



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

AGENDA

DATE: Tuesday, January 14, 2025

TIME: 5:00 p.m.

LOCATION: 5055 Walnut Drive, Eureka, CA

Teleconference locations: 5055 Walnut Drive, Eureka, CA
20 Via Ravello, Henderson, NV

The HCSD Boardroom is open to the public during the meeting's open session segment(s). This meeting will also be held by Zoom video/teleconference, per Government Code Section 54953(b). If a member of the public cannot attend in person and would like to speak on an agenda item, including Public Participation, please join through the Zoom website (<https://zoom.us>) by entering Meeting ID 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 January 14, 2025 Agenda
2. Approval of Minutes of the Regular Meeting of December 10, 2024

*Pgs. 1-2
Pgs. 3-8*

D. CORRESPONDENCE

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

Pgs. 9-13

E. REPORTS

1. General Manager

- a) District Update

Pgs. 15-18

2. Finance Department

- a) December 2024 Check Register
- b) November 2024 Budget Statement

*Pgs. 19-28
Pgs. 33-39*

3. Engineering

- a) Update

Pgs. 41-42

4. Planning

- a) Update

Pgs. 43

5. Legal Counsel

6. Director Reports

7. Other

F. PUBLIC PARTICIPATION

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

G. NEW BUSINESS

1. Consideration of Adopting Resolution 2025-01: Requesting Consolidation of District Funds held with the County of Humboldt Investment Pool Accounts and Resolution 2025-02: Requesting Disbursement of District Funds held with the County of Humboldt Investment Pool.
2. Consideration of Claim for Damages – 2168 Linda Road
3. Consideration of Letter Confirming HCSD's Contribution to CIP Costs of the City of Eureka's Waste Water Treatment Plant Eliminate Bypass Project

Pgs. 45-48

Pgs. 49-53

Pgs. 55-57

H. CLOSED SESSION

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

I. ADJOURNMENT

Next Res: 2025-03

Next Ord: 2025-01

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Robert Christensen at (707) 443-4558, ext. 210, or by email at asm@humboldtcsd.org. Notification 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102 – 35.104 ADA Title II).

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

BOD Agenda January 14, 2025

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

The Humboldt Community Services District Board of Directors met in Regular Session at 5:00 p.m. on Tuesday, December 10, 2024, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

A. CALL TO ORDER AND ROLL CALL

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

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of December 10, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of November 12, 2024

It was requested the Board rearrange Item G.1 and G.2 to allow representatives from the County to arrive. Director Ryan noted that on page 45 of the agenda packet her name was listed in the place of Director Matteoli's name incorrectly.

DIRECTOR RYAN MOVED, SECONDED BY DIRECTOR HANSEN TO ACCEPT AND APPROVE THE DECEMBER 10, 2024 CONSENT CALENDAR AND REORDER ITEM G.1 AND G.2 MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. CORRESPONDENCE

1. ACWA JPIA re: President's Special Recognition Award

The District received recognition for achieving a low ratio of paid claims to deposit premiums in the property program from July 1, 2020, to June 30, 2023.

E. REPORTS

1. General Manager
 - a) District Update

GM reported that on December 5th, the District experienced a 7.0 earthquake. There was a four-hour power outage in the southern part of the District. The

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District's infrastructure did not sustain any damage as a result of the earthquake. The board secretary will email board members information on required training.

2. Finance Department

a) November 2024 Check Register

FM reviewed the November 2024 Check Register and noted expenditures on the design and permitting of the Hoover Street Flood Protection Project and for grant writing assistance on the generator project. Other noted expenditures included the purchase of a new sewer pump for the Pine Hill area and components for the SCADA project.

b) October 2024 Budget Statement

FM noted that expenditures for accounting for the FY will be high due to the multiple audits to be completed. Better returns on funds have been realized after the District moved funds to the California CLASS JPA.

3. Engineering

a) Update

On November 19, a bomb cyclone occurred and at 4:00 p.m, there was a fallen tree at the Lentell Tank that struck a small water auxiliary line that connects to a sensor which measures the tank's water level. A water leak occurred and the fence at the site was damaged. No critical damage occurred on site and the water leak was immediately plugged. Repair work was completed the next day.

4. Planning

a) Update

USP reported that the District completed the annual water loss audit. The average range of water loss is between 16%-20% for water agencies. Leaks within the distribution system due to main line breaks and under registering of water usage due to aged meter stock are the largest contributors to water loss. The District's automated meter replacement (AMR) project will significantly reduce the District's water loss percentage.

5. Legal Counsel

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No report.

6. Director Reports

Director Benzonelli reported that the Redwood Regional Economic Development Commission visited the North Coast Grower's Association food hub in Arcata.

F. PUBLIC PARTICIPATION

Jerry Martien, a ratepayer in the Elk River community, congratulated Directors who were reelected to the Board and commented that he appreciated the information and increased transparency on the District's new website.

G. NEW BUSINESS

1. Consideration of County of Humboldt Application for Technical Assistance Funding from North Coast Regional Water Quality Control Board for Feasibility Study for Extension of HCSD Potable Water Service to the Lower Elk River Watershed

The GM provided a background on the Elk River's impairment due to logging activities in the Elk River's upper watershed. Residents who live close to the river have historically utilized the river for domestic water supply. Due to sedimentation residents can no longer rely on receiving their domestic water from the river. The County of Humboldt and the NCRWQCB are exploring options to provide reliable domestic water supply to residents in the Elk River Valley. One option the County of Humboldt and NCRWQCB would like to further study is extending HCSD service into the lower Elk River watershed.

Hank Seemann on behalf of the Humboldt County Public Works Department and Elizabeth Pope on behalf of the NCRWQCB were present. Seemann stated there has been significant effort to restore the beneficial uses of the Elk River watershed. The NCRWQCB has approached the county with an opportunity to apply for funding from the State Water Resources Board (SWRB) to do a feasibility study on extending HCSD service to portions of the Elk River valley for drinking water supply and fire service. Funding would be provided to the SWRB's technical assistance providers (pre-approved consultants) who would work with HCSD's staff to gather information on the District's system, costs and what would be needed for the District to expand service, to be included in a feasibility study. The study would inform future decision making on if extending service is economically feasible or desirable.

Public Comment –

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Jerry Martien, expressed concern that the proposal may be an end-run around the state's responsibility to restore the river and that the unwillingness to regulate timber harvests is the source of sedimentation in the river. Martien stated that the study should go forward but cautioned that issues related to the Elk River watershed and the relationship between residents and agencies is complicated.

Larry Ward, a resident of Elk River, commented that he would like better quality drinking water and improved fire protection. Ward stated that the restoration of the river needs to be separate from providing drinking water.

There was no further public comment.

The Board discussed pass efforts to expand services and not wanting to place additional burden on current ratepayers. Pope stated that the NCRWQCB lacks regulatory authority to lead the study, but has held multiple workshops and one-on-one meetings with community members to determine alternatives for providing drinking water to the community. Expanding HCSD's service is an option that received support from residents. The study would focus on 160 residences that are currently within the District's sphere of influence.

The Board continued to discuss concerns that residents may have including new easements and requirements to hook into the system. It was noted that it is important that the study include consideration of what community members in the affected area want and to avoid creating more harm than benefit.

IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN, TO SUPPORT THE COUNTY OF HUMBOLDT APPLICATION FOR TECHNICAL ASSISTANCE FUNDING FROM THE NORTH COAST REGIONAL WATER QUALITY CONTROL BOARD FOR A FEASIBILITY STUDY FOR EXTENSION OF HCSD POTABLE WATER SERVICE TO THE LOWER ELK RIVER WATERSHED

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

2. Oath of Office; Consideration of Appointing Officers and Representatives of the Board of Directors of the Humboldt Community Services District and Adopting Resolution No. 2024-10

There was no public comment.

The Board Secretary administered the Oath of Office to Directors Benzonelli, Hansen, and Matteoli.

IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, TO APPOINT DIRECTOR MATTEOLI AS BOARD PRESIDENT

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AND DIRECTOR HANSEN AS BOARD VICE PRESIDENT. MOTION CARRIED
UPON THE FOLLOWING ROLL CALL VOTE:

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

IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR
MATTEOLI, TO APPOINT DIRECTOR HANSEN AS EMPLOYEE RELATIONS
OFFICER. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

IT WAS MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR
HANSEN, TO APPOINT DIRECTOR GARDINER AND BENZONELLI TO THE
AUDIT COMMITTEE. MOTION CARRIED UPON THE FOLLOWING ROLL
CALL VOTE:

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

IT WAS MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR
MATTEOLI, TO APPOINT DIRECTOR RYAN AS THE REPRESENTATIVE AND
DIRECTOR BENZONELLI AS THE ALTERNATE REPRESENTATIVE TO THE
REDWOOD REGION ECONOMIC DEVELOPMENT COMMISSION BOARD.
MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

IT WAS MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR
HANSEN, TO APPOINT DIRECTOR RYAN AS DIRECTOR AND DIRECTOR
GARDINER AS ALTERNATE DIRECTOR TO THE ACWA JPIA BOARD.
MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR
MATTEOLI, TO APPOINT DIRECTOR RYAN TO THE HUMBOLDT BAY
MUNICIPAL WATER DISTRICT TASK FORCE. MOTION CARRIED UPON THE
FOLLOWING ROLL CALL VOTE:

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

IT WAS MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN,
TO APPROVE RESOLUTION NO. 2024-10: APPOINTING OFFICERS OF THE
BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES
DISTRICT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

H. CLOSED SESSION

AT 6:30 P.M. IT WAS MOVED BY DIRECTOR MATTEOLI, SECONDED BY
DIRECTOR RYAN TO MOVE INTO CLOSED SESSION. MOTION CARRIED
UPON THE FOLLOWING ROLL CALL VOTE:

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

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

The Board returned to open session at 7:22 p.m. wherein President Benzonelli
reported that the Board took no action.

I. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF DECEMBER 10, 2024 AT
7:23 P.M.

