplies/ Maintenance	35,941	50,000	50,000	50,000	0.00%	0.00%
Temporary Labor	12,646	31,744	46,839	29,484	-7.12%	-37.05%
Repairs & Maintenance/Trucks	27,912	30,800	30,800	33,880	10.00%	10.00%
Equipment Rental	-	3,700	-	3,700	0.00%	0.00%
Building & Grounds Maintenance	4,064	1,800	1,800	1,800	0.00%	0.00%
Electrical Power	174,402	162,690	202,950	273,983	68.41%	35.00%
Telephone	-	5,760	4,610	4,480	-22.22%	-2.81%
Postage	187	1,290	1,290	1,290	0.00%	0.00%
Freight	25	285	2,850	285	0.00%	-90.00%
Chemicals	8,204	10,000	12,000	10,000	0.00%	-16.67%
Engineering	526	390	246	390	0.00%	58.55%
Other Professional Services	-	23,600	2,000	34,000	44.07%	1600.00%
Transportation	37,018	43,171	40,705	44,776	3.72%	10.00%
Office Equip. Maintenance	570	1,050	600	750	-28.57%	25.00%
Computer Software Maintenance	16,378	21,600	16,800	21,600	0.00%	28.57%
Memberships & Subscriptions	1,567	1,488	1,290	1,476	-0.81%	14.42%
Bad Debts & Minimum Balance Writeoff	41	28,500	5,700	28,500	0.00%	400.00%
Conference & Continuing Ed	1,401	12,075	5,878	12,075	0.00%	105.44%
Certifications	982	1,050	1,236	1,050	0.00%	-15.03%
State/County & LAFCO Charges and Charges	26,532	13,600	11,900	13,600	0.00%	14.29%

HUMBOLDT COMMUNITY SERVICES DISTRICT
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2023-2024
Water Fund

	2021-22 Actual	2022-23 Budget	2022-23 Est Actual	2023-24 Budget req	% Change vs 2023 Budget	% Change vs 2023 Actual
Hydraulic Water Model Maintenance	-	6,000	1,802	2,000	-66.67%	10.99%
Human Resources	459	8,190	2,646	9,750	19.05%	268.51%
Miscellaneous	114	2,640	2,640	2,640	0.00%	0.00%
General & Admin Expense Allocation	181,419	262,094	268,704	286,811	9.43%	6.74%
TOTAL OPERATING EXPENSES	4,129,494	4,633,330	4,498,532	5,099,134	10.05%	13.35%
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	177,429	177,429	177,429	0.00%	0.00%
2012 CIP & Refi.	49,500	26,166	26,166	-	-100.00%	-100.00%
Davis-Grunsky Loan	6,051	6,049	6,051	6,050	0.02%	-0.02%
VacCon Truck Loan	-	-	-	-	0.00%	0.00%
Debt Service: Allocated	-	-	-	-	0.00%	0.00%
TOTAL LONG TERM DEBT PAYMENTS	232,980	209,644	209,646	183,479	-12.48%	-12.48%
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	0.00%	0.00%
Building & Yard Improvements	-	-	-	-	0.00%	0.00%
Capital Improvements Water	984,998	1,517,700	471,304	2,021,360	33.19%	328.89%
Engineering & Studies	-	-	-	-	0.00%	0.00%
General Fund Allocation	46,074	361,380	373,393	115,425	-68.06%	-69.09%
TOTAL CAPITAL EXPENDITURES	1,031,073	1,879,080	844,697	2,136,785	13.71%	152.96%
BUDGET SURPLUS (DEFICIT)	251,239	(946,933)	(230,534)	(1,306,837)	38.01%	466.88%

HUMBOLDT COMMUNITY SERVICES DISTRICT
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2023-2024
 Water Fund

	2021-22 Actual	2022-23 Budget	2022-23 Est Actual	2023-24 Budget req	% Change vs 2023 Budget
OPERATING REVENUE & EXPENSES					
TOTAL OPERATING REVENUE	5,435,934	5,505,750	5,233,798	5,932,750	7.76%
TOTAL OPERATING EXPENSES	(4,129,494)	(4,633,330)	(4,498,532)	(5,099,134)	10.05%
NET SURPLUS/(DEFICIT) FROM OPERATIONS	1,306,440	872,420	735,266	833,616	-4.45%
NON-OPERATING REVENUE & EXPENSES					
TOTAL NON-OPERATING REVENUE	208,852	269,371	88,544	179,811	-33.25%
TOTAL LONG TERM DEBT SERVICE	(232,980)	(209,644)	(209,646)	(183,479)	-12.48%
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	1,282,312	932,147	614,164	829,948	-10.96%
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(1,031,073)	(1,879,080)	(844,697)	(2,136,785)	13.71%
BUDGET SURPLUS or (DEFICIT)	<u>251,239</u>	<u>(946,933)</u>	<u>(230,534)</u>	<u>(1,306,837)</u>	<u>38.01%</u>
Working Capital Reserve Summary					
BUDGET SURPLUS or (DEFICIT)	251,239	(946,933)	(230,534)	(1,306,837)	38.01%
Beginning Working Capital Reserves	4,796,306	5,047,545	5,047,545	4,817,012	-4.57%
Working Capital Reserve Balance, End of Year	5,047,545	4,100,613	4,817,012	3,510,175	-14.40%

