



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

**AGENDA**

**DATE: Tuesday, March 25, 2025**

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

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

Teleconference locations: 5055 Walnut Drive, Eureka, CA

*The HCSD Boardroom is open to the public during the meeting's open session segment. This meeting is also held by video/teleconference, per CA Govt Code § 54953(b). If a member of the public cannot attend in person and would like to speak on an agenda item, including Public Participation, please join through the Zoom website (<https://zoom.us>) by entering Meeting ID 388 963 6754 and Passcode 202520. 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 March 25, 2025 Agenda *Pgs. 1-2*
2. Approval of Minutes of the Regular Meeting of February 25, 2025 *Pgs. 3-6*

**D. REPORTS**

1. General Manager
  - a) District Update *Pgs. 7-8*
2. Finance Department
  - a) January 2025 Budget Statement *Pgs. 9-19*
  - b) February 2025 Check Register *Pgs. 21-27*
3. Engineering
  - a) Update *Pgs. 29-30*
4. Planning
  - a) Update *Pgs. 31-32*

5. Legal Counsel
6. Director Reports
7. Other

## **E. 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.

## **F. NEW BUSINESS**

1. Analysis of District Investment Options and Performance *Pgs. 33-34*
2. Consideration of Letters of Support for Assembly Bill 259 and CA Senate Bill 496 *Pgs. 35-39*
3. Consideration of Appointing an AdHoc Committee to Assist with Submission and Coordination of a Grant Application for a Feasibility Study to Establish a Parks Department as a Special District Latent Power *Pgs. 41*
4. Consideration of Appointing an AdHoc Committee to Assist with Fiscal Year 2025/26 Employee Wage and Benefit Negotiations *Pgs. 43*

## **G. ADJOURNMENT**

Next Res: 2025-04  
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](mailto: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.

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, February 25, 2025, 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, Gardiner, Hansen, Matteoli, and Ryan.  
Staff in attendance: General Manager Williams (GM), Assistant Engineer Rawal (AE), and Utility Services Planner McNeill (USP)

**B. PLEDGE OF ALLEGIANCE**

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

**C. CONSENT CALENDAR**

1. Approval of February 25, 2025 Agenda
2. Approval of Minutes of the Regular Meeting of February 11, 2025

**IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR HANSEN, TO APPROVE THE FEBRUARY 25, 2025 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:**

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

**D. REPORTS**

1. General Manager
  - a) District Update

GM reported that the HCSD Employee Appreciation Dinner will occur on Friday, March 14, at The Greene Lily in Old Town Eureka. The District is currently seeking candidates for a utility worker position in the maintenance department. On Friday, February 21, District staff took a group photo that will be used on the District's website

2. Finance Department

No report.
3. Engineering
  - a) Update

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
FEBRUARY 25, 2025

AE reported that the District is installing a temporary water storage system at the Donna Drive Tank site in preparation for the Donna Drive Tank Rehabilitation Project. The tanks were originally purchased for the Ridgewood Tank Rehabilitation Project to serve as temporary water storage and will be reused during the Donna Drive project and future tank rehabilitation projects.

4. Planning

No report.

5. Legal Counsel

No report.

6. Director Reports

Director Benzonelli reported that she attended a meeting of the Redwood Region Economic Development Commission on February 24. The Commission received a presentation from Jeremy Smith, Chief of Staff of the State Building and Construction Trades Council of California, about project labor agreements. The Commission also approved loans for two local businesses, Gold Rush Coffee and Jones Family Tree Service. Director Benzonelli also noted that the Manila, McKinleyville, and Willow Creek Community Services Districts provided updates on park improvements within their districts.

**E. PUBLIC PARTICIPATION**

None.

**F. NEW BUSINESS**

1. Consideration of Adoption Resolution 2025-03: Supporting a Feasibility Study to Establish a Parks Department as a Special District Latent Power

GM stated that District staff recently met with the State Coastal Conservancy (SCC) staff to discuss funding opportunities for a grant to fund an impact and feasibility study to establish a parks department. Staff completed a pre-grant application and submitted it to the SCC. Upon review of the pre-grant application, the SCC has invited the District to apply for grant funding pending formal support of the Board of Directors. The feasibility is expected to cost \$250,000, and the District's proposed budget will include a \$15,000 contribution from the District's general fund. No funds will be expended from the District's water and sewer funds for costs associated with the study. The District will also request funding for the study from other local agencies and NGOs that may benefit from the development of a parks department.

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
FEBRUARY 25, 2025

**IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR BENZONELLI, TO APPROVE RESOLUTION 2025-03: SUPPORTING A FEASIBILITY STUDY TO ESTABLISH A PARKS DEPARTMENT AS A SPECIAL DISTRICT LATENT POWER**

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

2. Consideration of Bid Results and Award of Contract for the Walnut Drive Earthquake Recovery and Resiliency Project

AE provided an overview of the sealed bid results for the Walnut Drive Utility Earthquake Recovery and Resiliency project. Mercer-Fraser, a local contractor, was the apparent lowest bidder, with a bid of \$635,735. The project is funded through a disaster assistance grant from CALOES and will redirect sewer and water infrastructure around slide zones sensitive to seismic activity. The project is expected to be completed in FY 2026. Director Benzonelli asked if the contract included provisions that work be performed within a specific time period. GM noted that if work is not completed within the time period outlined in the contract, the contractor will be assessed liquidated damages of \$1,000 per day.

**IT WAS MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR BENZONELLI, TO APPROVE THE BID RESULTS AND AWARD THE CONTRACT FOR THE WALNUT DRIVE EARTHQUAKE RECOVERY AND RESILIENCY PROJECT TO MERCER FRASER COMPANY. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE.**

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

3. Consideration of Vehicles that Have Previously Been Declared Surplus

GM summarized the District's previous efforts to sell Unit 4B, a 2009 Ford F450 Crane Truck, and Unit 17B, a 2001 Ford E350 camera van. Since the last bid process, the District employees implementing the SCADA system have been using Unit 17B. Staff recommends that the District continue to keep Unit 17B in service, remove the sewer camera from the van, and declare it surplus with a minimum bid of \$500. During the previous bid process, no bids were received for Unit 4B. Recently, multiple parties have expressed interest in Unit 4B. Staff recommends that the District reduce the minimum bid on Unit 4B to \$10,000.

**IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR BENZONELLI, TO REDUCE THE MINIMUM BID OF UNIT 4B TO \$10,000 AND TO SET A MINIMUM BID OF \$500 FOR THE SEWER CAMERA. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE.**

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
FEBRUARY 25, 2025

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

**G. ADJOURNMENT**

There being no further business, **IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR GARDINER**, 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 FEBRUARY 25, 2025 AT 5:33 P.M.

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Submitted, Board Secretary

# Humboldt Community Services District

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

## MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: March 21, 2025

SUBJECT: General Manager Report for March 25, 2025 Board Meeting

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### World Water Day March 22

World Water Day, celebrated annually on March 22nd, is a global observance dedicated to raising awareness about the importance of water and advocating for sustainable management of water resources. The day emphasizes the need for universal access to clean and safe water, a basic human right that is essential for health, prosperity, and the well-being of all life. By shining a spotlight on water-related issues, World Water Day urges governments, businesses, and individuals to take action to protect and conserve this precious resource for current and future generations.

The day fosters a deeper understanding of the challenges many communities face due to water scarcity, pollution, and poor water infrastructure. It is a day that brings together governments, non-profit organizations, and ordinary citizens, united by a common goal: to ensure that everyone, everywhere, has access to clean, safe water.



Figure 1: image source: <https://www.un.org/en/observances/water-day>

Celebrating World Water Day also serves as a reminder that water is not an infinite resource and must be used wisely. It encourages individuals to reflect on their own water consumption habits and consider how they can use water wisely. World Water Day is a powerful opportunity to inspire collective action, reminding us that safeguarding water is essential to safeguarding life itself. Figure 1 is a graphic promoting World Water Day.

## Commercial Driver Licenses

The District's field staff are the utility workers that keep our system in top shape day in and day out. They also respond to emergencies in the middle of the night, on weekends, and in the driving rain. They work 35 hours straight when PG&E implements a PSPS or when there is an earthquake. In short, these are our water heroes. One of the requirements of being a Utility Worker at Humboldt CSD is to possess and maintain a commercial driver license (CDL). The District does help new hires obtain their CDL through a training program. Prior to COVID the District had a streamlined program where licensed District employees trained new employees on the safe operation of District commercial vehicles. The last employee to complete that program was Brandon Emerson in 2016. Mr. Emerson is no longer with the District.

In 2022, California implemented new entry level driver training (ELDT) regulations, requiring CDL applicants to complete training from a provider registered with the Federal Motor Carrier Safety Administration (FMCSA). College of the Redwoods provides a program that is a semester long course and is impractical for District employees. There are private driver training schools in Redding that are two-week (80-hour) courses and are very expensive; not to mention travel time, per diem and hotel expenses for the employee.



Figure 2: Hunter Rice with Unit 10 and two thumbs up!

District staff determined that the best path forward is to develop a certified in-house driver training program. Over the past couple of years, staff have been working through the requirements, documenting curriculum, appointing certified trainers and filing all of the appropriate paperwork. The first new driver to complete the program and successfully obtain a commercial driver license is Hunter Rice; congratulations Hunter (and a big thank you to everybody involved with his success). The figure above shows Hunter beside Unit 10 (the truck he passed his CDL exam with) on the day he earned his commercial driver license.



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

**January 2025**

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
<b>OPERATING REVENUE</b>							
Metered Water Sales	6,115,000	508,168	3,584,024	3,567,083	16,941	0.5	
Sewer Service Charges	8,315,000	679,509	4,713,439	4,850,417	(136,978)	(2.8)	
Water & Sewer Construction Fees	66,000	-	21,752	38,500	(16,748)	(43.5)	1
Account Fees	75,000	9,291	70,955	43,750	27,205	62.2	
Inspection Fees	700	-	464	408	56	13.7	1
Reimbursable Maintenance Fees	1,600	-	25	933	(908)	(97.3)	1
Miscellaneous	2,000	-	678	1,167	(488)	(41.8)	1
<b>TOTAL OPERATING REVENUE</b>	<b>14,575,300</b>	<b>1,196,968</b>	<b>8,391,309</b>	<b>8,502,258</b>	<b>(110,949)</b>	<b>(1.3)</b>	
<b>NON-OPERATING REVENUE</b>							
Capital Connection Fees	285,000	1,662	72,744	166,250	(93,506)	(56.2)	1
Interest/General	80,000	31,308	241,505	46,667	194,838	417.5	2
Discounts Earned	1,750	-	560	1,021	(461)	(45.1)	1
Sales: Fixed Assets/Scrap Metal	2,000	-	(1,510)	1,167	(2,677)	(229.4)	1
Bad Debt Recovery	3,000	-	350	1,750	(1,400)	(80.0)	1
Property Taxes & Assessments	450,000	-	-	262,500	(262,500)	(100.0)	1
<b>TOTAL NON-OPERATING REVENUE</b>	<b>821,750</b>	<b>32,971</b>	<b>313,649</b>	<b>479,354</b>	<b>(165,705)</b>	<b>(34.6)</b>	<b>1</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>15,397,050</b>	<b>1,229,938</b>	<b>8,704,958</b>	<b>8,981,613</b>	<b>(276,654)</b>	<b>(3.1)</b>	
<b>OPERATING EXPENSES</b>							
Wages Direct	1,950,000	152,886	1,036,447	1,137,500	101,053	8.9	
Benefits: PERS	550,000	21,043	451,113	320,833	(130,279)	(40.6)	3
Group Ins	1,265,000	97,496	648,602	737,917	89,314	12.1	
Workers Comp Ins	31,000	7,114	14,322	18,083	3,761	20.8	
FICA/Medicare	141,000	11,788	79,959	82,250	2,291	2.8	
Misc Benefits	640	80	(420)	373	793	212.5	
<b>Total Wages and Benefits</b>	<b>3,937,640</b>	<b>290,406</b>	<b>2,230,023</b>	<b>2,296,957</b>	<b>66,933</b>	<b>2.9</b>	
Less: wages & ben charged to Capital Proj.	(300,000)	(29,467)	(185,635)	(175,000)	10,635	(6.1)	
<b>Total Operating Wages and benefits</b>	<b>3,637,640</b>	<b>260,940</b>	<b>2,044,388</b>	<b>2,121,957</b>	<b>77,569</b>		
Water Purchase HBMWWD	1,175,000	95,463	669,889	685,417	15,527	2.3	
Water Purchase Eureka	850,000	60,968	430,251	495,833	65,582	13.2	
Sewage Treatment Operations & Maint.	1,900,000	168,480	1,179,360	1,108,333	(71,027)	(6.4)	
Water/Sewer Analysis	10,000	524	4,435	5,833	1,398	24.0	
Supplies/ Construction	160,000	9,881	73,676	93,333	19,658	21.1	
Supplies/ Office-Administration	15,000	218	6,505	8,750	2,245	25.7	
Supplies/ Engineering	1,500	-	574	875	301	34.4	
Supplies/ Maintenance	110,000	4,975	39,194	64,167	24,972	38.9	
Invoicing	60,000	4,329	38,338	35,000	(3,338)	(9.5)	
Temporary Labor	44,500	11,802	48,181	25,958	(22,223)	(85.6)	4
Repairs & Maintenance/Trucks	63,000	20,196	49,027	36,750	(12,277)	(33.4)	5
Equipment Rental	2,000	-	-	1,167	1,167	100.0	
Building & Grounds Maintenance	30,000	1,167	21,035	17,500	(3,535)	(20.2)	6
Electrical Power	500,000	39,376	254,894	291,667	36,772	12.6	
Street Lights	105,000	6,430	44,988	61,250	16,262	26.6	
Telephone	16,000	3,336	13,502	9,333	(4,169)	(44.7)	7
Postage	850	-	2,501	496	(2,005)	(404.3)	8
Freight	1,000	-	362	583	221	37.9	
Chemicals	12,000	819	6,900	7,000	100	1.4	
Liability Insurance	100,500	-	133,725	58,625	(75,100)	(128.1)	9
Legal	70,000	-	4,891	40,833	35,942	88.0	
Accounting	15,000	-	18,658	8,750	(9,908)	(113.2)	10
Engineering	1,000	-	939	583	(356)	(61.0)	16