Submitted, Board Secretary

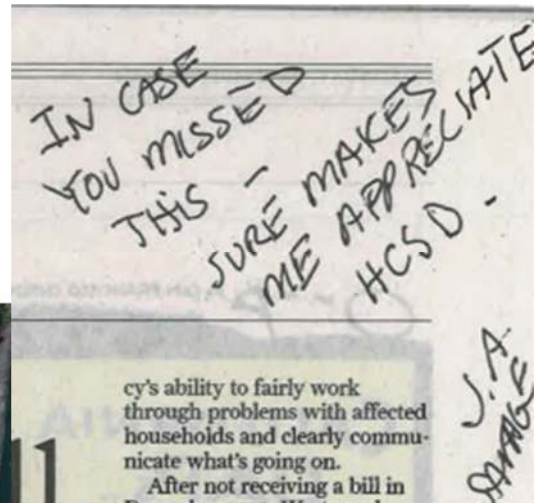
[Opinion//Emily Hoeven](#)

S.F. says this retiree owes nearly \$8,000 for water. His story raises serious questions

By [Emily Hoeven](#), Columnist Dec 23, 2024



Michael Lerner planted succulents in his yard to conserve water. The San Francisco Public Utilities Commission flagged him for using too little and too much water.
Lea Suzuki/The Chronicle



For many years, Michael Lerner's monthly water bill rarely surpassed \$60. A 73-year-old retired arts consultant and longtime San Francisco resident, Lerner took pains to conserve. He not only replaced all

the plants in his Bernal Heights backyard with drought-resistant succulents in 2021, he kept a bucket in the shower to collect excess water to care for them.

Then, in May 2023, things got weird.

That's when he received a letter from the San Francisco Public Utilities Commission stating that his water meter was registering "minimal consumption" and had been flagged for inspection.

Yes, he was economical in his water use. But his meter seemed to show he was barely using any at all.

In July 2023, Lerner received another letter stating that his meter "was not accurately registering your water consumption." Then came another missive in October 2023 that said Lerner's meter now showed *high* usage, "suggesting that there is a (sic) possible leaks or open fixtures."

Lerner was dumbfounded. Was he using too little water or too much? Was his meter even working?

He looked around for possible leaks and replaced a gasket in one of the toilets. But it was impossible for Lerner to gauge exactly how much water he was using or if he'd resolved the potential problem — because he wasn't getting billed.

Lerner was one of the 8,200 San Franciscans who [didn't receive a water bill for months or even years](#) due to a technical problem with transponders that communicate customers' water usage to the Public



Michael Lerner demonstrates how he uses a bucket to catch unused water to use on the plants in his yard.
Lea Suzuki/The Chronicle

Utilities Commission's billing system. [The commission didn't begin notifying customers about the glitch until September 2024](#), nearly a year after it became widespread. As of Dec. 18, about 4,200 still hadn't received their bills, according to commission spokesperson John Coté.

It wasn't until after Thanksgiving that Lerner finally got a water bill. And when he did, he couldn't believe his eyes.

The sum — which the commission said represented his water usage for the past

16 months — was more than Lerner had paid over the past decade, combined. And given that Social Security is his only income source, paying it would be a “huge financial strain,” he told me.

According to records I reviewed, his dues for July 2023 were nearly \$500 — for using more than 15,000 gallons of water. Lerner had used fewer than 2,000 gallons of water during the same month the year prior.

Lerner didn't believe the bill was accurate, but he set up a payment plan right away — something he said a customer service representative told him would protect him from having his water shut off.

In the meantime, he tried to figure out what was happening.

“What was the process by which these bills were calculated?” Lerner wrote in a letter on Dec. 2 to the commission's billing and audit unit. “It defies logic that my water consumption would increase so drastically.”

Things were about to get even more confusing.

Lerner requested a leak inspection. A department inspector came to his house on Dec. 13, but couldn't locate a leak, even though he felt water moving through the pipes. The inspector recommended Lerner pay for a plumber to pinpoint the source of the problem.

On Tuesday, Lerner received another email from the commission warning him about high water usage and a potential leak.

Lerner's head was spinning.

“It certainly seems fraudulent to send a letter saying you're not using enough water and then saying you're using outrageous amounts of water,” he told me. It “makes you suspect about what methodology is determining this.”

Lerner's saga could certainly be an outlier. But similar stories I've heard from other customers raise the possibility that the commission may be confronting larger technical and systemic issues than have previously been reported. (In a sign of these broader challenges, on Friday, the San Francisco Budget and

Legislative Analyst [released an audit](#) that found the commission's public works contract procurement process is "not consistent with industry best practices.")

The customers' cases also raise questions about the agency's ability to fairly work through problems with affected households and clearly communicate what's going on.

After not receiving a bill in December 2023, Westwood Park residents Herbert Jeong and husband Pierre Smit received an estimated bill in January 2024 that showed an enormous increase in water consumption compared to the prior two months, even though Jeong and Smit said they hadn't used more water than usual.

That same month, they received a letter stating that their meter showed they were using more water than what the transmitter was sharing with the billing system. In other words, the commission apparently thought Jeong and Smit were being *underbilled*.

Confused, Jeong and Smit appealed. An inspector searched for leaks and couldn't find any, and a technician verified their meter was working properly. Their request for leak-based relief was denied.

Frustrated, Jeong and Smit paid the huge bill.

"We were just kind of figuring, maybe at some point they'll get their act together and figure it all out," Jeong told me. "But in the meantime, we don't want our water to be cut off, so we'll just pay whatever they say."

On Tuesday, one day after I asked the Public Utilities Commission about Jeong and Smit's case, a technician showed up and replaced their transponder, which the commission confirmed had stopped working in August 2023. The technician told them the device had been registering *more* water usage than their meter.

In other words, Jeong and Smit had paid more than they owed.

On Thursday, Jeong told me a customer service representative said they would receive a bill credit for about \$630 and their latest bill would be revised down to zero.

Smit described the situation as a "mess." Jeong added that he was concerned about the "integrity" of the water department.

Other customers flagged similar concerns with me but did not want to come on the record for this column.

I asked Coté, the Public Utilities Commission spokesperson, about Lerner and Jeong and Smit's cases.



Michael Lerner pours a bucket of water from his bathtub onto his ferns.

Lea Suzuki/The Chronicle

Coté said that Lerner's case is "not representative of most customers whose bills were delayed" because Lerner had not only a transponder issue but also "a broken meter" and "an apparent leak."

Coté said Lerner was first alerted in May 2023 about potential issues with his meter. A technician inspected it on July 10, 2023, found it was "faulty and not registering use" and replaced it. The technician also observed signs of a possible leak, which the commission notified Lerner about in a July 12 letter, advising him to "check at once for plumbing leaks or waste." Lerner, who was out of town for the entire month of July, said he did not receive that letter and was thus only made aware of the potential leak when the commission sent a follow-up in October 2023.

Coté also said that when the inspector visited Lerner's property on Dec. 13, he couldn't specifically locate the leak because "the house

shut-off valve was galvanized, preventing a blind leak test." He noted that while the commission provides free leak evaluations, its inspectors don't have access to underground or unexposed pipes, and "customers are ultimately responsible for finding and fixing leaks on their property."

Regarding Lerner's bill, Coté said that affected customers are eligible for payment plans of up to 36 months. He also noted that customers with unpaid balances caused by delayed bills are exempt from shutoffs and liens for at least a year from the date they received their updated bill. (Lerner, however, said the customer service representative offered him a maximum payment plan of 18 months and didn't rule out the possibility of shutoffs.)

Coté also emphasized that if a leak is ultimately confirmed on Lerner's property and he repairs it, he can apply for a bill reduction. Although such a reduction would typically only cover two billing cycles, if delayed bills are also involved, the reduction "may be approved for the entirety of the unbilled period," Coté said.

Nevertheless, it can take three to four months to complete the appeal process and receive a bill adjustment. In the meantime, Lerner will need to continue blowing through his Social Security checks to make his \$430 monthly payments.

As for Jeong and Smit, Coté said their transponder "reached the end of its life cycle" in August 2023. Their water consumption was estimated until the transponder was replaced Tuesday, and a subsequent review warranted "a bill correction."

Coté said that estimated billing is standard industry practice when meter readings are unavailable or aren't working. He did not respond to my question about the discrepancy between Jeong and Smit's account being overestimated and the commission's own January letter suggesting it was being underestimated.

The commission does not have precise figures on how many customers are receiving estimated bills as opposed to bills based on actual usage, and it does not have a timeline for when all transponders will be replaced or all bills reconciled.

"Our commitment and focus are on resolving these matters quickly," Coté said. "But we're not going to set artificial deadlines."

Dennis Herrera, general manager of the Public Utilities Commission, told me that he's reassigned staff to manually read meters and beefed up the customer service department.

"I am very confident in the plan we have in place to fix the transponders and to get people the accurate bills in as timely a timeframe as possible."

When I asked him if he was confident the rest of the system was functioning as it should — the meters, the billing, the customer service department — he replied, "I am very comfortable and confident that we (have) what we need in all those areas to address our customers' concerns."

Lerner, however, has lost all confidence in the department. He recently filed a complaint with San Francisco's Civil Grand Jury, asking it to investigate the water department's efficiency and effectiveness.

"The last thing on my agenda is to fight City Hall," Lerner told me. "But somehow this has fallen on my lap because of the Kafkaesque absurdity of all of this."

He still doesn't know whether he has a leak or if his bill is accurate.

And government officials wonder why trust in our institutions is decaying.

Reach Emily Hoeven: emily.hoeven@sfchronicle.com; X: [@emily_hoeven](https://twitter.com/emily_hoeven)

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Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: January 10, 2025

SUBJECT: General Manager Report for January 14, 2025 Board Meeting

Intentional Organizational Culture

I joined the Humboldt Community Services District in August of 2020. I met a group of passionate, hardworking and dedicated water professionals. They were mission focused, bringing reliable drinking water and wastewater services to the community. These people are very good at building, repairing and maintaining the electrical and mechanical systems that we rely on every day to provide those services. Since the beginning of my tenure, I have noticed that the culture at HCSD needed direction and could benefit from positivity and I have worked to implement that. Every organization has a unique culture and if the leadership isn't intentionally cultivating positivity, the culture is left up to the whim of the individuals of the organization. Being an engineer and water systems operator, this isn't necessarily one of my core competencies. I recognize it as my role and duty here to build intentionally positive organizational culture that honors hard work and facilitates learning and collaboration.

This year I set a professional goal to foster diplomacy in service to the community. Board members have also requested that I prioritize the District providing the very best customer service possible. Diplomacy and Customer Service are foundational to organizational culture and in 2025 intentional positive culture will be a priority at HCSD.

Coincidentally, California Special District's Association magazine recently published an article: "Leading a Values Based Organizational Culture" which I have reproduced in this Board packet for your convenience. The author interviewed Sean Barclay of Tahoe City Public Utility District (TCPUD) who has been working on intentional organizational culture at TCPUD since 2014 and has developed substantial momentum and success on that front. I reached out to Sean and we have been emailing about TCPUD's program; we will be meeting next week to discuss a roadmap to implementation.