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2023-2024
Sewer Fund

	2021-22 Actual	2022-23 Budget	2022-23 Est Actual	2023-24 Budget req	% Change vs 2023 Budget	% Change vs 2023 Actual
OPERATING REVENUE						
Sewer Service Charges	5,222,976	5,280,000	5,222,468	8,057,944	52.61%	54.29%
Sewer Service Charges - Pass Through	1,524,292	1,500,000	1,561,056	-	-100.00%	-100.00%
Sewer Construction Charges	7,700	12,000	8,700	12,000	0.00%	37.93%
Account Charges	42,509	15,050	13,924	15,050	0.00%	8.08%
Inspection Charges	-	-	86	-	0.00%	-100.00%
Reimbursable Maintenance Charges	-	200	200	200	0.00%	0.00%
Miscellaneous	4,984	1,000	1,000	1,000	0.00%	0.00%
TOTAL OPERATING REVENUE	6,802,461	6,808,250	6,807,434	8,086,194	18.77%	18.78%
NON-OPERATING REVENUE						
Sewer Capital Connection/Capacity Charges	60,531	90,000	27,713	239,000	165.56%	762.42%
Interest/General	-	6,453	3,227	6,453	0.00%	100.00%
Discounts Earned	909	720	593	720	0.00%	21.40%
Sales:Fixed Assets/Scrap Metal	280	6,856	29	6,856	0.00%	23541.38%
Bad Debt Recovery	1,553	4,300	430	860	-80.00%	100.00%
Other Non-Operating Revenue	-	-	-	-	0.00%	0.00%
TOTAL NON-OPERATING REVENUE	63,273	108,329	31,991	253,889	134.37%	693.62%
TOTAL DISTRICT REVENUE	6,865,734	6,916,579	6,839,426	8,340,083	20.58%	21.94%
OPERATING EXPENSES						
Wages Direct	430,835	474,150	478,500	580,000	22.32%	21.21%
Wages & Benefits: Allocated	552,319	623,298	555,077	670,438	7.56%	20.78%
Benefits: PERS	62,984	115,690	131,696	118,450	2.39%	-10.06%
Group Ins	222,137	234,650	199,812	250,800	6.88%	25.52%
Workers Comp Ins	7,328	7,755	9,009	9,075	17.02%	0.73%
FICA/Medicare	32,844	35,100	38,361	46,500	32.48%	21.22%
Misc Benefits	-	-	-	-	0.00%	0.00%
Total Wages and Benefits	1,308,447	1,490,643	1,412,455	1,675,263	12.39%	18.61%
Less: wages & ben charged to Capital Proj.	(14,991)	(45,676)	(55,419)	(65,000)	42.31%	17.29%
Total Operating Wages and benefits	1,293,456	1,444,967	1,357,036	1,610,263	11.44%	18.66%
Sewage Treatment: Operating & Maint.	1,465,248	1,495,000	1,616,796	1,758,385	17.62%	8.76%
Sewer Analysis	-	7,500	-	-	-100.00%	0.00%
Supplies/ Construction	38,280	41,470	36,400	40,040	-3.45%	10.00%
Supplies/ Office-Administration	3,188	4,500	4,357	4,500	0.00%	3.28%
Supplies/ Engineering	270	1,075	277	1,075	0.00%	288.68%
Supplies/ Maintenance	63,769	50,000	50,000	50,000	0.00%	0.00%
Temporary Labor	9,540	19,456	30,361	19,116	-1.75%	-37.04%
Repairs & Maintenance/Trucks	23,631	24,200	24,200	26,620	10.00%	10.00%
Equipment Rental	-	1,300	-	1,300	0.00%	0.00%
Building & Grounds Maintenance	3,066	1,500	1,500	1,500	0.00%	0.00%
Electrical Power	55,339	70,992	88,560	119,556	68.41%	35.00%
Telephone	-	2,880	2,305	2,240	-22.22%	-2.81%
Postage	141	960	960	960	0.00%	0.00%
Freight	19	215	2,150	215	0.00%	-90.00%
Legal	-	-	-	-	0.00%	0.00%
Engineering	-	100	63	100	0.00%	58.55%
Other Professional Services	1,485	23,600	2,000	24,000	1.69%	1100.00%
Transportation	27,926	32,567	30,708	33,779	3.72%	10.00%
Office Equip. Maintenance	430	770	440	550	-28.57%	25.00%
Computer Software Maintenance	11,091	16,200	12,600	16,200	0.00%	28.57%
Memberships & Subscriptions	1,182	992	860	984	-0.81%	14.42%
Bad Debts & Minimum Balance Writeoff	31	21,500	4,300	21,500	0.00%	400.00%
Conference & Continuing Ed	427	15,180	7,389	15,180	0.00%	105.44%
Certifications	135	805	947	805	0.00%	-15.03%
State/County & LAFCO Charges and Charges	6,701	7,200	6,300	7,200	0.00%	14.29%

HUMBOLDT COMMUNITY SERVICES DISTRICT
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2023-2024
 Sewer Fund