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

**January 2025**

	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	-	8,948	54,250	45,302	83.5	
Bank Service Charges	15,000	1,973	12,184	8,750	(3,434)	(39.3)	11
Transportation	75,000	7,954	38,247	43,750	5,503	12.6	
Office Equip. Maintenance	4,300	293	3,152	2,508	(643)	(25.6)	12
Computer Software Maintenance	39,500	-	30,686	23,042	(7,644)	(33.2)	13
Memberships & Subscriptions	31,000	-	23,658	18,083	(5,575)	(30.8)	14
Bad Debts & Minimum Balance Writeoff	32,000	-	(4)	18,667	18,671	100.0	
Conference & Continuing Ed	28,000	-	3,615	16,333	12,719	77.9	
Certifications	5,500	-	2,916	3,208	292	9.1	
State/County & LAFCO Fees and Charges	57,500	-	34,771	33,542	(1,230)	(3.7)	
Hydraulic Water Model Maintenance	2,000	-	-	1,167	1,167	100.0	
Elections Expense	20,000	-	-	11,667	11,667	100.0	
Human Resources	25,500	1,015	5,178	14,875	9,697	65.2	
Miscellaneous	10,000	(81)	(55)	5,833	5,888	100.9	
Director's Fees	16,000	1,300	7,350	9,333	1,983	21.3	
<b>TOTAL OPERATING EXPENSES</b>	<b>9,334,290</b>	<b>701,358</b>	<b>5,256,860</b>	<b>5,445,003</b>	<b>188,143</b>	<b>3.5</b>	
<b>LONG TERM DEBT PAYMENTS</b>							
Safe Drinking Water Bond	-	-	-	-	-	-	
2012 CIP & Refi.	177,600	-	88,800	103,600	14,800	14.3	15
Davis-Grunsky Loan	6,050	-	5,973	3,529	(2,444)	(69.3)	15
VacCon Truck Loan	117,441	-	117,441	68,507	(48,934)	(71.4)	15
2014 Wastewater Revenue Bonds	486,575	-	125,788	283,835	158,048	55.7	15
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>787,666</b>	<b>-</b>	<b>338,002</b>	<b>459,472</b>	<b>121,470</b>	<b>26.4</b>	
<b>CAPITALIZED EXPENDITURES</b>							
Vehicles, Rolling Stock & Equipment	129,500	-	37,133	75,542	38,408	50.8	
Building, Yard & Paving Improvements	395,000	230	40,767	230,417	189,650	82.3	
Capital Improvements Water	2,105,700	41,401	436,918	1,228,325	791,407	64.4	
Capital Improvements Sewer	2,096,500	18,292	625,155	1,222,958	597,803	48.9	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>4,726,700</b>	<b>59,922</b>	<b>1,139,973</b>	<b>2,757,242</b>	<b>1,617,268</b>	<b>58.7</b>	
<b>OTHER</b>							
City of Eureka Projects:							
Treatment Plant	698,000	-	-	407,167	407,167	100.0	
<b>TOTAL City of Eureka Projects</b>	<b>698,000</b>	<b>-</b>	<b>-</b>	<b>407,167</b>	<b>407,167</b>	<b>100.0</b>	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(149,606)</b>	<b>468,658</b>	<b>1,970,124</b>	<b>(87,270)</b>	<b>2,057,394</b>	<b>2,357.5</b>	

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

**January 2025**

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL OPERATING REVENUE	14,575,300	1,196,968	8,391,309	8,502,258	(110,949)	(1.3)
TOTAL OPERATING EXPENSES	(9,334,290)	(701,358)	(5,256,860)	(5,445,003)	188,143	3.5
NET SURPLUS/(DEFICIT) FROM OPERATIONS	5,241,010	495,610	3,134,450	3,057,256	77,194	2.5
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL NON-OPERATING REVENUE	821,750	32,971	313,649	479,354	(165,705)	(34.6)
TOTAL LONG TERM DEBT SERVICE	(787,666)	-	(338,002)	(459,472)	121,470	26.4
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	5,275,094	528,581	3,110,097	3,077,138	(209,982)	(6.8)
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(4,726,700)	(59,922)	(1,139,973)	(2,757,242)	1,617,268	58.7
CITY of EUREKA PROJECT REIMBURSEMENT	(698,000)	-	-	(407,167)	407,167	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(149,606)</u>	<u>468,658</u>	<u>1,970,124</u>	<u>(87,270)</u>	<u>2,057,394</u>	<u>2,357.5</u>