On November 20, the Board Secretary, Rob Christensen and I met with local customer service and organizational culture expert, Julie Fulkerson, to discuss customer service and

organizational culture at HCSD. She has agreed to provide an internal training to staff on those topics in 2025.

In late November, during our weekly staff safety meetings, I began introducing intentional culture concepts to the District's staff. We have been engaging in various exercises that are intended to foster communication, collaboration and mutual support during those meetings. This includes sharing something positive about HCSD or a co-worker with the group, writing down (anonymously) one thing that you like about the District and one thing that you think could be improved, and seeking out a co-worker that you don't normally interact with and complimenting their work.

At this week's meeting the Rock Star Rock (Figure 1) was introduced. This is a token of appreciation that is given to an exceptional employee for the week. The giver hands the Rock Star Rock to an employee of their choosing and describes some positive attributes of that employee in front of the group. The recipient is then on the hook to give the Rock Star Rock the following week.



The first HCSD Rock Star recipient is Susan Chase of our Customer Service Staff. Susan discreetly created the Rock Star Rock for the District, and has stepped up in many ways. She has been with the District for a year and has already learned every single process in the front office. She shows up to work every day with a positive attitude and actively looks for ways to help co-workers. She had taken an active role in creating positive culture among her co-workers and the community by submitting her wonderful photos of the area to public Humboldt County social media pages, representing the District in pumpkin decorating competitions with other organizations and encouraging her co-workers to participate in impromptu spirit events like wearing 49ers gear when they were in the Superbowl last year or trying to outdo each other's Halloween costumes while keeping things professional at work. Thank you, Susan!

I believe that the District's culture can be improved and that HCSD can be one of the most desirable places to work in Humboldt County.

Figure 1: HCSD Rock Star Rock. No further explanation needed.



Leading a Values-Based Organizational Culture

This article is based on a presentation at the 2024 General Manager Leadership Summit by Sean Barclay, General Manager, Tahoe City Public Utility District

By Kristin Withrow, CSDA Communications Specialist

Culture is the values, beliefs, and behaviors practiced in an organization.

A values-based culture helps define your organization's identity and purpose, guides your decision-making and behavior, fosters engagement and motivation, enhances teamwork and attracts and retains top talent.

As a leader striving for a high-performance team, as a baseline it is imperative to build an organizational environment where people have an emotional connection to what they do every day. Values-based cultures help people find meaning and fulfillment in their work.

The Tahoe City Public Utility District (TCPUD), which provides water, wastewater collection and parks and recreation services to its community, embarked on an effort in 2014 to define and implement a culture for the district based on a set of core values. While truly implementing this culture throughout the organization took several years, General Manager Sean Barclay says the effort has been instrumental in creating a motivated, collaborative work

environment across the entire district team. The district and its customers now enjoy experienced, long-tenured, highly engaged year-round staff that are passionate about working together to serve the community. In addition, the strong culture has improved seasonal worker return rates, a critical business need for the provision of parks and recreation services.

"The best recruiting technique we have are happy employees who talk about the satisfaction they feel with their work and their organization," Barclay said in his presentation.

Ultimately, culture is what separates your organization from any another organization. Each organization has a different and unique culture. It's important to understand that even if the culture hasn't been formally identified or cultivated, it still exists. As a leader, if you aren't identifying it and talking about it (and making sure everyone is talking about it the same way), you are leaving it up to individuals to describe it however they want.

In any workforce, people come from diverse backgrounds and experiences that guide their interpretations and

responses to situations. "There is no such thing in an organization as common sense," said Barclay. "As leaders, we must define the organizational values and desired behaviors to instill common expectations across the group."

High performance teams have defined values that support peak performance. When an organization defines its values, it is important they are documented and include specific, observable behaviors expected of every member of the team. The values and behaviors are reinforced through consistent discussion and storytelling and through participation in established traditions such as recurring events or recognition programs that bring people together.

Everyone within the organization should be included in culture-building and reinforcement. While it is important to gain support from the top through the Board of Directors' adoption and the General Manager's commitment to continual cultural reinforcement, the culture should be supported and protected through every layer of the organization.

Everyone is responsible for it; everyone is measured by it, participates in it and benefits from it.

Walk the Talk: Define and Live the Core Values.

At TCPUD, their defined core values are formalized in writing, but most importantly they are built into the organization's day-to-day operations. Their values and culture are defined around broad principles:

To be infused throughout the organization, core values must be those an organization is willing to hire and fire on. Values are discussed and used extensively throughout the hiring process to determine cultural fit and are part of all annual employee reviews. If someone on the team is not demonstrating the behaviors that form the foundation of the culture of the TCPUD, even if they are great at the functional tasks of their job, they are likely negatively impacting the whole team. In short, they aren't fitting into your organization if they don't participate in and support the culture.

Core values must come with defined behaviors that apply to the entire staff, and those behaviors must be observable and require no formal training. At TCPUD, there are a wide variety of positions, employee

backgrounds and educational backgrounds. TCPUD felt strongly that to be a unifying force, the observable behaviors had to apply to all TCPUD employees, no matter the job or level in the district. For example, one behavior of their "Service" core value is that employees must take ownership and follow through on all issues to a resolution. This requires no formal training; regardless of who ultimately fulfills the task to resolution, the first person who takes the request is responsible to ensure the item finds a resolution. That sort of follow-through creates an impact on the end customer, because they are assured their need will be addressed.

For core values to be embraced across the organization, they must be part of every employee's annual appraisal and weighted equally to functional competencies. TCPUD recognized that one of the most important ways to ensure that core values and behaviors would become engrained in the culture was to ensure that everyone, no matter their position in the organization, would be responsible

for demonstrating them. By including the core values and their associated behaviors in the annual review process and by weighing them equally with the functional competencies of their jobs, TCPUD clearly communicates that demonstrating these

shared values is equally as important as being good at the tasks required for your job.

When looking at how to get started with defining your organizational culture, Barclay recommends that leadership start with an examination of the current culture and values and an identification of the culture "leaders" within the organization. "Thinking about the behaviors that you see demonstrated by your best team members and how your organization might be better if everyone exhibited those same behaviors is a great way to start thinking about how to document and describe your organization's core values," he explained.

Tahoe City Public Utility District was regionally named Best Place to Work in 2023 by the North Tahoe Community Alliance. Their mission, vision and core values are available on their website at tcpud.org/about.

Coming to work in a culture with strong positive values is more fun and makes people happy. Happy people are more productive and take pride in where they work, and in the work itself.

Accounts Payable

Checks by Date - Detail by Check Date

User: FM
Printed: 1/6/2025 4:56 PM

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

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57660	UB*02217	MAVIS/ABRIL GREENE/ORTIZ	12/10/2024	
		Refund Check		123.66
		Refund Check		20.18
		Refund Check		106.00
		Refund Check		117.73
		Refund Check		55.73
Total for Check Number 57660:				423.30
57661	UB*02218	MIGUEL MONARREZ	12/10/2024	
		Refund Check		19.83
		Refund Check		30.80
		Refund Check		7.18
		Refund Check		39.61
		Refund Check		29.33
Total for Check Number 57661:				126.75
57662	A413 9155904702	Airgas USA LLC Repair Oxygen Regulator	12/10/2024	
				165.46
Total for Check Number 57662:				165.46
57663	A610 3170743256 3170743256	Amerigas - Arcata Propane Fuel Lentell Tank Generator Lentell PropneTank Purchase/ Installed	12/10/2024	
				1,278.86
				4,933.50
Total for Check Number 57663:				6,212.36
57664	A790	Automation Direct	12/10/2024	
	17209078	Electrical circuit breakers,terminals,door switche		71.11
	17209078	Electrical circuit breakers,terminals,door switche		71.11
	17209078	Electrical circuit breakers,terminals,door switche		71.11
	17209078	Electrical circuit breakers,terminals,door switche		71.11
	17209078	Electrical circuit breakers,terminals,door switche		71.11
	17209078	Electrical circuit breakers,terminals,door switche		71.11
	17209078	Electrical circuit breakers,terminals,door switche		71.11
	17209078	Electrical circuit breakers,terminals,door switche		71.12
	17209078	Electrical circuit breakers,terminals,door switche		71.12
	17209078	Electrical circuit breakers,terminals,door switche		71.12
	17209078	Electrical circuit breakers,terminals,door switche		71.12
	17209078	Electrical circuit breakers,terminals,door switche		71.11
	17209078	Electrical circuit breakers,terminals,door switche		71.11
	17209078	Electrical circuit breakers,terminals,door switche		71.12
	17209078	Electrical circuit breakers,terminals,door switche		71.12
	17209078	Electrical circuit breakers,terminals,door switche		71.12
	17209078	Electrical circuit breakers,terminals,door switche		71.12
	17209078	Electrical circuit breakers,terminals,door switche		71.12

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 57664:				1,351.19
57665	C410	City of Eureka: SW	12/10/2024	
	112024	Humboldt Hill 21%		35,380.80
	112024	General 79%		133,099.20
Total for Check Number 57665:				168,480.00
57666	C530	Franchise Tax Board	12/10/2024	
		PR Batch 00001.12.2024 Garnishment for FTB	PR Batch 00001.12.2024 Garn	244.01
Total for Check Number 57666:				244.01
57667	D730	Dept of Water Resources	12/10/2024	
	2501D50049	Principal Davis-Grunsky		5,689.26
	2501D50049	Interest Davis-Grunsky		144.79
	2501D50049DI	Deferred Interest DavisGrunsky		139.11
Total for Check Number 57667:				5,973.16
57668	E485	Cooney Parris and Rieke Corp	12/10/2024	
	171562/3	Wire Clothes 20gal/Bolt Eye/ Wire Rope Clip		54.35
	171571/3	Turnbkl SS EE		9.26
	171626/3	Elbow PVC 90D		3.22
	171650/3	CM Wet Filter Washable		25.85
	171703/3	Rake Bow Fiber 16T		32.31
	171852/3	Tube Strap Galvinzied Various		4.27
	172051/3	Pry Bar Kit 3 PC/ Hardware Screws Various		35.88
	172481/3	Couple 2" SxS SCH40		9.02
	172535/3	Cement PVC/ Cleaner All Purpose/ Thread Seal		24.72
	172669/3	Window & Door Sealant		32.30
	172720/3	Tap & BRBT		10.33
	172749/3	Needle Valve/Nipple/Pipe Tee		25.40
	172804/3	Sheet Alum		12.92
	20241127	Discount Earned November		-0.19
	20241127	Discount Earned November		-0.59
	20241127	Discount Earned November		-9.30
	20241127	Discount Earned November		-2.92
Total for Check Number 57668:				266.83
57669	E510	Eureka Chrysler Dodge Jeep Ram	12/10/2024	
	580847	Unit # 9 Repair.		635.47
Total for Check Number 57669:				635.47
57670	E890	Express Employment Professionals	12/10/2024	
	31660972	Temperary Personnel - Maintenance PPE 12/1/24		555.20
	31660972	Temperary Personnel - AMR PPE 12/1/24		832.80
Total for Check Number 57670:				1,388.00
57671	H010	Keenan Supply	12/10/2024	
	20241127	Discounts Earned November		-60.99
	S013909272.004	FIPXMIP Brass U Branch Lead Free		202.59
	S013909272.005	FIPXMIP Brass U Branch Lead Free		359.92
	S014080555.001	SS1 7.46x16 SS 1 Section Repair Clamp		426.92
	S014085403.001	BLK CI Thrd Companion FLG Import		44.84
	S014085797.001	Shear Ring CPLG Various/ GxGxG SDR35 WYI		1,192.21
	S014098588.001	DWV LTTY Combo/Test Plug/PVC Cap/Flex Rc		139.99
	S014105033.001	Brass Plug/SCH 40 PVC CPLG/ Brass Angle Me		368.35