	2021-22 Actual	2022-23 Budget	2022-23 Est Actual	2023-24 Budget req	% Change vs 2023 Budget	% Change vs 2023 Actual
Human Resources	346	6,090	1,967	7,250	19.05%	268.51%
Miscellaneous	85	1,920	1,920	1,920	0.00%	0.00%
General & Admin Expense Allocation	181,419	262,094	268,704	286,811	9.43%	6.74%
TOTAL OPERATING EXPENSES	3,187,205	3,555,033	3,553,100	4,052,048	13.98%	14.04%
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	487,574	484,175	484,175	485,575	0.29%	0.29%
2012 CIP & Refi.	177,600	177,600	177,600	177,600	0.00%	0.00%
VacCon Truck Loan(2021)	117,441	117,441	117,441	117,441	0.00%	0.00%
Debt Service: Allocated	-	-	-	-	0.00%	0.00%
TOTAL LONG TERM DEBT PAYMENTS	782,615	779,216	779,216	780,616	0.18%	0.18%
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	450,000	0.00%	0.00%
Building, Yard& Paving Improvements	-	-	-	-	0.00%	0.00%
Capital Improvements Sewer	133,447	865,000	147,000	1,443,000	66.82%	881.63%
Engineering & Studies	863	-	110	-	0.00%	-100.00%
General Fund Allocation	34,758	272,620	281,683	87,075	-68.06%	-69.09%
TOTAL CAPITAL EXPENDITURES	169,068	1,137,620	428,793	1,980,075	74.05%	361.78%
City of Eureka Projects: CoE WWTP CIP	858,034	1,135,000	1,135,000	433,029	-61.85%	-61.85%
TOTAL OTHER	858,034	1,135,000	1,135,000	433,029	-61.85%	-61.85%
BUDGET SURPLUS (DEFICIT)	1,868,812	309,710	943,317	1,094,315	253.34%	16.01%

HUMBOLDT COMMUNITY SERVICES DISTRICT
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2023-2024
 Sewer Fund

	2021-22 Actual	2022-23 Budget	2022-23 Est Actual	2023-24 Budget req	% Change vs 2023 Budget
OPERATING REVENUE & EXPENSES					
TOTAL OPERATING REVENUE	6,802,461	6,808,250	6,807,434	8,086,194	18.77%
TOTAL OPERATING EXPENSES	(3,187,205)	(3,555,033)	(3,553,100)	(4,052,048)	13.98%
NET SURPLUS/(DEFICIT) FROM OPERATIONS	<u>3,615,256</u>	<u>3,253,217</u>	<u>3,254,334</u>	<u>4,034,146</u>	<u>24.00%</u>
NON-OPERATING REVENUE & EXPENSES					
TOTAL NON-OPERATING REVENUE	63,273	108,329	31,991	253,889	134.37%
TOTAL LONG TERM DEBT SERVICE	(782,615)	(779,216)	(779,216)	(780,616)	0.18%
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	<u>2,895,914</u>	<u>2,582,330</u>	<u>2,507,109</u>	<u>3,507,419</u>	<u>35.82%</u>
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(169,068)	(1,137,620)	(428,793)	(1,980,075)	74.05%
CITY of EUREKA PROJECT REIMBURSEMENT	(858,034)	(1,135,000)	(1,135,000)	(433,029)	-61.85%
BUDGET SURPLUS or (DEFICIT)	<u><u>1,868,812</u></u>	<u><u>309,710</u></u>	<u><u>943,317</u></u>	<u><u>1,094,315</u></u>	<u><u>253.34%</u></u>
Working Capital Reserve Summary					
BUDGET SURPLUS or (DEFICIT)	1,868,812	309,710	943,317	1,094,315	253.34%
Beginning Working Capital Reserves	1,851,109	3,719,921	3,719,921	4,663,238	25.36%
Working Capital Reserve Balance, End of Year	<u>3,719,921</u>	<u>4,029,631</u>	<u>4,663,238</u>	<u>5,757,553</u>	<u>42.88%</u>

HUMBOLDT COMMUNITY SERVICES DISTRICT
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2023-2024
 General Fund