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

January 2025

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Metered Water Sales	6,115,000	508,168	3,584,024	3,567,083	16,941	0.5
Water Construction Fees	45,000	-	12,777	26,250	(13,473)	(51.3)
Account Fees	40,000	5,296	40,444	23,333	17,111	73.3
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	1,400	-	14	817	(802)	(98.3)
Miscellaneous	1,000	-	256	583	(328)	(56.1)
<b>TOTAL OPERATING REVENUE</b>	<b>6,202,400</b>	<b>513,464</b>	<b>3,637,516</b>	<b>3,618,067</b>	<b>19,449</b>	<b>0.5</b>
<b>NON-OPERATING REVENUE</b>						
Water Capital Connection Fees	190,000	-	30,785	110,833	(80,048)	(72.2)
Interest/General	40,000	15,654	120,753	23,333	97,419	417.5
Discounts Earned	1,000	-	319	583	(264)	(45.2)
Sales:Fixed Assets/Scrap Metal	1,000	-	(861)	583	(1,444)	(247.5)
Bad Debt Recovery	2,000	-	199	1,167	(967)	(82.9)
FW/MR Assessment	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>234,000</b>	<b>15,654</b>	<b>151,196</b>	<b>136,500</b>	<b>14,696</b>	<b>10.8</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>6,436,400</b>	<b>529,118</b>	<b>3,788,711</b>	<b>3,754,567</b>	<b>34,145</b>	<b>0.9</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	905,000	75,439	518,551	527,917	9,366	1.8
Wages & Benefits: Allocated	742,820	41,750	428,968	433,312	4,344	1.0
Benefits: PERS	130,000	9,810	65,896	75,833	9,937	13.1
Group Ins	360,000	32,844	212,187	210,000	(2,187)	(1.0)
Workers Comp Ins	17,000	3,807	7,239	9,917	2,678	27.0
FICA/Medicare	65,000	5,766	39,627	37,917	(1,710)	(4.5)
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,219,820	169,417	1,272,467	1,294,895	22,428	1.7
Less: wages & ben charged to Capital Proj.	(185,000)	(22,065)	(106,155)	(107,917)	(1,761)	1.6
Total Operating Wages and benefits	2,034,820	147,351	1,166,311	1,186,978	20,667	1.7
Water Purchase HBMWD	1,175,000	95,463	669,889	685,417	15,527	2.3
Water Purchase Eureka	850,000	60,968	430,251	495,833	65,582	13.2
Water Analysis	10,000	524	4,435	5,833	1,398	24.0
Supplies/ Construction	120,000	6,430	51,775	70,000	18,225	26.0
Supplies/Office-Administration	4,500	124	2,640	2,625	(15)	(0.6)
Supplies/ Engineering	500	-	327	292	(36)	(12.2)
Supplies/ Maintenance	52,500	3,034	21,765	30,625	8,860	28.9
Temporary Labor	22,250	4,183	24,919	12,979	(11,940)	(92.0)
Repairs & Maintenance/Trucks	35,000	11,512	25,948	20,417	(5,532)	(27.1)
Equipment Rental	1,000	-	-	583	583	100.0
Building & Grounds Maintenance	4,500	18	3,668	2,625	(1,043)	(39.7)
Electrical Power	280,000	18,618	153,456	163,333	9,878	6.0
Telephone	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Freight	500	-	48	292	244	83.6
Chemicals	12,000	819	6,900	7,000	100	1.4
Liability Insurance	-	-	1,213	-	(1,213)	-
Legal Services	-	-	123	-	(123)	-
Engineering	-	-	535	-	(535)	-
Other Professional Services	25,000	-	-	14,583	14,583	100.0
Transportation	43,000	4,534	21,801	25,083	3,283	13.1
Office Equip. Maintenance	600	-	89	350	261	74.6
Computer Software Maintenance	21,000	-	16,084	12,250	(3,834)	(31.3)
Memberships & Subscriptions	1,500	-	1,746	875	(871)	(99.5)
Bad Debts & Minimum Balance Writeoff	10,000	-	(2)	5,833	5,836	100.0
Conference & Continuing Ed	10,000	-	3,071	5,833	2,763	47.4
Certifications	2,500	-	946	1,458	512	35.1
State/County & LAFCO Fees and Charges	30,000	-	34,771	17,500	(17,271)	(98.7)

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

**January 2025**

	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	-	-	1,167	1,167	100.0
Human Resources	2,500	559	1,365	1,458	93	6.4
Miscellaneous	1,000	-	43	583	541	92.7
General & Admin Expense Allocation	295,300	12,007	168,047	172,258	4,212	2.4
<b>TOTAL OPERATING EXPENSES</b>	<b>5,046,970</b>	<b>366,144</b>	<b>2,812,164</b>	<b>2,944,066</b>	<b>131,902</b>	<b>4.5</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Safe Drinking Water Bond	-	-	-	-	-	-
2012 CIP & Refi.	-	-	-	-	-	-
Davis-Grunsky Loan	6,050	-	5,973	3,529	(2,444)	(69.3)
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>6,050</b>	<b>-</b>	<b>5,973</b>	<b>3,529</b>	<b>(2,444)</b>	<b>(69.3)</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	2,105,700	39,466	448,333	1,228,325	779,992	63.5
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>2,105,700</b>	<b>39,466</b>	<b>448,333</b>	<b>1,228,325</b>	<b>779,992</b>	<b>63.5</b>
<b>INTERFUND TRANSFERS IN</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(722,320)</b>	<b>123,508</b>	<b>522,241</b>	<b>(421,353)</b>	<b>943,594</b>	<b>223.9</b>