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 57679:				991.62
57680	M450	Mission Linen	12/10/2024	
	522666721	Uniforms/Mats		238.43
	522712960	Uniforms/Mats		401.89
	522756609	Uniforms/Mats		234.46
	522800699	Uniforms/Mats		401.89
	522846343	Uniforms/Mats		233.57
Total for Check Number 57680:				1,510.24
57681	M780	Municipal Maintenance Equipmen	12/10/2024	
	029445	Vacuum Breaker Assembly for Unit 18		4,872.28
	029857	Parts for unit #18		577.23
Total for Check Number 57681:				5,449.51
57682	P006	PACE Supply Corp.	12/10/2024	
	2810029081	Replace Damaged 6-Inch Compound Water Metc		126.28
Total for Check Number 57682:				126.28
57683	P190	Pacific Paper Co	12/10/2024	
	224911	HP 81A Laser Toner Cartridge		247.99
Total for Check Number 57683:				247.99
57684	P430	Pierson Building Center	12/10/2024	
	20241127	Discount Earned November		-6.67
	226018	Stretch Film 20inx1000ft		52.43
	226115	60lb Premix Concrete for London and Burns Ma		17.46
	227416	Funnel Set/Multi-Mix Containerr		8.28
	228262	Duster/Cord Wrap/ Rope/Anchor Fix/Brass Brus		110.05
	228601	Roundup Concentrate/16in Terra Weeder		109.23
	229415	Gel Kneepads/Contractor Bags		51.33
Total for Check Number 57684:				342.11
57685	P557	Rexel USA Inc.	12/10/2024	
	5Q90087	HRC P250005 MLE TPE		136.84
	5R25814	Conduit 1.25" Galv Steel		189.83
	5R42500	Conduit 1.5" Galv Steel		208.11
	5R79068	SCADA Antenna Poles		624.32
Total for Check Number 57685:				1,159.10
57686	R250	Recology Humboldt County	12/10/2024	
	33198102	Garbage Service - November		612.65
Total for Check Number 57686:				612.65
57687	T285	Thomas R. Bess	12/10/2024	
	5543	London & Burns Asphalt Repair.		1,221.50
	5548	London & Burns Asphalt Repair.		1,219.47
Total for Check Number 57687:				2,440.97
57688	T913	Triangle Pump & Equipment	12/10/2024	
	14896	Level Probe for Sewage Lift Station Liberty Bell		1,079.81
	14896	Level Probe for Sewage Lift Station Pine Hill		1,459.81
	14896	Level Probe for Sewage Lift Station Artino		2,159.62

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57689:	4.00
57690	V700 INV 24-853353	Valley Pacific Petroleum Services Inc Fuel	12/10/2024	3,417.55
			Total for Check Number 57690:	3,417.55
57691	W208 1068	Watt's Cleaning Services Office Cleaning November	12/10/2024	950.00
			Total for Check Number 57691:	950.00
			Total for 12/10/2024:	452,125.42
57692	A072 12532	Accurate Drug Testing Services DOT Physical / NA	12/19/2024	100.00
			Total for Check Number 57692:	100.00
57693	A160	ACWA-JPIA	12/19/2024	
	0704706	aMedical Plan - Employees Period 01/01-31/202		52,431.83
	0704706	bDental Plan - Employees Period 01/01-31/2025		1,374.56
	0704706	cVision Plan - Employees Period 01/01-31/2025		343.86
	0704706	dLife/AD&D Plan - Employees Period 01/01-31/		360.97
	0704706	eMedical Plan - Board Members Period 01/01-31/		11,640.87
	0704706	fDental Plan - Board Members Period 01/01-31/		342.64
	0704706	gVision Plan - Board Members Period 01/01-31/		62.52
	0704706	hLife/AD&D Plan -Board Members Period 01/0		27.47
	0704706	iMedical Plan -Retired Members Period 01/01-3		29,638.31
	0704706	jDental Plan - Retired Members Period 01/01-31		1,406.48
	0704706	kVision Plan - Retired Members Period 01/01-3		390.75
	0704706	ICOBRA - Medical Period 01/01-31/2025		3,113.97
	0704706	mCOBRA - Dental Period 01/01-31/2025		98.92
	0704706	nCOBRA - Vision Period 01/01-31/2025		31.26
	0704706	EAP Plan - Employees Period 01/01-31/2025		54.56
	0704706	EAP Plan -Board Members Period 01/01-31/202		12.40
			Total for Check Number 57693:	101,331.37
57694	c036	Corporate Payment Systems	12/19/2024	
	223168432515662	MW/Harbor Freight: Coil Nailer for Office Sidir		141.04
	240113443190000	MM/DRI Crash Plan		29.97
	240113443250000	WP/ Ultra Bright: Unit #6 Strobe Light Repair		219.98
	240249431300198	Unit #6 and #15 Driver seats		507.72
	240294318001729	Certificate board supplies		209.47
	242316843321638	WP/Harbor Freight: Mechanic Tools		238.67
	243099431414513	MM/Microsoft		30.00
	244309943201224	MM/Microsoft		100.00
	244309943201522	MM/Microsoft		30.00
	246921643401017	MM/Amazon: Scanner for HR		301.69
	247333443260290	Repair Generator,Phone cases, Unit #4 tools		262.47
			Total for Check Number 57694:	2,071.01
57695	C430 11302024	City of Eureka: WA Water Purchased - November 2024	12/19/2024	60,968.00
			Total for Check Number 57695:	60,968.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57696	E330 543884/7	Englund Marine and Industrial Supply Rain Gear Replacement for Mark.	12/19/2024	152.10
Total for Check Number 57696:				152.10
57697	E558 425451 425669 426952 427955 428017 428420 428453	NAPA Auto Parts of Eureka 2.5 Blue Def Cleaner Multipurpose Wiper Blades Sta-Bil Concentrate PX Electric Part Clea Tree Black Ice/Wipes/Vinyl Cleaner/Interior DTI Steering Wheel Cover/ Leather Steering Wheel C	12/19/2024	61.14 76.45 27.29 19.65 52.42 71.29 78.08
Total for Check Number 57697:				386.32
57698	E890 31687957 31687957	Express Employment Professionals Temporary Personnel - AMR PPE 12/08/24 Temporary Personnel - Maintenance PPE 12/08/	12/19/2024	1,249.20 138.80
Total for Check Number 57698:				1,388.00
57699	G150 INV000045187	Gaynor Telesystems Inc. Initial Payment for New Phone System	12/19/2024	1,281.76
Total for Check Number 57699:				1,281.76
57700	H690 522569 523686	Humboldt Fasteners and Tools Tool Repair Estimate. Tools for Construction Dept.	12/19/2024	20.00 189.88
Total for Check Number 57700:				209.88
57701	H810 1000011651 1000011651 1000011651 1000011651 1000011651 10716	Humboldt Waste Management Auth Solid Waste - Self Haul Greenwaste - Self Haul Greenwaste - Self Haul Greenwaste - Self Haul Greenwaste - Self Haul Tack Oil Sprayer Diesel Clean Out	12/19/2024	13.47 13.33 21.33 45.33 103.98 75.00
Total for Check Number 57701:				272.44
57702	I525 276031	Infosend UB/Process and Mail/Bills - November	12/19/2024	5,015.09
Total for Check Number 57702:				5,015.09
57703	M560 6079	The Mitchell Law Firm LLP Legal Services - November 2024	12/19/2024	1,520.00
Total for Check Number 57703:				1,520.00
57704	S910 WD-0278731 WD-0278824	SWRCB SWRCB Annual Permit Fee SWRCB Annual Permit Fee	12/19/2024	3,945.00 881.00
Total for Check Number 57704:				4,826.00
57705	U410	United Way of Humboldt PR Batch 00003.12.2024 UNITED WAY PR Batch 00003.12.2024 UNITED WAY	12/19/2024 PR Batch 00003.12.2024 UNI PR Batch 00003.12.2024 UNI	1.65 1.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		PR Batch 00003.12.2024 UNITED WAY	PR Batch 00003.12.2024 UNI	0.60
			Total for Check Number 57705:	4.00
57706	U730	USA Bluebook	12/19/2024	
	INV00543055	Valves and Parts for Truesdale PumpReplacemer		4,772.53
	INV00544312	SS Cable Ties 11 inches		120.26
	INV005444287	Hoover SLS Rehab 12" Valves and Parts		4,757.81
	INV00545084	Hoover SLS Rehab Pipe Fittings		344.78
	INV00548650	Hoover SLS Rehab 12" Valves and Parts		883.34
	INV00559580	Hoover SLS Rehab 12" Valves and Parts		262.57
			Total for Check Number 57706:	11,141.29
57707	W700	Whitchurch Engineering Inc.	12/19/2024	
	HCD-246272	Walnut Drive EY Repair		1,538.75
			Total for Check Number 57707:	1,538.75
57708	W730	Wienhoff Drug Testing Inc	12/19/2024	
	126885	Excessive Collection Fee/ CA JM		10.00
			Total for Check Number 57708:	10.00
			Total for 12/19/2024:	192,216.01
57709	B360	BT Metals	12/31/2024	
	43187	Metal for Fields Landing PRV Vault.		307.35
			Total for Check Number 57709:	307.35
57710	C180	Canon Solutions America Inc.	12/31/2024	
	6010104822	Office/Color Copies WXD03492-2940		136.34
	6010104822	Use Tax Fee/Office Copier		7.29
	6010104822	Office/Black Copies WXD03492-2940		51.83
			Total for Check Number 57710:	195.46
57711	C450	City of Eureka: Water Test	12/31/2024	
	INV06958	Microbiological Testing - November 2024		425.00
			Total for Check Number 57711:	425.00
57712	e890	Express Employment Professionals	12/31/2024	
	31727552	Temp Personnel AMR PPE 12/11/24		832.80
	31727552	Temp Personnel Maint PPE 12/11/24		277.60
			Total for Check Number 57712:	1,110.40
57713	F050	Fastenal Industrial	12/31/2024	
	CAEUR135288	Maple Ln SS Upgrade		1,299.02
	CAEUR135288	Foxwood SLS SS Upgrade		1,299.03
	CAEUR135288	Spruce SLS SS Upgrade		1,299.02
			Total for Check Number 57713:	3,897.07
57714	K400	Kernen Construction	12/31/2024	
	30950	Hot Asphalt Sea Ave SLS.		518.71
			Total for Check Number 57714:	518.71