	2021-22 Actual	2022-23 Budget	2022-23 Est Actual	2023-24 Budget req	% Change vs 2023 Budget	% Change vs 2023 Actual
OPERATING REVENUE						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	0.00%	0.00%
Miscellaneous	-	-	-	-	0.00%	0.00%
TOTAL OPERATING REVENUE	-	-	-	-	0.00%	0.00%
NON-OPERATING REVENUE						
Property Taxes	421,003	350,000	425,000	430,000	22.86%	1.18%
Insurance Rebate	7,207	20,000	-	-	-100.00%	0.00%
Other Non-Operating Revenue	-	-	300	-		
TOTAL NON-OPERATING REVENUE	428,210	370,000	425,300	430,000	16.22%	1.11%
TOTAL DISTRICT REVENUE	428,210	370,000	425,300	430,000	16.22%	1.11%
OPERATING EXPENSES						
Wages Direct	323,197	392,400	396,000	480,000	22.32%	21.21%
Benefits: PERS	288,852	206,230	234,763	211,150	2.39%	-10.06%
Group Ins	502,989	617,500	525,820	660,000	6.88%	25.52%
Workers Comp Ins	2,468	3,055	3,549	3,575	17.02%	0.73%
FICA/Medicare	25,554	26,910	29,410	35,650	32.48%	21.22%
Misc Benefits	480	500	613	500	0.00%	-18.43%
Total Wages and Benefits	1,143,540	1,246,595	1,190,155	1,390,875	11.57%	16.87%
Less: wages & ben charged to Capital Proj.	(38,902)	-	(80,000)	(50,000)	0.00%	-37.50%
Less: Allocated to Water and Sewer Funds	(1,104,638)	(1,246,595)	(1,110,155)	(1,340,875)	7.56%	20.78%
Total Unallocated Wages and Benefits	-	-	-	-	0.00%	0.00%
Supplies/ Construction	-	-	-	-	0.00%	0.00%
Supplies/ Administration	5,303	6,000	5,809	6,000	0.00%	3.28%
Supplies/ Engineering	50	-	-	-	0.00%	0.00%
Supplies/ Maintenance	-	-	-	-	0.00%	0.00%
Invoicing	61,836	57,000	53,914	57,000	0.00%	5.72%
Temporary Labor	3,560	10,000	65,000	16,200	62.00%	-75.08%
Repairs & Maintenance/Trucks	-	-	-	-	0.00%	0.00%
Equipment Rental	-	-	-	-	0.00%	0.00%
Building & Grounds Maintenance	25,791	26,700	26,700	26,700	0.00%	0.00%
Electrical Power	58,329	62,118	77,490	104,612	68.41%	35.00%
Street Lights	60,816	70,000	75,581	100,000	42.86%	32.31%
Telephone	12,463	9,360	7,491	7,280	-22.22%	-2.81%
Postage	13	750	750	750	0.00%	0.00%
Freight	62	-	-	-	0.00%	0.00%
Liability Insurance	58,474	62,000	81,315	85,000	37.10%	4.53%
Legal Services	4,406	70,000	47,843	70,000	0.00%	46.31%
Accounting	4,114	13,000	20,000	15,000	15.38%	-25.00%
Engineering	-	510	322	510	0.00%	58.55%
Other Professional Services	26,156	70,800	6,000	72,000	1.69%	1100.00%
Bank Service Charges	25,853	28,000	17,992	20,000	-28.57%	11.16%
Transportation	-	-	-	-	0.00%	0.00%
Office Equip. Maintenance	1,883	5,180	2,960	3,700	-28.57%	25.00%
Computer Software Maintenance	4,176	7,200	5,600	7,200	0.00%	28.57%
Memberships & Subscriptions	20,910	22,320	19,350	22,140	-0.81%	14.42%
Bad Debts & Minimum Balance Writeoff	-	-	-	-	0.00%	0.00%
Conference & Continuing Ed	1,249	7,245	3,527	7,245	0.00%	105.44%
Certifications	915	1,645	1,936	1,645	0.00%	-15.03%
State/County & LAFCO Charges and Charges	18,572	19,200	16,800	19,200	0.00%	14.29%
Elections Expense	-	15,000	15,000	-	-100.00%	-100.00%
Human Resources	7,078	6,720	2,171	8,000	19.05%	268.49%
Miscellaneous	10,045	7,440	7,440	7,440	0.00%	0.00%

HUMBOLDT COMMUNITY SERVICES DISTRICT
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2023-2024
General Fund

	2021-22 Actual	2022-23 Budget	2022-23 Est Actual	2023-24 Budget req	% Change vs 2023 Budget	% Change vs 2023 Actual
Earthquake Response	-	-	40,000	-	0.00%	-100.00%
Director's Charges	11,600	16,000	12,000	16,000	0.00%	33.33%
General & Admin Expense Allocation	(362,838)	(524,188)	(537,408)	(573,622)	9.43%	6.74%
TOTAL OPERATING EXPENSES	60,816	70,000	75,581	100,000	42.86%	32.31%
LONG TERM DEBT PAYMENTS						
Less: Allocated to Water & Sewer Funds	-	-	-	-	0.00%	0.00%
TOTAL LONG TERM DEBT PAYMENTS	-	-	-	-		
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	688	340,000	446,156	-	-100.00%	-100.00%
Building, Yard & Paving Improvements	40,542	94,000	85,920	92,500	-1.60%	7.66%
Engineering & Studies	39,602	200,000	123,000	110,000	-45.00%	-10.57%
Less: Allocated to Water & Sewer Funds	(80,832)	(634,000)	(655,076)	(202,500)	-68.06%	-69.09%
TOTAL CAPITAL EXPENDITURES	-	-	-	-		
BUDGET SURPLUS (DEFICIT)	367,394	300,000	349,719	330,000	10.00%	-5.64%

HUMBOLDT COMMUNITY SERVICES DISTRICT
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2023-2024
 General Fund