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

**January 2025**

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Sewer Service Charges	8,315,000	679,509	4,713,439	4,850,417	(136,978)	(2.8)
Sewer Construction Fees	21,000	-	8,974	12,250	(3,276)	(26.7)
Account Fees	35,000	3,995	30,510	20,417	10,094	49.4
Inspection Fees	700	-	464	408	56	13.7
Reimbursable Maintenance Fees	200	-	11	117	(106)	(90.8)
Miscellaneous	1,000	-	193	583	(390)	(66.9)
<b>TOTAL OPERATING REVENUE</b>	<b>8,372,900</b>	<b>683,504</b>	<b>4,753,564</b>	<b>4,884,192</b>	<b>(130,628)</b>	<b>(2.7)</b>
<b>NON-OPERATING REVENUE</b>						
Sewer Capital Connection Fees	95,000	1,662	41,959	55,417	(13,458)	(24.3)
Interest/General	40,000	15,654	120,753	23,333	97,419	417.5
Discounts Earned	750	-	241	438	(197)	(44.9)
Sales:Fixed Assets/Scrap Metal	1,000	-	(649)	583	(1,233)	(211.3)
Bad Debt Recovery	1,000	-	150	583	(433)	(74.2)
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>137,750</b>	<b>17,316</b>	<b>162,453</b>	<b>80,354</b>	<b>82,099</b>	<b>102.2</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>8,510,650</b>	<b>700,820</b>	<b>4,916,017</b>	<b>4,964,546</b>	<b>(48,529)</b>	<b>(1.0)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	565,000	50,295	314,102	329,583	15,482	4.7
Wages & Benefits: Allocated	742,820	41,750	428,968	433,312	4,344	1.0
Benefits: PERS	70,000	6,347	38,131	40,833	2,702	6.6
Group Ins	240,000	15,975	123,915	140,000	16,085	11.5
Workers Comp Ins	9,000	1,923	4,243	5,250	1,007	19.2
FICA/Medicare	41,000	3,844	23,989	23,917	(72)	(0.3)
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,667,820</b>	<b>120,134</b>	<b>933,348</b>	<b>972,895</b>	<b>39,547</b>	<b>4.1</b>
Less: wages & ben charged to Capital Proj.	(65,000)	(6,546)	(55,271)	(37,917)	17,354	(45.8)
<b>Total Operating Wages and benefits</b>	<b>1,602,820</b>	<b>113,588</b>	<b>878,077</b>	<b>934,978</b>	<b>56,902</b>	<b>6.1</b>
Sewage Treatment: Operating & Maint.	1,900,000	168,480	1,179,360	1,108,333	(71,027)	(6.4)
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,000	3,451	21,901	23,333	1,432	6.1
Supplies/ Office-Administration	4,500	94	1,991	2,625	634	24.1
Supplies/ Engineering	500	-	247	292	45	15.3
Supplies/ Maintenance	52,500	1,941	17,430	30,625	13,195	43.1
Temporary Labor	22,250	3,156	18,799	12,979	(5,819)	(44.8)
Repairs & Maintenance/Trucks	28,000	8,684	23,079	16,333	(6,746)	(41.3)
Equipment Rental	1,000	-	-	583	583	100.0
Building & Grounds Maintenance	2,500	14	2,767	1,458	(1,309)	(89.7)
Electrical Power	110,000	13,527	52,882	64,167	11,285	17.6
Telephone	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Freight	250	-	314	146	(168)	(115.5)
Liability Insurance	-	-	915	-	(915)	-
Legal	-	-	93	-	(93)	-
Engineering	-	-	404	-	(404)	-
Other Professional Services	28,000	-	1,760	16,333	14,573	89.2
Transportation	32,000	3,420	16,446	18,667	2,220	11.9
Office Equip. Maintenance	200	-	67	117	50	42.6

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

**January 2025**

	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	8,750	(3,383)	(38.7)
Memberships & Subscriptions	1,500	-	1,317	875	(442)	(50.5)
Bad Debts & Minimum Balance Writeoff	22,000	-	-	12,833	12,833	100.0
Conference & Continuing Ed	10,000	-	544	5,833	5,290	90.7
Certifications	2,500	-	50	1,458	1,408	96.6
State/County & LAFCO Fees and Charges	7,500	-	-	4,375	4,375	100.0
Human Resources	2,500	421	1,030	1,458	428	29.4
Miscellaneous	1,500	-	30	875	845	96.5
General & Admin Expense Allocation	295,300	12,007	168,047	172,258	4,212	2.4
<b>TOTAL OPERATING EXPENSES</b>	<b>4,182,320</b>	<b>328,783</b>	<b>2,399,683</b>	<b>2,439,687</b>	<b>40,004</b>	<b>1.6</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 Wastewater Revenue Bonds	486,575	-	125,788	283,835	158,048	55.7
2012 CIP & Refi.	177,600	-	-	103,600	103,600	100.0
VacCon Truck Loan	117,441	-	117,441	68,507	(48,934)	(71.4)
Debt Service: Allocated	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>781,616</b>	<b>-</b>	<b>243,228</b>	<b>455,943</b>	<b>212,714</b>	<b>46.7</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	17,500	-	15,145	10,208	(4,937)	(48.4)
Building, Yard& Paving Improvements	5,000	-	-	2,917	2,917	100.0
Capital Improvements Sewer	2,096,500	18,292	625,155	1,222,958	597,803	48.9
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>2,119,000</b>	<b>18,292</b>	<b>640,300</b>	<b>1,236,083</b>	<b>595,783</b>	<b>48.2</b>
<b>OTHER</b>						
City of Eureka Projects:						
Treatment Plant	698,000	-	-	407,167	407,167	100.0
Martin Slough	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>698,000</b>	<b>-</b>	<b>-</b>	<b>407,167</b>	<b>407,167</b>	<b>100.0</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>729,714</b>	<b>353,745</b>	<b>1,632,806</b>	<b>425,666</b>	<b>1,207,140</b>	<b>(283.6)</b>