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57715	P010	Pacific Gas and Electric-GN	12/31/2024	
	01022025	cFW/MR Water System		866.56
	01022025	dGeneral Sewer System		6,927.93
	01022025	aWA Pump & District/Cummings		6,693.27
	01022025	bHH Water System		11,544.85
	01022025	eKS/HH Sewer SYstem		2,589.67
	01022025	fOffice/Yard		6,640.68
	01022025	gSpark Energy Gas/LP Gas Chgs		613.58
Total for Check Number 57715:				35,876.54
57716	P130	Pacific Gas and Electric-St	12/31/2024	
	01092025	Street Lights: December 2024		2,776.59
Total for Check Number 57716:				2,776.59
57717	R425	Redwood Marine	12/31/2024	
	384088	Propane for Tack Oil Sprayer.		34.29
Total for Check Number 57717:				34.29
57718	s750	Standard Insurance Company	12/31/2024	
	01012025	Short&Long Term Disability Billing Period 1/01		1,665.02
Total for Check Number 57718:				1,665.02
57719	S850	Optimum	12/31/2024	
	01162025	Internet 12/24/24-1/23/25		457.51
Total for Check Number 57719:				457.51
57720	X800	Xylem Inc.	12/31/2024	
	3556D53530	Foxwood Pump Impellar Replacement		4,296.47
	3556D53661	Fields Landing Pump Replacements		71,407.88
Total for Check Number 57720:				75,704.35
Total for 12/31/2024:				122,968.29
Report Total (61 checks):				767,309.72

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

November 2024

	Budgeted 2024-25	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	6,115,000	464,769	2,589,588	2,547,917	41,672	1.6	
Sewer Service Charges	8,315,000	681,360	3,350,526	3,464,583	(114,057)	(3.3)	
Water & Sewer Construction Fees	66,000	6,828	18,018	27,500	(9,482)	(34.5)	1
Account Fees	75,000	8,149	51,434	31,250	20,184	64.6	
Inspection Fees	700	-	464	292	172	59.1	1
Reimbursable Maintenance Fees	1,600	-	25	667	(642)	(96.3)	1
Miscellaneous	2,000	84	482	833	(352)	(42.2)	1
TOTAL OPERATING REVENUE	14,575,300	1,161,191	6,010,510	6,073,042	(62,532)	(1.0)	
NON-OPERATING REVENUE							
Capital Connection Fees	285,000	18,370	65,484	118,750	(53,266)	(44.9)	1
Interest/General	80,000	-	144,882	33,333	111,548	334.6	2
Discounts Earned	1,750	77	584	729	(146)	(20.0)	1
Sales: Fixed Assets/Scrap Metal	2,000	-	(1,510)	833	(2,343)	(281.2)	1
Bad Debt Recovery	3,000	300	350	1,250	(900)	(72.0)	1
Property Taxes & Assessments	450,000	-	-	187,500	(187,500)	(100.0)	1
TOTAL NON-OPERATING REVENUE	821,750	18,747	209,789	342,396	(132,607)	(38.7)	1
TOTAL DISTRICT REVENUE	15,397,050	1,179,937	6,220,299	6,415,438	(195,138)	(3.0)	
OPERATING EXPENSES							
Wages Direct	1,950,000	144,723	741,301	812,500	71,199	8.8	
Benefits: PERS	550,000	17,445	413,535	229,167	(184,368)	(80.5)	3
Group Ins	1,265,000	88,549	459,630	527,083	67,453	12.8	
Workers Comp Ins	31,000	7,208	7,208	12,917	5,709	44.2	
FICA/Medicare	141,000	11,116	57,407	58,750	1,343	2.3	
Misc Benefits	640	40	(560)	267	827	310.0	
Total Wages and Benefits	3,937,640	269,080	1,678,521	1,640,683	(37,838)	(2.3)	
Less: wages & ben charged to Capital Proj.	(300,000)	(20,209)	(140,014)	(125,000)	15,014	(12.0)	
Total Operating Wages and benefits	3,637,640	248,871	1,538,507	1,515,683	(22,824)		
Water Purchase HBMWD	1,175,000	95,432	478,397	489,583	11,187	2.3	
Water Purchase Eureka	850,000	60,968	308,315	354,167	45,852	12.9	
Sewage Treatment Operations & Maint.	1,900,000	168,480	842,400	791,667	(50,733)	(6.4)	
Water/Sewer Analysis	10,000	-	2,641	4,167	1,526	36.6	
Supplies/ Construction	160,000	11,390	54,881	66,667	11,786	17.7	
Supplies/ Office-Administration	15,000	882	6,036	6,250	214	3.4	
Supplies/ Engineering	1,500	-	574	625	51	8.1	
Supplies/ Maintenance	110,000	5,120	33,915	45,833	11,919	26.0	
Invoicing	60,000	5,588	28,499	25,000	(3,499)	(14.0)	4
Temporary Labor	44,500	7,547	34,019	18,542	(15,477)	(83.5)	5
Repairs & Maintenance/Trucks	63,000	9,495	26,793	26,250	(543)	(2.1)	
Equipment Rental	2,000	-	-	833	833	100.0	
Building & Grounds Maintenance	30,000	2,304	18,201	12,500	(5,701)	(45.6)	6
Electrical Power	500,000	30,000	179,641	208,333	28,692	13.8	
Street Lights	105,000	2,565	28,246	43,750	15,504	35.4	
Telephone	16,000	1,848	8,115	6,667	(1,448)	(21.7)	7
Postage	850	-	2,501	354	(2,146)	(606.0)	8
Freight	1,000	-	362	417	55	13.1	
Chemicals	12,000	992	5,263	5,000	(263)	(5.3)	
Liability Insurance	100,500	88,251	135,476	41,875	(93,601)	(223.5)	9
Legal	70,000	1,790	4,555	29,167	24,612	84.4	
Accounting	15,000	-	18,604	6,250	(12,354)	(197.7)	10
Engineering	1,000	-	939	417	(523)	(125.5)	17

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

November 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Other Professional Services	93,000	-	7,188	38,750	31,562	81.4	
Bank Service Charges	15,000	2,320	8,528	6,250	(2,278)	(36.5)	11
Transportation	75,000	3,059	27,473	31,250	3,777	12.1	
Office Equip. Maintenance	4,300	-	2,663	1,792	(872)	(48.7)	12
Computer Software Maintenance	39,500	190	30,326	16,458	(13,867)	(84.3)	13
Memberships & Subscriptions	31,000	-	23,658	12,917	(10,741)	(83.2)	14
Bad Debts & Minimum Balance Writeoff	32,000	-	(4)	13,333	13,338	100.0	
Conference & Continuing Ed	28,000	-	1,365	11,667	10,302	88.3	
Certifications	5,500	-	2,916	2,292	(624)	(27.2)	15
State/County & LAFCO Fees and Charges	57,500	4,826	4,826	23,958	19,132	79.9	
Hydraulic Water Model Maintenance	2,000	-	-	833	833	100.0	
Elections Expense	20,000	-	-	8,333	8,333	100.0	
Human Resources	25,500	767	3,624	10,625	7,001	65.9	
Miscellaneous	10,000	(28)	26	4,167	4,141	99.4	
Director's Fees	16,000	750	5,250	6,667	1,417	21.3	
TOTAL OPERATING EXPENSES	9,334,290	753,406	3,874,719	3,889,288	14,569	0.4	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	-	-	-	-	-	-	
2012 CIP & Refi.	177,600	-	88,800	74,000	(14,800)	(20.0)	16
Davis-Grunsky Loan	6,050	-	-	2,521	2,521	100.0	16
VacCon Truck Loan	117,441	-	117,441	48,934	(68,507)	(140.0)	16
2014 Wastewater Revenue Bonds	486,575	-	125,788	202,740	76,952	38.0	16
TOTAL LONG TERM DEBT PAYMENTS	787,666	-	332,028	328,194	(3,834)	(1.2)	
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	129,500	920	32,241	53,958	21,718	40.2	
Building, Yard & Paving Improvements	395,000	623	39,842	164,583	124,742	75.8	
Capital Improvements Water	2,105,700	33,998	372,319	877,375	505,056	57.6	
Capital Improvements Sewer	2,096,500	180,041	532,968	873,542	340,574	39.0	
TOTAL CAPITAL EXPENDITURES	4,726,700	215,583	977,369	1,969,458	992,089	50.4	
OTHER							
City of Eureka Projects:							
Treatment Plant	698,000	-	-	290,833	290,833	100.0	
TOTAL City of Eureka Projects	698,000	-	-	290,833	290,833	100.0	
Interfund Transfers In	-	-	-				
Interfund Transfers Out	-	-	-				
BUDGET SURPLUS (DEFICIT)	(149,606)	210,949	1,036,183	(62,336)	1,098,518	1,762.3	

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

November 2024

	Budgeted 2024-25	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	14,575,300	1,161,191	6,010,510	6,073,042	(62,532)	(1.0)
TOTAL OPERATING EXPENSES	(9,334,290)	(753,406)	(3,874,719)	(3,889,288)	14,569	0.4
NET SURPLUS/(DEFICIT) FROM OPERATIONS	5,241,010	407,784	2,135,791	2,183,754	(47,963)	(2.2)
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	821,750	18,747	209,789	342,396	(132,607)	(38.7)
TOTAL LONG TERM DEBT SERVICE	(787,666)	-	(332,028)	(328,194)	(3,834)	(1.2)
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	5,275,094	426,531	2,013,552	2,197,956	(176,735)	(8.0)
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(4,726,700)	(215,583)	(977,369)	(1,969,458)	992,089	50.4
CITY of EUREKA PROJECT REIMBURSEMENT	(698,000)	-	-	(290,833)	290,833	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(149,606)</u>	<u>210,949</u>	<u>1,036,183</u>	<u>(62,336)</u>	<u>1,098,518</u>	<u>1,762.3</u>