	2021-22 Actual	2022-23 Budget	2022-23 Est Actual	2023-24 Budget req	% Change vs 2023 Budget
OPERATING REVENUE & EXPENSES					
TOTAL OPERATING REVENUE	-	-	-	-	0.00%
TOTAL OPERATING EXPENSES	(60,816)	(70,000)	(75,581)	(100,000)	42.86%
NET SURPLUS/(DEFICIT) FROM OPERATIONS	(60,816)	(70,000)	(75,581)	(100,000)	42.86%
NON-OPERATING REVENUE & EXPENSES					
TOTAL NON-OPERATING REVENUE	428,210	370,000	425,300	430,000	16.22%
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	367,394	300,000	349,719	330,000	10.00%
HCSD CAPITAL IMPROVEMENT EXPENDITURES	-	-	-	-	0.00%
BUDGET SURPLUS or (DEFICIT)	<u>367,394</u>	<u>300,000</u>	<u>349,719</u>	<u>330,000</u>	<u>10.00%</u>
Working Capital Reserve Summary					
BUDGET SURPLUS or (DEFICIT)	367,394	300,000	349,719	330,000	10.00%
Beginning Working Capital Reserves	955,755	1,323,149	1,323,149	1,672,868	26.43%
Working Capital Reserve Balance, End of Year	1,323,149	1,623,149	1,672,868	2,002,868	23.39%

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2023-2024
Capital Expenditures

	2021-22 Actual	2022-23 Budget	2022-23 Est Actual	2023-24 Budget req
VEHICLES, ROLLING STOCK & EQUIPMENT				
New Computers & Laptops Scheduled Replacements			5,000	-
Unit #9 Replacement - Van	338		36,156	-
Unit #13 Replacement (Unit 20)	350		-	-
Unit #4 2010 Ford F-450 w/crane		140,000	225,000	-
Unit 10 (Peterbilt Dump Truck)		200,000	180,000	-
Sewer Camera Van (Sewer)	-	-	-	450,000
Total Vehicles, Rolling Stock & Equipment	688	340,000	446,156	450,000
BUILDING, YARD & PAVING IMPROVEMENTS				
Office Building - (Siding, Windows, Front, Roof) (GF)	40,287	70,000	50,000	-
Office ADA (GF)		14,000	35,404	7,000
Office Building and Breakroom Roof (GF)		-	-	35,000
Yard Paving Repairs		-	-	35,000
Vehicle Storage Upgrades (GF)		10,000	516	15,500
Total Building, Yard & Paving Improvements	40,287	94,000	85,920	92,500
WATER SYSTEM IMPROVEMENTS (Water)				
New Connections	12,110	7,500	20,000	15,000
18th Street SMR		243,000	5,000	133,650
Park Street SMR	83,639			-
Park Street Paving			38,000	-
Truesdale WBS		25,000	-	30,250
Water Storage Tank Cleaning/Maintenance	9,280		-	-
Replace South Bay Well			2,000	-
Spruce Pt well pump	3,490	30,000	-	33,000
South Bay School Backflow		15,000	-	16,500
Donna Drive Hydro-Tank Replacement	8,300	55,000	100,000	60,500
Donna Drive .5MG Tank		40,000	32,000	51,000
Ridgewood Tank	616,305	54,200	12,000	50,000
Harris St Water Line	(269)		-	-
Pine Hill Water Line	1,400		5,500	-
Tower Lane SMR	1,484	162,000	100,000	-
Walnut Drive 1.0MG Tank Rehab	43,365		-	-
Christian Ln SMR	28,358	35,000	42,900	-
Christiansen Way SMR	-	-	104	-
Water Sampling Stations			11,000	-
AMR Program	177,537	141,000	25,000	155,100
Humboldt County ADA Access		5,000	100	5,500
South Bay Well		10,000	22,700	-
Ridgewood WBS			-	33,000
Hubbard Pump		35,000	10,000	36,300
Brier Lane 0.5MG Tank		660,000	42,000	726,000
18th & Quakler PSV	-	-	-	33,000
Stanford Court	-	-	-	29,700
Temple Circle	-	-	-	38,610
Crane Street	-	-	-	74,250
Walnut EQ Repair	-	-	3,000	500,000
Total Water System Improvements	984,998	1,517,700	471,304	2,021,360

SEWER SYSTEM IMPROVEMENTS (Sewer)

Sea Ave SLS/FM	40,739	20,000	7,000	22,000
Sequoia Lift Station	1,028	-	11,000	-
New Connections	4,894	5,000	4,000	5,500
Burns Drive			-	-
Hidden Meadows SLS	206		11,000	-
Hemlock	2,658	250,000	5,500	275,000
Dr. Office Lane		148,000	3,000	165,000
South Broadway SLS/FM			-	110,000
Perch SLS Panel Enclosure	1,639		-	-
Hartman Ln		65,000	6,000	71,500
Noe St		162,000	1,500	162,000
Blackberry SLS	41,581	40,000	40,000	-
Bailey SLS	34,544	100,000	-	-
Artino SLS		75,000	-	-
Elk River Estuary Prep	6,157	-	55,000	-
Allard Access Vault	-	-	-	11,000
Roth Court SLS	-	-	-	77,000
Mesa /Bell Terrace	-	-	-	44,000
Walnut EQ Repair	-	-	3,000	500,000
Total Sewer System Improvements	133,447	865,000	147,000	1,443,000