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

**January 2025**

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	-	-
Miscellaneous	-	-	230	-	230	-
<b>TOTAL OPERATING REVENUE</b>	-	-	230	-	230	-
<b>NON-OPERATING REVENUE</b>						
Property Taxes	450,000	-	-	262,500	(262,500)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	450,000	-	-	262,500	(262,500)	(100.0)
<b>TOTAL DISTRICT REVENUE</b>	450,000	-	230	262,500	(262,270)	(99.9)
<b>OPERATING EXPENSES</b>						
Wages Direct	480,000	27,152	203,795	280,000	76,205	27.2
Benefits: PERS	350,000	4,886	347,085	204,167	(142,919)	(70.0)
State Unemploy Ins	-	-	-	-	-	-
Group Ins	665,000	48,676	312,500	387,917	75,416	19.4
Workers Comp Ins	5,000	1,385	2,840	2,917	77	2.6
FICA/Medicare	35,000	2,177	16,343	20,417	4,073	20.0
Misc Benefits	640	80	(420)	373	793	212.5
Total Wages and Benefits	1,535,640	84,356	882,144	895,790	13,646	1.5
Less: wages & ben charged to Capital Proj.	(50,000)	(855)	(24,209)	(29,167)	(4,958)	17.0
Less: Allocated to Water and Sewer Funds	(1,485,640)	(83,501)	(857,935)	(866,623)	(8,688)	1.0
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	-	1,873	3,500	1,627	46.5
Supplies/ Engineering	500	-	-	292	292	100.0
Supplies/ Maintenance	5,000	-	-	2,917	2,917	100.0
Invoicing	60,000	4,329	38,338	35,000	(3,338)	(9.5)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	-	4,463	4,463	-	(4,463)	-
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	23,000	1,135	14,600	13,417	(1,184)	(8.8)
Electrical Power	110,000	7,231	48,557	64,167	15,610	24.3
Street Lights	105,000	6,430	44,988	61,250	16,262	26.6
Telephone	16,000	3,336	13,502	9,333	(4,169)	(44.7)
Postage	850	-	2,501	496	(2,005)	(404.3)
Freight	250	-	-	146	146	100.0
Liability Insurance	100,500	-	131,597	58,625	(72,972)	(124.5)
Legal Services	70,000	-	4,675	40,833	36,158	88.6
Accounting	15,000	-	18,658	8,750	(9,908)	(113.2)
Engineering	1,000	-	-	583	583	100.0
Other Professional Services	40,000	-	7,188	23,333	16,145	69.2
Bank Service Charges	15,000	1,973	12,159	8,750	(3,409)	(39.0)
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	3,500	293	2,996	2,042	(954)	(46.7)
Computer Software Maintenance	3,500	-	2,469	2,042	(427)	(20.9)
Memberships & Subscriptions	28,000	-	20,595	16,333	(4,262)	(26.1)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	8,000	-	-	4,667	4,667	100.0



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

**January 2025**

	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	292	(1,628)	(558.3)
State/County & LAFCO Fees and Charges	20,000	-	-	11,667	11,667	100.0
Elections Expense	20,000	-	-	11,667	11,667	100.0
Human Resources	20,500	35	2,783	11,958	9,176	76.7
Miscellaneous	7,500	(81)	(130)	4,375	4,505	103.0
Director's Fees	16,000	1,300	7,350	9,333	1,983	21.3
General & Admin Expense Allocation	(590,600)	(24,014)	(336,094)	(344,517)	(8,423)	2.4
<b>TOTAL OPERATING EXPENSES</b>	<b>105,000</b>	<b>6,430</b>	<b>44,988</b>	<b>61,250</b>	<b>16,262</b>	<b>26.6</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	88,800	-	(88,800)	-
New Financing	-	-	-	-	-	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>-</b>	<b>-</b>	<b>88,800</b>	<b>-</b>	<b>(88,800)</b>	<b>-</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	112,000	1,935	10,573	65,333	54,760	83.8
Building, Yard & Paving Improvements	390,000	230	40,767	227,500	186,733	82.1
Engineering & Studies	-	-	-	-	-	-
District Design Standards	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>502,000</b>	<b>2,165</b>	<b>51,340</b>	<b>292,833</b>	<b>241,493</b>	
INTERFUND TRANSFER OUT		-	-	-		
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(157,000)</b>	<b>(8,595)</b>	<b>(184,899)</b>	<b>(91,583)</b>	<b>(93,315)</b>	<b>101.9</b>

# Humboldt Community Services District

## Notes

January 2025

### 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 installments provides the District with \$10,882.04 in cost savings.

### Note 4 - 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 5 - Repairs and Maintenance - Trucks

Annual maintenance on multiple District vehicles in January (expected) in addition to necessary repairs on multiple vehicles (unexpected). May result in overage vs budget of \$10,000-\$20,000 for the year. Overage is not expected to have significant impact on District finances.

### 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

The District has installed 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 - Debt Service

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

Note 16 - Engineering

<b>Engineering Expense - a/c 6810 - Operating Expense</b>	Jan 2025	YTD
Water Fund		
On Call Engineering Bid Request Advert	-	1,803
<b>Total posted to 6810</b>	<b>-</b>	<b>1,803</b>
<hr style="border-top: 3px double #000;"/>		
<b>Engineering &amp; Studies - a/c 9040 - Capital Improvement Projects</b>		
Non Engineering Costs Posted to 9040		
None	-	-
<b>Grand Total posted to 9040</b>	<b>-</b>	<b>-</b>
<hr style="border-top: 3px double #000;"/>		