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

November 2024

	Budgeted 2024-25	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	6,115,000	464,769	2,589,588	2,547,917	41,672	1.6
Water Construction Fees	45,000	3,258	9,589	18,750	(9,161)	(48.9)
Account Fees	40,000	4,645	29,318	16,667	12,651	75.9
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	1,400	-	14	583	(569)	(97.6)
Miscellaneous	1,000	48	144	417	(273)	(65.5)
TOTAL OPERATING REVENUE	6,202,400	472,720	2,628,653	2,584,333	44,319	1.7
NON-OPERATING REVENUE						
Water Capital Connection Fees	190,000	8,396	25,188	79,167	(53,979)	(68.2)
Interest/General	40,000	-	72,441	16,667	55,774	334.6
Discounts Earned	1,000	44	333	417	(84)	(20.2)
Sales:Fixed Assets/Scrap Metal	1,000	-	(861)	417	(1,277)	(306.6)
Bad Debt Recovery	2,000	171	199	833	(634)	(76.1)
FW/MR Assessment	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	234,000	8,611	97,300	97,500	(200)	(0.2)
TOTAL DISTRICT REVENUE	6,436,400	481,331	2,725,953	2,681,833	44,120	1.6
OPERATING EXPENSES						
Wages Direct	905,000	79,913	372,159	377,083	4,924	1.3
Wages & Benefits: Allocated	742,820	36,855	351,992	309,508	(42,484)	(13.7)
Benefits: PERS	130,000	10,678	47,413	54,167	6,753	12.5
Group Ins	360,000	30,033	149,208	150,000	792	0.5
Workers Comp Ins	17,000	3,432	3,432	7,083	3,651	51.5
FICA/Medicare	65,000	6,107	28,438	27,083	(1,355)	(5.0)
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,219,820	167,019	952,644	924,925	(27,719)	(3.0)
Less: wages & ben charged to Capital Proj.	(185,000)	(17,205)	(72,330)	(77,083)	(4,753)	6.2
Total Operating Wages and benefits	2,034,820	149,814	880,314	847,842	(32,472)	(3.8)
Water Purchase HBMWD	1,175,000	95,432	478,397	489,583	11,187	2.3
Water Purchase Eureka	850,000	60,968	308,315	354,167	45,852	12.9
Water Analysis	10,000	-	2,641	4,167	1,526	36.6
Supplies/ Construction	120,000	9,014	39,276	50,000	10,724	21.4
Supplies/Office-Administration	4,500	331	2,413	1,875	(538)	(28.7)
Supplies/ Engineering	500	-	327	208	(119)	(57.1)
Supplies/ Maintenance	52,500	4,205	18,572	21,875	3,303	15.1
Temporary Labor	22,250	4,302	19,391	9,271	(10,120)	(109.2)
Repairs & Maintenance/Trucks	35,000	5,412	13,275	14,583	1,308	9.0
Equipment Rental	1,000	-	-	417	417	100.0
Building & Grounds Maintenance	4,500	357	3,256	1,875	(1,381)	(73.6)
Electrical Power	280,000	18,279	115,733	116,667	934	0.8
Telephone	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Freight	500	-	48	208	161	77.1
Chemicals	12,000	992	5,263	5,000	(263)	(5.3)
Liability Insurance	-	-	2,211	-	(2,211)	-
Legal Services	-	-	123	-	(123)	-
Engineering	-	-	535	-	(535)	-
Other Professional Services	25,000	-	-	10,417	10,417	100.0
Transportation	43,000	1,744	15,660	17,917	2,257	12.6
Office Equip. Maintenance	600	-	89	250	161	64.5
Computer Software Maintenance	21,000	-	16,084	8,750	(7,334)	(83.8)
Memberships & Subscriptions	1,500	-	1,746	625	(1,121)	(179.3)
Bad Debts & Minimum Balance Writeoff	10,000	-	(2)	4,167	4,169	100.1
Conference & Continuing Ed	10,000	-	821	4,167	3,346	80.3
Certifications	2,500	-	946	1,042	96	9.2
State/County & LAFCO Fees and Charges	30,000	4,826	4,826	12,500	7,674	61.4

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

November 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Hydraulic Water Model Maintenance	2,000	-	-	833	833	100.0
Human Resources	2,500	396	694	1,042	348	33.4
Miscellaneous	1,000	-	43	417	374	89.7
General & Admin Expense Allocation	295,300	54,489	146,237	123,042	(23,195)	(18.9)
TOTAL OPERATING EXPENSES	5,046,970	410,560	2,077,231	2,102,904	25,673	1.2
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	-	-	-	-	-	-
2012 CIP & Refi.	-	-	-	-	-	-
Davis-Grunsky Loan	6,050	-	-	2,521	2,521	100.0
TOTAL LONG TERM DEBT PAYMENTS	6,050	-	-	2,521	2,521	100.0
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	2,105,700	30,510	387,356	877,375	490,019	55.9
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	2,105,700	30,510	387,356	877,375	490,019	55.9
INTERFUND TRANSFERS IN	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(722,320)	40,261	261,366	(300,967)	562,333	186.8

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

November 2024

	Budgeted 2024-25	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	8,315,000	681,360	3,350,526	3,464,583	(114,057)	(3.3)
Sewer Construction Fees	21,000	3,570	8,429	8,750	(321)	(3.7)
Account Fees	35,000	3,504	22,117	14,583	7,533	51.7
Inspection Fees	700	-	464	292	172	59.1
Reimbursable Maintenance Fees	200	-	11	83	(73)	(87.1)
Miscellaneous	1,000	36	108	417	(308)	(74.0)
TOTAL OPERATING REVENUE	8,372,900	688,471	3,381,628	3,488,708	(107,081)	(3.1)
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	95,000	9,974	40,296	39,583	713	1.8
Interest/General	40,000	-	72,441	16,667	55,774	334.6
Discounts Earned	750	33	251	313	(62)	(19.7)
Sales: Fixed Assets/Scrap Metal	1,000	-	(649)	417	(1,066)	(255.8)
Bad Debt Recovery	1,000	129	150	417	(266)	(63.9)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	137,750	10,136	112,489	57,396	55,093	96.0
TOTAL DISTRICT REVENUE	8,510,650	698,607	3,494,117	3,546,104	(51,988)	(1.5)
OPERATING EXPENSES						
Wages Direct	565,000	37,551	218,447	235,417	16,970	7.2
Wages & Benefits: Allocated	742,820	36,855	351,992	309,508	(42,484)	(13.7)
Benefits: PERS	70,000	4,706	26,528	29,167	2,638	9.0
Group Ins	240,000	15,341	88,915	100,000	11,085	11.1
Workers Comp Ins	9,000	2,320	2,320	3,750	1,430	38.1
FICA/Medicare	41,000	2,869	16,689	17,083	394	2.3
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,667,820	99,642	704,892	694,925	(9,967)	(1.4)
Less: wages & ben charged to Capital Proj.	(65,000)	(585)	(46,699)	(27,083)	19,615	(72.4)
Total Operating Wages and benefits	1,602,820	99,057	658,193	667,842	9,648	1.4
Sewage Treatment: Operating & Maint.	1,900,000	168,480	842,400	791,667	(50,733)	(6.4)
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,000	2,376	15,605	16,667	1,061	6.4
Supplies/ Office-Administration	4,500	249	1,820	1,875	55	2.9
Supplies/ Engineering	500	-	247	208	(39)	(18.5)
Supplies/ Maintenance	52,500	915	15,342	21,875	6,533	29.9
Temporary Labor	22,250	3,245	14,628	9,271	(5,357)	(57.8)
Repairs & Maintenance/Trucks	28,000	4,083	13,518	11,667	(1,852)	(15.9)
Equipment Rental	1,000	-	-	417	417	100.0
Building & Grounds Maintenance	2,500	269	2,456	1,042	(1,414)	(135.8)
Electrical Power	110,000	5,503	29,837	45,833	15,996	34.9
Telephone	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Freight	250	-	314	104	(210)	(201.7)
Liability Insurance	-	-	1,668	-	(1,668)	-
Legal	-	-	93	-	(93)	-
Engineering	-	-	404	-	(404)	-
Other Professional Services	28,000	-	-	11,667	11,667	100.0
Transportation	32,000	1,315	11,813	13,333	1,520	11.4
Office Equip. Maintenance	200	-	67	83	16	19.6

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

November 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Computer Software Maintenance	15,000	-	12,133	6,250	(5,883)	(94.1)
Memberships & Subscriptions	1,500	-	1,317	625	(692)	(110.7)
Bad Debts & Minimum Balance Writeoff	22,000	-	-	9,167	9,167	100.0
Conference & Continuing Ed	10,000	-	544	4,167	3,623	86.9
Certifications	2,500	-	50	1,042	992	95.2
State/County & LAFCO Fees and Charges	7,500	-	-	3,125	3,125	100.0
Human Resources	2,500	299	523	1,042	518	49.8
Miscellaneous	1,500	-	30	625	595	95.1
General & Admin Expense Allocation	295,300	54,489	146,237	123,042	(23,195)	(18.9)
TOTAL OPERATING EXPENSES	4,182,320	340,281	1,769,242	1,742,633	(26,608)	(1.5)
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	486,575	-	125,788	202,740	76,952	38.0
2012 CIP & Refi.	177,600	-	-	74,000	74,000	100.0
VacCon Truck Loan	117,441	-	117,441	48,934	(68,507)	(140.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	781,616	-	243,228	325,673	82,445	25.3
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	17,500	-	15,145	7,292	(7,853)	(107.7)
Building, Yard& Paving Improvements	5,000	-	-	2,083	2,083	100.0
Capital Improvements Sewer	2,096,500	180,041	532,968	873,542	340,574	39.0
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	2,119,000	180,041	548,112	882,917	334,804	37.9
OTHER						
City of Eureka Projects:						
Treatment Plant	698,000	-	-	290,833	290,833	100.0
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	698,000	-	-	290,833	290,833	100.0
BUDGET SURPLUS (DEFICIT)	729,714	178,284	933,534	304,048	629,486	(207.0)