ENGINEERING, STUDIES & CAPITAL OUTLAY

District Design Standards (GF)	1,715	-	2,000	-
Annexations (GF)	255	-	-	-
Grant Writing (GF)	1,351	-	6,000	-
SCADA upgrades (GF)	19,771	100,000	15,000	110,000
Water Sewer Rate Study (GF)	16,765	100,000	100,000	-
So. Broadway FM Test & Design (Sewer)	863	-	110	-
Total Engineering & Studies	40,720	200,000	123,110	110,000

CITY OF EUREKA CIPS (Sewer)

CoE WWTP CIP	858,034	1,135,000	1,135,000	433,029
Total City of Eureka CIPs	858,034	1,135,000	1,135,000	433,029

HUMBOLDT COMMUNITY SERVICES DISTRICT
FY 2023/2024 MASTER FEE SCHEDULE

Customer Service Account Fees

	<u>Current Fee</u>	<u>Proposed Fee</u>
Activation, Deposits and Miscellaneous Charges		
Credit Card Convenience Fee	\$3.50	\$4.06
Establish Water & Sewer Accounts (Admin)	\$35.00	\$35.00
Initial Residential Deposits:		
Water & Sewer	\$200.00	\$200.00
Water Only	\$100.00	\$100.00
Sewer Only	\$100.00	\$100.00
Increase in Deposit due to non-payment per occurrence:	\$50.00	\$50.00
Maximum Deposit:	\$300.00	\$300.00
Multi-Family Units:		
Water & Sewer (1 st unit)	\$200.00	\$200.00
2 nd Unit	\$100.00	\$100.00
Each Additional Unit	\$50.00	\$50.00
Water Only (1 st Unit)	\$100.00	\$100.00
2 nd Unit	\$50.00	\$50.00
Each Additional Unit	\$25.00	\$25.00
Commercial Deposits	2.5 x Mo Base Rate	2.5 x Mo Base Rate
When considering collection of a security deposit, deposit requirements may be waived if customer meets any of the following District guidelines for creditworthiness:		
(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		
(c) Produce a positive rating report from a recognized credit reporting agency. (Ref. Code §7.06.030)		
(d) Participation in Automatic Payment Program		
Returned Checks	\$25.00	\$25.00
Reinstatement of Service after discontinuance for nonpayment	1 st time = \$40.00 \$65.00 + penalties thereafter	1 st time = \$40.00 \$65.00 + penalties thereafter
Tow Truck Call Fee	\$25.00 + actual tow costs	\$25.00 + actual tow costs
Broken Lock Fee	\$25.00	\$25.00
Tampering Fee (any unauthorized operation of meters, valves, etc.)	\$260.00	\$260.00
Meter Test Deposit – refunded if test fails	\$147.00	\$147.00
After-hours Service Call	\$84.00	\$84.00

HUMBOLDT COMMUNITY SERVICES DISTRICT
FY 2023/2024 MASTER FEE SCHEDULE

WATER – MONTHLY SERVICE RATES

Rates below are effective August 1, 2021 through July 31, 2023. The monthly fixed charge shall depend on the meter size. Volumetric rates are for units of 100 cubic-feet (HCF).

<u>Fixed Monthly Service Charges</u>		<u>Volumetric Consumption Charge</u>
5/8 inch meter	\$26.46	\$4.06 per HCF
3/4 inch meter	\$38.42	\$4.06 per HCF
1 inch meter	\$62.34	\$4.06 per HCF
1-1/2 inch meter	\$122.13	\$4.06 per HCF
2 inch meter	\$193.89	\$4.06 per HCF
3 inch meter	\$385.23	\$4.06 per HCF
4 inch meter	\$600.49	\$4.06 per HCF
6 inch meter	\$1,198.44	\$4.06 per HCF

Other Miscellaneous Water Fees:

	<u>Fee</u>
Temporary Construction Meter – Installation Monthly Rate	\$40.00 \$92.95 + \$4.06 per HCF
Private Fire Protection Services	\$3.00 times diameter (inches) of service line

Water Hauler Program:

	<u>Fee</u>
<600 gallons	\$20
>600 gallons	\$0.03/gallon

HUMBOLDT COMMUNITY SERVICES DISTRICT
FY 2023/2024 MASTER FEE SCHEDULE

SEWER - MONTHLY SERVICE RATES:

Rates below are effective August 1, 2020 through July 31, 2021. The rates and minimum sewer service charges billed monthly to customers within the service area of the District shall be as follows:

<i>Monthly Fixed Service Charge per Account</i>	<i>Plus Monthly Fixed Service Charge Per Living Unit (LU)/Equivalent Dwelling Unit (EDU)*</i>	<i>Plus Winter Average - Volumetric Charge per 100 cft.</i>
\$4.28	Single Family Residential (1-3 LU)	\$19.09
\$4.28	Multi-Family (4 or more LU)	\$15.27
\$4.28	Mobile Homes	\$16.61
\$4.28	Trailer Parks	\$16.61
\$4.28	Commercial – Light Strength (<370 mg/liter)	\$19.09
\$4.28	Commercial – Med. Strength (370-500 mg/liter)	\$19.09
\$4.28	Commercial – Heavy Strength (>500 mg/liter)	\$19.09

* Fixed monthly service charges for Residential accounts shall be based on the number of Living Units (LU) at the Service Address. Fixed Monthly Service Charges for Commercial accounts shall be based on Equivalent Dwelling units (EDU).