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# Accounts Payable

## Checks by Date - Detail by Check Date

User: FM  
 Printed: 3/6/2025 12:46 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
57772	a072 0012682	Accurate Drug Testing Services DOT Random Collection/BB 01/15/2025	02/03/2025	35.00
Total for Check Number 57772:				35.00
57773	A160 0704977	ACWA-JPIA nCOBRA - Vision	02/03/2025	31.26
	0704977	aMedical Plan - Employees		52,431.83
	0704977	bDental Plan - Employees		1,374.56
	0704977	cVision Plan - Employees		343.86
	0704977	dLife/AD&D Plan - Employees		360.03
	0704977	eMedical Plan - Board Members		11,640.87
	0704977	fDental Plan - Board Members		342.64
	0704977	gVision Plan - Board Members		62.52
	0704977	hLife/AD&D Plan -Board Members		29.55
	0704977	iMedical Plan -Retired Members		28,613.41
	0704977	jDental Plan - Retired Members		1,339.04
	0704977	kVision Plan - Retired Members		359.49
	0704977	ICOBRA - Medical		3,113.97
	0704977	mCOBRA - Dental		98.92
	0704977	EAP PLAN - EMPLOYEES		54.56
	0704977	EAP PLAN - BOARD MEMBERS		12.40
Total for Check Number 57773:				100,208.91
57774	b726 2501	Rusty Brown Annual Fit Testing for District employees	02/03/2025	880.00
Total for Check Number 57774:				880.00
57775	C450 INV07012 INV07012	City of Eureka: Water Test Credit balance from prior overpayment Microbiological Testing-December 2024	02/03/2025	-2.81 527.00
Total for Check Number 57775:				524.19
57776	e330 544785/7 544883/7 544901/7	Englund Marine and Industrial Supply Construction tools SS Chain for new Fields Landing Pump Pump and hose for Unit #2	02/03/2025	85.58 247.43 42.79
Total for Check Number 57776:				375.80
57777	I401 IN52682	Industrial Electric Arcata Inc Fields Landing SLS Pump parts	02/03/2025	672.32
Total for Check Number 57777:				672.32
57778	j700 081360	John's Auto Electric Trouble shoot PDM circuit board unit #20 VAC t	02/03/2025	272.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57778:	272.00
57779	j900	ACWA/Joint Powers Insurance Authority	02/03/2025	
	2025 Q2	Workers Comp Prog-Clerical/Brd Period 10/1/24		1,384.85
	2025 Q2	Workers Comp Prog-Sales/Meters Period 10/1/2-		692.11
	2025 Q2	Workers Comp Prog-Sewer Period 10/1/24-12/31		1,625.06
	2025 Q2	Workers Comp Prog-Water Period 10/1/24-12/31		3,412.02
			Total for Check Number 57779:	7,114.04
57780	k500	Kolstad Surveyors Corporation	02/03/2025	
	1450	Topographic survey for Hoover Flood Resilience		6,687.50
			Total for Check Number 57780:	6,687.50
57781	n050	North Coast Journal	02/03/2025	
	2025ci-6524	Walnut EQ Repair request for bids		1,080.00
			Total for Check Number 57781:	1,080.00
57782	p785	Powell Landscape Materials	02/03/2025	
	33159	Concrete for Quaker lane sidewalk		233.80
	4998A	Concrete for Dana Lane PRV Repair		215.22
	5005A	Fields Landing concrete pump base		180.26
			Total for Check Number 57782:	629.28
57783	r705	Guy Rents Inc	02/03/2025	
	1023314-4	Forklift and trailer for Donna Dr Tank project		1,981.25
			Total for Check Number 57783:	1,981.25
57784	R850	Ron's Quality Auto Repair	02/03/2025	
	23360	Scada Van rear brakes and repair steering column		1,750.31
			Total for Check Number 57784:	1,750.31
57785	s750	Standard Insurance Company	02/03/2025	
	00 649299 0082	Short		1,665.12
			Total for Check Number 57785:	1,665.12
57786	U410	United Way of Humboldt	02/03/2025	
		PR Batch 00003.01.2025 UNITED WAY	PR Batch 00003.01.2025 UNI	2.64
		PR Batch 00003.01.2025 UNITED WAY	PR Batch 00003.01.2025 UNI	1.00
		PR Batch 00003.01.2025 UNITED WAY	PR Batch 00003.01.2025 UNI	0.36
			Total for Check Number 57786:	4.00
			Total for 2/3/2025:	123,879.72
57788	A210	Petrusha Enterprises Inc.	02/20/2025	
		AES Comm'l Fire Alarm Comms		120.00
		Open/Close Reporting		45.00
		Commercial Fire Monitoring		100.50
		On site visit		130.00
	723178	ANNUAL CONTRACTED SVC CHG		207.96
			Total for Check Number 57788:	603.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57789	A790 14100674	Automation Direct VFD for PMM Motor and line reactor	02/20/2025	2,659.27
Total for Check Number 57789:				2,659.27
57790	B296 1	Brandon Balke COMMERCIAL DRIVERS LICENSE PERMIT	02/20/2025	100.06
Total for Check Number 57790:				100.06
57791	C180 6010424894 6010638557 6010749394	Canon Solutions America Inc. COPIER MAINTENANCE COPIER MAINTENANCE COPIER MAINTENANCE	02/20/2025	96.00 17.54 179.16
Total for Check Number 57791:				292.70
57792	C410 01202025 01202025	City of Eureka: SW Humboldt Hill 21% General 79%	02/20/2025	35,380.80 133,099.20
Total for Check Number 57792:				168,480.00
57793	C475 07700413P 07700416P 07700417P 07700948P 0787118S 0787120S 0787121S.02 0787124S 0787126S 0787131S 0787134S 0787136S 0787146S	Coast Counties Peterbilt UNIT#1 CAP FILL UNIT#1 CAP-RADIATOR 16 PSI UNIT #1 CAP-FILL January - UNIT 1 CRACKED WHEEL UNIT#8 90 DAY BIT/WET SVC UNIT#14 90 DAY BIT/WET SVC UNIT# T40 UNIT#10A 90 DAY BIT/WET SVC UNIT#1 90 DAY BIT/WET SVC UNIT# 18 90 DAY BIT/WET SVC UNIT# 10 9- DAY BIT/WET SVC UNIT# ZIEMAN 90 DAY INSP W/ CHASSIS L UNIT#20 90 DAY BIT/WET SVC	02/20/2025	60.59 17.64 -60.59 458.22 907.03 1,403.96 1,291.85 1,088.34 1,183.41 1,500.01 933.12 278.78 1,279.92
Total for Check Number 57793:				10,342.28
57794	E485 174468/3 174538/3 174653/3 175584/3 175628/3 175815/3 175869/3 175944/3 175959/3	Cooney Parris and Rieke Corp CABLE CAT 6 550 MHZ 14' HASP, RIVET TOOL KIT, CHAIN CONCRETE MIX 60# QUIKRETE CLOTH HDW 24"X5, HSP FXD STPL 4-1/2" Z TIE-DOWN ORNG 1"X10' 4 PK, LATCH STOI HX BOLTS, FENDER WASH, FIN HX NT, SPI TIRE GAUGE 120 PSI, PLSTC BUCKET 5G, C ACE BOX NAIL 16D3.5HG #5 - OFFICE SIDI DIAB HRDIE BLD 7-1/4"X4T, 2X4X12 DF PR	02/20/2025	26.93 36.80 45.19 34.66 81.78 48.55 67.38 29.08 70.14
Total for Check Number 57794:				440.51
57795	E558 432453 433064 433196 434633 435707 436071	NAPA Auto Parts of Eureka 2.5 BLUE DEF UNIT#3 UNIT# 3,18 2.5 BLUE DEF 2.5 BLUE DEF, MOTOR TUNE-UP 16OZ, 4A UNIT# 17 HOODLIGHT UNIT# 17 GAS CAP FEELER GAUGE	02/20/2025	27.95 41.92 86.37 18.67 29.49 7.64