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

November 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	-	-
Miscellaneous	-	-	230	-	230	-
TOTAL OPERATING REVENUE	-	-	230	-	230	-
NON-OPERATING REVENUE						
Property Taxes	450,000	-	-	187,500	(187,500)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	450,000	-	-	187,500	(187,500)	(100.0)
TOTAL DISTRICT REVENUE	450,000	-	230	187,500	(187,270)	(99.9)
OPERATING EXPENSES						
Wages Direct	480,000	27,259	150,695	200,000	49,305	24.7
Benefits: PERS	350,000	2,060	339,593	145,833	(193,760)	(132.9)
State Unemploy Ins	-	-	-	-	-	-
Group Ins	665,000	43,174	221,507	277,083	55,577	20.1
Workers Comp Ins	5,000	1,455	1,455	2,083	628	30.1
FICA/Medicare	35,000	2,140	12,280	14,583	2,304	15.8
Misc Benefits	640	40	(560)	267	827	310.0
Total Wages and Benefits	1,535,640	76,129	724,970	639,850	(85,120)	(13.3)
Less: wages & ben charged to Capital Proj.	(50,000)	(2,419)	(20,985)	(20,833)	152	(0.7)
Less: Allocated to Water and Sewer Funds	(1,485,640)	(73,710)	(703,985)	(619,017)	84,968	(13.7)
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	302	1,803	2,500	697	27.9
Supplies/ Engineering	500	-	-	208	208	100.0
Supplies/ Maintenance	5,000	-	-	2,083	2,083	100.0
Invoicing	60,000	5,588	28,499	25,000	(3,499)	(14.0)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	-	-	-	-	-	-
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	23,000	1,678	12,489	9,583	(2,906)	(30.3)
Electrical Power	110,000	6,218	34,071	45,833	11,762	25.7
Street Lights	105,000	2,565	28,246	43,750	15,504	35.4
Telephone	16,000	1,848	8,115	6,667	(1,448)	(21.7)
Postage	850	-	2,501	354	(2,146)	(606.0)
Freight	250	-	-	104	104	100.0
Liability Insurance	100,500	88,251	131,597	41,875	(89,722)	(214.3)
Legal Services	70,000	1,790	4,339	29,167	24,828	85.1
Accounting	15,000	-	18,604	6,250	(12,354)	(197.7)
Engineering	1,000	-	-	417	417	100.0
Other Professional Services	40,000	-	7,188	16,667	9,478	56.9
Bank Service Charges	15,000	2,320	8,528	6,250	(2,278)	(36.5)
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	3,500	-	2,508	1,458	(1,049)	(72.0)
Computer Software Maintenance	3,500	190	2,109	1,458	(650)	(44.6)
Memberships & Subscriptions	28,000	-	20,595	11,667	(8,928)	(76.5)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	8,000	-	-	3,333	3,333	100.0

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

November 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Certifications	500	-	1,920	208	(1,712)	(821.6)
State/County & LAFCO Fees and Charges	20,000	-	-	8,333	8,333	100.0
Elections Expense	20,000	-	-	8,333	8,333	100.0
Human Resources	20,500	72	2,407	8,542	6,135	71.8
Miscellaneous	7,500	(28)	(49)	3,125	3,174	101.6
Director's Fees	16,000	750	5,250	6,667	1,417	21.3
General & Admin Expense Allocation	(590,600)	(108,978)	(292,473)	(246,083)	46,390	(18.9)
TOTAL OPERATING EXPENSES	105,000	2,565	28,246	43,750	15,504	35.4
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	88,800	-	(88,800)	-
New Financing	-	-	-	-	-	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	-	-	88,800	-	(88,800)	-
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	112,000	4,408	2,060	46,667	44,607	95.6
Building, Yard & Paving Improvements	390,000	623	39,842	162,500	122,658	75.5
Engineering & Studies	-	-	-	-	-	-
District Design Standards	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	502,000	5,031	41,901	209,167	167,265	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	(157,000)	(7,596)	(158,718)	(65,417)	(93,301)	142.6

Humboldt Community Services District

Notes

November 2024

Note 1 - Non Operating and Miscellaneous Revenue

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

Note 2 - Interest Income

Increase in Interest Income due to improved performance with funds held in CA CLASS JPA investment pool.

Note 3 - Benefits - PERS

CalPERS UAL Payment submitted as lump sum instead of as monthly payments. Submitting annual PERS UAL payment as lump sum instead of in monthly installements provides the District with \$10,882.04 in cost savings.

Note 4 - Invoicing

Overage due to increase in postage rates for Invoicing, which became effective in July 2024 and was not captured in Budgeted amount. Overage is not expected to have significant impact.

Note 5 - Temporary Labor

Increased use of temporary labor during summer months when District has increased need for labor. District staff opening has also resulted in additional use of temp labor. Temp Labor costs are expected to decline in future months. Overage in temporary labor is offset by reduction in direct wage expenses.

Note 6 - Buildings and Grounds Maintenance

In addition to normal expected expenditures, purchase of new ladders for Shop was made for \$2,181 in August. Additional expenses over budget in September due to disposal of dry pit debris and increase in Garbage service costs. Total Building and grounds maintenance expenditures for the year are projected to be approximately \$10,000 over budgeted amount. Overage is not projected to have significant impact on District finances.

Note 7 - Telephone

Annual Support Plan for phone system paid in October. Normal Phone expenses for year expected to be in line with budgeted amount. The District is in the process of installing a new phone system, which will result in Phone expenses for the year being approximately \$5,000 over budgeted amount. Overage is not anticipated to have significant impact on District finances.

Note 8 - Postage

District purchased \$2,500 postage refill for District Postage meter. Such refills are infrequent, last occurring in FY 2023 and was not captured in budgeted amount. Overage compared to budget is not expected to have significant impact.

Note 9 - Liability Insurance

Multiple factors have resulted in an increase in the District's Liability and Property Insurance expenses. The Primary factor is a General increase in rates enacted by ACWA/JPIA affecting all entities covered by ACWA/JPIA resulting in a 15% increase in base rates. Additionally, prior year's premiums were lowered by the use of a "rate stabilization fund" which helped to smooth year-to-year premium changes, however this rate stabilization fund has been exhausted and is now discontinued. Lastly, increases in the District's property from new purchases, capital improvements, and Payroll also contributed to cost increase.

Note 10 - Accounting

Additional expenses due to finalizing prior year's audits. Cost for year are expected to be above budgeted amount, however overage is not predicted to have significant impact on District finances.

Note 11 - Bank Service Charges

Large balance previously in Bank account resulted in negation of service charges. New balance since transfer of funds to CA CLASS has resulted in Bank service charges no longer being negated, resulting in additional \$550/month in bank service charges. Charges are more than offset by additional gains in interest earned. Implementation of new online payment system has also resulted in additional charges of \$250/month, but has also resulted in significantly improved system for customer online account access.

Note 12 - Office Equipment Maintenance

Cost over budget due to conversion old District server into Backup Domain controller to ensure District computer system robustness

Note 13 - Computer Software Maintenance

Maintenance/Licensing fees for computer software is paid in one annual charge in July. Total expense for year is expected to be in line with annual budgeted amount.

Note 14 - Memberships and Subscriptions

ACWA Annual membership dues paid in September. Total costs for year are projected to be within budgeted amount.

Note 15 - Certifications

Cost in July due to CPR training for all District staff. Total cost for Fiscal Year is expected to be within budgeted amount.

Note 16 - Debt Service

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

Humboldt Community Services District

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ENGINEERING MEMORANDUM

To: Board of Directors
From: Kush Rawal, Assistant Engineer
Date: January 10, 2025
Subject: Assistant Engineer Progress Report for January 14, 2025 Board Meeting

Sanitary Sewer Overflow

On Saturday, December 29, 2024, at 2:15 A.M. District staff received a high float alarm at the Hoover Lift Station during a prolonged high intensity rain event. District forces monitored the situation at the Hoover Street Lift Station until 5:00 A.M. when the flow began to overwhelm the pump system at the station. At that time, additional staff was called in to assist with the work necessary to mitigate a Sanitary Sewer Overflow (SSO). Two Vac-Trucks were immediately dispatched to the station to recover overflowing wastewater while additional staff were sent to inspect nearby areas for other possible appearance points of the SSO as a result of this high flow event. It was discovered that wastewater was escaping from a manhole near 2820 North Street and another manhole near 3833 Park Street.

In summary, across all appearance points of the SSO, a total of 21,750 gallons escaped the District's sewer system with 18,450 gallons being recovered and 3,300 gallons of wastewater that was not recoverable and was therefore released into the environment. All three appearance points of the SSO are a direct result of the pumps at the Hoover Street Lift Station being overwhelmed by the high flow event.

After the cleanup effort, the District immediately took preventative action on December 31, 2024 installing a new pump at the Hoover Lift Station that allows the station to pump an additional 500 gallons per minute. This pump replacement is part of a planned CIP project for the Hoover Street Lift Station. On January 3, 2025, the District experienced a rainfall event that was similar duration and intensity to the event that took place on December 29, 2024. The Hoover Street Lift Station was carefully monitored and it was observed that the station was able to handle the high flow event without being overwhelmed.

As part of the of FY 24/25 CIP, the District will continue upgrading the Hoover Lift station this spring by replacing additional pumps and upgrading the capacity of the station by eliminating bottlenecks in the system. These efforts will greatly reduce the likelihood of an SSO occurring during a high flow event in the future.

The District is also engaged in an ongoing grant funded project to construct a containment barrier around the Hoover Street Lift Station that is often affectionately

referred to as the Hoover Dam. The Hoover Dam Project is currently in the design and permitting phase. The project will protect the Hoover Street Lift Station from sea level rise and also protect the surrounding wetlands, sloughs and the bay from SSOs by providing containment volume for as much as 300,000 gallons of wastewater. Construction of the Hoover Dam Project is anticipated for summer of 2027.

Finally, District staff continually inspects the District's collection system using CCTV and other technologies to identify priority projects that keep the wastewater flowing to the treatment plant. One such inspection technique is smoke testing. Smoke testing allows personnel to identify locations where storm water can infiltrate the sewer system. Considering that a majority of the flow that caused this SSO came from Inflow and Infiltration (I&I), District staff is prioritizing smoke testing in the Myrtle town area to identify priority projects to mitigate I&I and further reduce the likelihood of SSOs at the Hoover Street Lift Station.

Humboldt Community Services District

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MEMORANDUM

TO: Board of Directors

FROM: Brian McNeill, Utility Services Planner

DATE: January 10, 2025

SUBJECT: Utility Services Planner Report for January 14, 2025 Board Meeting

The California Department of Water Resources requires urban retail water suppliers to submit an annual report called the Urban Water Use Objective (UWUO) by January 1st of each year; the report covers the previous fiscal year. The UWUO is an estimate of aggregate efficient water use for the previous year based on adopted water use efficiency standards and local service area characteristics for that year. Staff has completed and submitted this report. For the 2023/24 fiscal year, HCSD's usage was over 200 million gallons less than the Urban Water Use Objective for our community.