Sewer Pass Through Rate:

Approved “pass-through” rate to recover City of Eureka charges for wastewater treatment and Capital Improvement Projects (within HCSD responsibility) in excess of calculated sewer charges for current rates.	
Charged as a multiplier to the Volumetric Surcharge:	
Single Family/Multi Family/Mobile Homes/Trailer Parks	\$3.08
Commercial Light Strength	\$3.69
Commercial Medium Strength	\$4.87
Commercial Heavy Strength	\$6.16

Sewer – Other Miscellaneous Charges

	<i>Fee</i>
Special Sewer Discharge Permit:	\$250 plus an additional charge for actual gallons discharged to the public sewer system based on strength of discharged wastewater

Waste Water Hauler Program:

Wastewater shall meet the District's Specific Pollutant Limits prior to discharge. No wastewater from a septic tank, portable bathroom, or recreational vehicle is allowed to be discharged to the District's sewage collection system. Discharge shall not exceed 1000 gallons a day.	
<500 gallons	\$20.00
501-1000 gallons	\$30.00

HUMBOLDT COMMUNITY SERVICES DISTRICT
FY 2023/2024 MASTER FEE SCHEDULE

WATER SYSTEM CAPACITY AND CONSTRUCTION CHARGES

Water Capacity Charge (Buy-in).

The water capital capacity charge is \$3,045 per 5/8” meter equivalency. See table below for additional meter sizes.

Water capacity charge for all classes of customers shall be based upon the number of meters per lot as well as the size of meter connected to the system as detailed in the following table; Capacity charges are in addition to the actual cost of installing a service including main line tap, service line, meter, and box.

Figure 1: Water Capital Capacity Charges

Meter Size	Equivalency Factor		Max. Water Capacity Charge Per Meter
	Max. Continuous Flow (gpm) ⁽¹⁾	Equivalency to 5/8-inch Base Meter Size	
5/8 inch	25	1.00	\$3,045.00
3/4 inch	35	1.40	\$4,263.00
1 inch	55	2.20	\$6,699.00
1-1/2 inch	100	4.00	\$12,180.00
2 inch	160	6.40	\$19,488.00
3 inch	320	12.80	\$38,976.00
4 inch	500	20.00	\$60,900.00
6 inch	1,000	40.00	\$121,800.00

⁽¹⁾ Source: AWWA M1, Table B-2. Assumes displacement meters for 5/8” through 2”, Compound Class I for 3” through 6”

WATER METER PURCHASE AND INSTALLATION: In addition to the capital capacity charge, where the District installs a new water meter and service line, the meter charge and installation 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 upon payment of the corresponding meter charge, installation fee and appropriate capacity charge. Charges within and without the limits of the District boundaries are payable in advance for the installation of new services and meters when work is performed by District forces. Fees shall be as indicated in the table below. Costs do not include permanent pavement or sidewalk replacement.

	<u>Fees</u>
5/8” Meter Charge Installation	\$273.12 \$2,500.00
3/4” Meter Charge Installation	\$308.12 \$2,575.00
1” Meter Charge Installation	\$396.37 \$2,831.00
1 ½” and larger Meter Charge Installation	Special Quote Special Quote

HUMBOLDT COMMUNITY SERVICES DISTRICT
FY 2023/2024 MASTER FEE SCHEDULE

Split Water Service (New) (Does not include permanent pavement or sidewalk replacement)	2 ea 5/8" \$3,065.00 3+ Special Quote 2 ea 3/4" \$3,155.00 3+ Special Quote
Splitting an Existing Water Service	Actual cost. Not to exceed charges for a new service
Temporary Construction Meter	\$40.00
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:	
<i>Assessment Criteria</i>	<i>Fee</i>
Acreage – per acre all zones	\$300.00
Parcel –	
per parcel (zone A)	\$1,545.00
per parcel (zone B&C)	\$2,575.00
Capacity –	
Existing SFRE (zone A)	\$9,365.00
Existing SFRE (zone B)	\$8,526.00
Existing SFRE (zone C)	\$4,659.00
Existing 2 nd Unit (zone A)	\$4,683.00
Existing 2 nd Unit (zone B)	\$4,265.00
Existing 2 nd Unit (zone C)	\$2,330.00

SEWER CAPACITY AND CONSTRUCTION CHARGES

This charge 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.

Sewer Capital Capacity Charge (Buy-In)

The sewer capital capacity charge is \$2,958.00/Equivalent Dwelling Unit (EDU)

A. Residential: The fee is charged based on the number of EDUs.

- Single residential units equal one EDU without consideration of the number of fixture units.
- Up to 3 units per parcel: The charge is calculated on the total fixture unit count converted to EDU and pro-rated for the second and subsequent EDU's based on a percentage calculation as compared to one EDU. One EDU shall equal 24 fixture units.

B. Commercial The charge is calculated on the total fixture unit count converted to EDU and pro-rated for the second and subsequent EDU's based on a percentage calculation as compared to one EDU. One EDU shall equal 24 fixture units.

	<i>Fee</i>
Sewer Installation *if installed with water service, fee \$3,000	< 10 ft deep \$3,700.00* > 10 ft deep special quote
Sewer Capital Capacity Charge - Residential	\$2,958.00 per EDU
Sewer Capital Capacity Charge – Commercial/ Industrial	\$2,958.00 per EDU
Sewer Lateral Inspection Fee	\$150.00 refundable

HUMBOLDT COMMUNITY SERVICES DISTRICT
FY 2023/2024 MASTER FEE SCHEDULE

Water Conservation Fines & Penalties

	<i>Fee</i>
1 st Violation (infraction)	\$25.00
2 nd Violation (Infraction)	\$50.00
3 rd Violation & subsequent violations within a 6-month period (misdemeanor)	\$100.00

Labor & Equipment Rates (rates listed are hourly unless otherwise denoted)

	<u>Current Fee</u>	<u>Proposed Fee</u>
General Labor	\$54.00	<u>\$62.19</u>
Foreman	\$69.00	<u>\$92.59</u>
Inspector	\$74.00	<u>\$102.00</u>
Plan Checker	\$74.00	<u>\$81.04</u>
Engineering Technician	\$58.00	<u>\$81.04</u>
Clerk	\$52.00	<u>\$62.19</u>
Backhoe	\$58.40	<u>\$69.96</u>
Bobcat	\$58.40	<u>\$46.72</u>
Compressor	\$31.00	<u>\$28.53</u>
Concrete Saw	\$13.75	<u>\$20.14</u>
Light Tower	N/A	<u>\$5.76</u>
Dump Truck <5 yards	\$42.75	<u>\$73.34</u>
Dump Truck 5-7 yards	\$42.75	<u>\$83.47</u>
Dump Truck 10 yards	\$76.60	<u>\$93.59</u>
Excavator	\$91.70	<u>\$53.81</u>
Honda EU 2000 Generator	N/A	<u>\$5.00</u>
Choremaster Generator	\$11.70	<u>\$12.86</u>
MQ 45 Generator	N/A	<u>\$20.29</u>
MQ 70 Generator	N/A	<u>\$36.90</u>
MQ 125 Generator	N/A	<u>\$75.08</u>
MQ 300 Generator	N/A	<u>\$128.74</u>
Mole	\$25.00/Day	<u>\$50.00/Day</u>
Tapping Machine	\$40.00/Day	<u>\$50.00/Day</u>
Shoring Trailer/shoring	N/A	<u>\$670.80/Day</u>
Shielding/Trench Boxes - Each	N/A	<u>\$645.00/Day</u>
Sewer Bypass Pump	N/A	<u>\$1,000.00/Day</u>
Trailer	\$20.60	<u>\$27.95</u>
TV Van (sewer)	\$80.00	<u>\$274.00</u>
Utility Truck (small)	\$30.00	<u>\$37.61</u>
Utility Truck (medium)	N/A	<u>\$42.39</u>
Utility Truck (large)	\$35.00	<u>\$54.71</u>
Construction Utility truck	N/A	<u>\$105.34</u>
VacCon/Hydro Excavator	\$130.00	<u>\$254.00</u>
VacCon/Hydro Cleaner	\$130.00	<u>\$274.00</u>
Roller	N/A	<u>\$35.54</u>
Loader	N/A	<u>\$74.37</u>

HUMBOLDT COMMUNITY SERVICES DISTRICT
FY 2023/2024 MASTER FEE SCHEDULE

Administrative Fees

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

	<u>Current Fee</u>	<u>Proposed Fee</u>
Photocopies Black & White per side:		
8.5x11 page	\$0.10	\$0.10
11x17 page	\$0.20	\$0.20
24x36 page	\$3.00	\$3.00
Photocopies Color per side:		
8.5 x 11 page	\$0.50	\$0.50
11 x 17 page	\$1.00	\$1.00
24 x 36 page	\$15.00	\$15.00
Conversion of document to electronic image	\$2.00 plus \$0.10 per page	\$2.00 plus \$0.10 per page
Public records request deposit	Same as copies. Admin fees waived for <20 pages	Same as copies. Admin fees waived for <20 pages
Videos tapes, CDs, DVDs	\$3.00/each + actual cost of duplication	\$3.00/each + actual cost of duplication
Mailing	\$3.00 each + actual cost for duplication	\$3.00 each + actual cost for duplication
Agenda Annual Subscription (24 regular meetings)*	\$28.00	<u>\$72.00</u>
Agenda Single – Mailed*	\$1.25	<u>\$5.00</u>

* All public meeting agendas are available free of charge through the District's website or at the District's office.

RESOLUTION NO. 2023-07

**A RESOLUTION OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
ESTABLISHING A BUDGET AND MASTER FEE SCHEDULE FOR
FISCAL YEAR 2023-2024**

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 and Master Fee Schedule for Fiscal Year 2023-2024 which is attached hereto and by its reference made a part hereof.

PASSED, and ADOPTED this 27th day of June 2023, on the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Heidi Benzonelli, Board President

ATTEST:

Brenda K. Franklin, Board Secretary