Staff continues to update and review District plans. The plans being updated include the Urban Water Management Plan, the Backflow Cross Connection Control Plan and the Sanitary Sewer Management Plan. Maintaining and updating these plans are critical to the long-term infrastructure planning for the District as well as for procurement of grant funding.

District staff continues to plan for and provide required trainings. As required by OSHA, the annual respirator fit testing is scheduled for those District employees who wear respirators. This annual testing is critical in ensuring the respirator fits properly and provides the expected level of protection for staff.

The meter replacement program continues being implemented, with 105 new automated meters deployed in December, 2024. Along with the meter replacement program, staff continues to inspect customer service lines for the Lead and Copper service line inventory.

As always, weekly bacteriological water quality samples were collected from throughout the District and all monthly required reporting to the various State agencies has been completed and submitted.

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Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: January 14, 2025

AGENDA ITEM: G.1

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

Presented by: Michael Montag, Finance Manager/District Treasurer

Recommendation:

Motion and roll call vote on Resolution 2025-01 Requesting Consolidation of District Funds held with County of Humboldt Investment Pool Accounts and Resolution 2025-02 Requesting Disbursement of \$4,477,574 to the District from fund held with the County of Humboldt Investment Pool.

Summary:

During the regular Board Meeting on September 10th, the Finance Manager presented information regarding the investment performance of District funds held with the County of Humboldt Investment Pool and of District funds held with the California Class JPA Investment Pool. It was observed that funds held with the California Class JPA Investment Pool experienced significantly improved performance as compared with the County of Humboldt Investment Pool.

The board requested that all District funds held with the County of Humboldt, with the exception of the amount received from the most recent property tax disbursement, be disbursed to the District and transferred to the District's accounts with California Class JPA Investment Pool. Staff additionally recommends that all remaining District Funds held with the County should be consolidated into a single account.

The Finance Manager has communicated with the fund manager for the County of Humboldt Investment Pool and received information that the Consolidation of Funds and the Disbursement require separate Board resolutions for the requested actions to be implemented.

Fiscal Impact:

Estimated improvement in investment performance resulting in an additional \$100,000 annually from investment returns.

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RESOLUTION NO. 2025-01

A RESOLUTION OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REQUESTING CONSOLIDATION OF ACCOUNTS FOR FUNDS HELD WITH THE COUNTY OF HUMBOLDT INVESTMENT POOL

WHEREAS, The Humboldt Community Services District currently holds reserve funds with the County of Humboldt Investment Pool which are currently held in multiple separate fund accounts with the County; and,

WHEREAS, The County of Humboldt requests an approved Board Resolution for actions regarding the funds held in County investment accounts;

NOW, THEREFORE, the Board of Directors of the Humboldt Community Services District hereby requests that all Humboldt Community Services District funds currently held by the County of Humboldt be transferred into the Humboldt Community Services District General Reserves account (Fund 2540) held by the County of Humboldt, and that the additional accounts (Fund 2541, Fund 2542, Fund 9820 and Fund 9825) be closed once the consolidation has been completed.

PASSED, APPROVED, and ADOPTED this 14th day of January 2025, on the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Joseph Matteoli, President

ATTEST:

Robert Christensen, Secretary

RESOLUTION NO. 2025-02

**A RESOLUTION OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REQUESTING DISBURSEMENT FROM THE COUNTY OF HUMBOLDT
INVESTMENT POOL ACCOUNT**

WHEREAS, The Humboldt Community Services District currently holds reserve funds with the County of Humboldt Investment Pool; and,

WHEREAS, The County of Humboldt requests an approved Board Resolution for actions regarding the funds held in County investment accounts;

NOW, THEREFORE, the Board of Directors of the Humboldt Community Services District hereby requests disbursement from the County of Humboldt account fund 2540 in the amount of \$4,477,574 by check payable to the Humboldt Community Services District.

PASSED, APPROVED, and ADOPTED this 14th day of January 2025, on the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Joseph Matteoli, President

ATTEST:

Robert Christensen, Secretary

Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: January 10, 2025

AGENDA ITEM: G.2

TITLE: Consideration of Claim for Damages – 6812 Linda Rd.

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Motion to reject the claim for damages from a ratepayer on Linda Rd. Roll-call vote.

Summary:

On December 27, 2024, the District received a call from a ratepayer who reported that water from a nearby leak had entered his property and saturated two walnut logs and three old-growth redwood mantles stored on an unimproved portion of the property. The ratepayer submitted a claim for \$4,691.94 on December 30, 2024.

The ratepayer claimed that the two walnut logs are worth \$3,254.40, based on his estimate that the logs contain approximately 217.25 board feet of wood. The ratepayer calculated the value of the logs based on the board-foot price of milled walnut lumber, which is sold at \$14.98 per board foot at Almquist Lumber.

The ratepayer claims that the three redwood mantles are worth \$1,437.54 based on pricing from etsy.com of redwood mantles priced at \$479.18 each.

Immediately after the District received the call on December 27th, District employees drove to the location to observe the claimant's damage. District staff identified two piles of wood covered by tarps at the bottom of two sloped grades. They also took photos from the road, which are included on the following page.

The ratepayer also provided photos taken after the District observations, which are included on the following pages. A video provided by the ratepayer can be viewed at the following link: https://www.dropbox.com/scl/fi/tbo1b79pca4lf01n68qko/IMG_2887-1.mp4?rlkey=kh436apchkh5mexlc3m0j2zew&e=1&st=xk1i31gf&dl=0

The rainfall total for the last week of December was:

December 23:	1.61 inches	December 26:	0.61 inches
December 24:	0.43 inches	December 27:	0.34 inches
December 25:	0.13 inches	December 28:	0.47 inches

Photos taken by the District on December 27, 2024



Photos Taken by Ratepayer



Photos taken by the Ratepayer Continued



As stipulated by California Government Code §945.6 in order to limit the window of exposure to the claimant filing a lawsuit to a period of six months, the District may reject the claim within 45 days of receipt. In this scenario, the latest date for rejection is February 13, 2025. If the Board does not reject the claim by that date, the claimant will have up to two years to file with the courts.

Fiscal Impact:

Potentially \$4,691.94.

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Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: January 14, 2025

AGENDA ITEM: G.3

TITLE: Consideration of Letter Confirming HCSD's Contribution to CIP Cost of the City of Eureka's Waste Water Treatment Plant Eliminate Bypass Project

Presented by: Terrence Williams, General Manager

Recommendation:

Consideration of Letter Confirming HCSD's Contribution to CIP Costs of the City of Eureka's Waste Water Treatment Plant Eliminate Bypass Project. Discussion, Motion, and Roll Call Vote.

Summary:

At the HCSD Board of Directors' meeting on June 25, 2024, the Board approved the District's Fiscal Year 2024/25 Capital Improvement Program (CIP) plan. The CIP helps the District plan, budget, and schedule capital investments in infrastructure over a five year period through Fiscal Year 2028/29.

The CIP includes a District contribution of \$6.53 million over the five-year planning period to the City of Eureka for capital improvements to the Waste Water Treatment Plant for the Eliminate Bypass Project. This equals 32.1% of the total projected project cost of \$20.4 million. In the City's published 2024 CIP planning document, the majority of these expenses were projected to occur during Fiscal Years 27 and 28 (see pages 7-14 of the City's 2024 CIP planning document reproduced in this packet for convenience). This project first appeared in the City's 2023 CIP planning document with a total project cost of \$12M (projected District contribution of \$3.85M) after the Eco-Rights Foundation initiated a lawsuit (June 2022) against the City for non-compliance with the Waterboard's 2016 Cease and Desist Order.

The City has accelerated their plan to complete the Eliminate Bypass project due to deadlines imposed by the 2016 Cease and Desist Order issued by the North Coast Regional Water Quality Control Board, reinforced by the consent decree that resulted from the lawsuit initiated by the Eco-Rights Foundation and codified in the City's NPDES (National Pollution Discharge Elimination System) Permit that became effective December 1, 2023. Current DRAFT planning documents, provided to the District in

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November, indicate that the City now intends for the bulk of this spending to occur during Fiscal Years 26 and 27.

The City's plan is to issue infrastructure bonds to finance their portion of the cost of this project. City staff has requested the District provide a letter to the City confirming the District's contribution to Capital Improvement Project costs for the City of Eureka's Waste Water Treatment Plant Eliminate Bypass Project so that the City may demonstrate to their underwriters the capacity to repay the bonds.

While this is a significant financial lift, District staff have been preparing for situations like this by building up substantial financial reserves in the Wastewater Fund. Funding this project under the accelerated timeline will temporarily deplete the District's Wastewater reserves but District staff is confident that the District will be able to meet all other financial obligations while still maintaining sufficient operations and emergency reserves.

Fiscal Impact:

The letter will cost the District a few hours of staff time, the City's current projection is that this project will cost the District \$6.53 million as a contribution to the City of Eureka for costs associated with the City's Eliminate Bypass Project.

Humboldt Community Services District

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January 14, 2025

Miles Slattery
City Manager
City of Eureka
531 K Street
Eureka, CA 95501

Subject: Confirmation of Cost Contribution for the City of Eureka's Eliminate Bypass Project

Dear Mr. Slattery,

The Humboldt Community Services District (HCSD) acknowledges our long-standing agreement with the City of Eureka regarding the cost-sharing arrangement for the operation, maintenance, and capital projects associated with the Greater Eureka Area Wastewater Treatment Plant (GEAWTP). Per the terms of our agreement, the HCSD contributes 32.1% of the total costs for these activities.

The District has been informed of the City's plans to undertake a required project referred to as the Eliminate Bypass Project at the GEAWTP to comply with a Consent Decree as a result of litigation initiated by the Eco-Rights Foundation for the City's non-compliance with the Regional Water Quality Control Board's 2016 Cease and Desist Order. The District understands that the City will secure infrastructure bonds to finance this project. This letter confirms that HCSD will fulfill its financial obligations under the agreement and contribute 32.1% of the costs associated with the project.

We recognize this project's importance in ensuring the GEAWTP's continued operation and compliance and are committed to meeting our financial responsibilities as outlined in the agreement.

Please do not hesitate to contact us if you require any additional documentation or further assurances to support your bond issuance process.

Sincerely,

Joe Matteoli
President of the Board of Directors
Humboldt Community Services District

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