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57795:	212.04
57796	E650 100157	Eureka Ready Mix YARD - CLASS 2 BASE DELIVERED - #8856:	02/20/2025	1,305.12
			Total for Check Number 57796:	1,305.12
57797	F049	Fastenal Company	02/20/2025	
	CAEUR135314	LINE#3 XL OR DISP GLV		31.64
	CAEUR135314	LG SPLT BCK GLV, DISP FOAM EARPLUGS		118.48
	CAEUR135390	LG FLX GLV, BLK CHSL MRKR,TAPE RLR,		201.48
	CAEUR135390	XL OR DISP GLV		94.92
	CAEUR135626	LINE#1,2,3 G9 SFTY GLSS, LG SPLT BK DRV		55.36
	CAEUR135626	LINE# 4,5,6 AA BTTRY, XL SG-375 PF GLV, :		365.71
	CAEUR135683	14" FMP 1000 DMND BLD, 14X125 ASPHGRI		288.29
	CAEUR135810	AA ALK BTTRY, 9V ALK BTRY, DISINF BT		106.07
	CAEUR135866	LINE# 1,2,3,4,6 - GLVS, EARPLUGS, BLK M/		91.93
	CAEUR135866	AAA ALK BTTRY		3.06
	CAEUR135968	WD-40 25X1 PWRLK TAPE RULER, BLUE M		150.17
	CAEUR136036	LINE# 1,2,3 SFTY GLSS, LG FLX GLV, BLK C		18.39
	CAEUR136036	LINE# 4, LG OR DISP GLV		32.90
			Total for Check Number 57797:	1,558.40
57798	F050	Fastenal Industrial	02/20/2025	
		PPE Safety gear and hard hats		1,802.48
		PPE Safety gear and hard hats		1,802.48
	CAEUR134703	5/8X3" STAINLESS BOLTS		414.84
	CAEUR135317	XLG BANDAGES, IBUPROFEN		45.90
	CAEUR135389	CONTR BAG 35X58		136.03
	CAEUR135389	LHSP SHOVEL WITH TAB SOCKT		58.66
	CAEUR135868	BATH TISSUE, PPR TWLS, CONTR BAG, INI		383.29
	CAEUR136037	WHT MLTI FLD TWLS		48.13
			Total for Check Number 57798:	4,691.81
57799	G150 45303 SLA4047.1224 SUB.4047.0125	Gaynor Telesystems Inc. Final Payment on new phone system December charges for phone system January charges for phone system	02/20/2025	1,945.34 563.67 472.91
			Total for Check Number 57799:	2,981.92
57800	G310 380-0064665	GHD Inc. HOOVER SLS FLOOD PROTECTION PROJE	02/20/2025	2,149.57
			Total for Check Number 57800:	2,149.57
57801	H010 S014146035.002 S014161456.01 S01417544.001 S014181190.001 S014186579.001 S014186899.001 S014186899.002 S014200174.001 S014201407.001 S014208768.001 S014208857.001	Keenan Supply CHRISTY CONCRETE LID, AYMCDO Y-BR/ 10X6 DI C110 FLNG CONC RED PN 197016 ROMAC SS1 4. 85X16 SS 1 SCTN RPR CLAM 1614 QUAKER - GXGXG ADPT PN 13170, G3 SPRUCE PT WELL, 6X1-3" FLGXFLG DI SPC YARD RPLCMNT - YRD BUSH, RPR CPLG, I January RED RUBBER FULL FACE GASKET SXMIP SCH 40 PVC MALE ADPT, HXH PVC ROMAC RGAP ACCY PAK PN 144485 DI C153 MJXFLNG TEE PN 13379	02/20/2025	744.28 1,546.51 333.96 493.26 508.02 146.83 652.71 57.01 250.99 496.78 678.64



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57801:	5,908.99
57802	H060 864514	Harvey M. Harper Co. #7 GAS CAP AND AIRBAG RECALL	02/20/2025	205.00
			Total for Check Number 57802:	205.00
57803	H410 20250131 23370000	Humboldt Bay Municipal Water D PF-2 Reconciliation Credit/Charge from FY 202 Water Purchased - January	02/20/2025	-179.55 95,642.37
			Total for Check Number 57803:	95,462.82
57804	H690 527554	Humboldt Fasteners and Tools MAKITA 18V RATCHET	02/20/2025	83.36
			Total for Check Number 57804:	83.36
57805	H760 180664	Humboldt Towing Inc UNIT# 9 VAN - VEHICLE TOW	02/20/2025	160.00
			Total for Check Number 57805:	160.00
57806	H810 1000011893 1000012538 10739 776684 777908	Humboldt Waste Management Auth GREENWASTE - SELF-HAUL SOLID WASTE - SELF HAUL TICKET# 76922 PAINT RELATED MATERIAL (4), AEROSOL OFFICE SIDING (TEAR OFF) - SELF HAUL S DONNA DR TEMP TANK - GREENWASTE S	02/20/2025	25.33 28.86 32.00 53.87 10.66
			Total for Check Number 57806:	150.72
57807	I401 IN52299 IN52349 IN52403 IN52409 IN52410 IN52504 IN52520 IN52565 IN52683 IN52684 IN52707 IN52743 IN52754 IN52755 IN52756	Industrial Electric Arcata Inc Lentell Tank SCADA parts heater over loads for starter conduit and wire for power and alarming to SCA switch contract blocks for alarming out of Auto s Hubbard pump breaker handle flash drives to back up SCADA and RTU program starter for new pump conduit and wire for new pump Battery tester cord grips to discharge PSI and suction PSI and v conduit and supplies for the solar system wire and conduit to solar system wire to hydro system generator power and alarm wifi routers for sewer lift station Pine Hill pump starter contact kit	02/20/2025	277.99 46.38 217.56 88.89 128.69 27.13 817.58 578.59 54.24 73.36 368.11 81.72 862.94 184.28 303.14
			Total for Check Number 57807:	4,110.60
57808	K400 31079	Kernen Construction Hot asphalt mix Roth Ct.	02/20/2025	241.47
			Total for Check Number 57808:	241.47
57809	M230 M275108 M275225	Mendes Supply Co HYPOCHLORITE SOLUTION DRUM DEPOSIT (CREDIT)	02/20/2025	938.51 -120.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57809:	818.51
57810	M350	Mid-City Motor World	02/20/2025	
	01312025	FINANCE CHG		13.53
	5218874	UNIT# 19 - DOOR REPAIR		902.30
	5220552	UNIT# 11 AND 12 - IN CAB FILTER		58.78
			Total for Check Number 57810:	974.61
57811	M450	Mission Linen	02/20/2025	
	523053062	UNIFORMS/MATS		399.64
	523093473	UNIFORMS/MATS		221.96
	523136368	UNIFORMS/MATS		404.39
	523179783	UNIFORMS/MATS		226.03
	523222246	UNIFORMS/MATS		435.60
			Total for Check Number 57811:	1,687.62
57812	M780	Municipal Maintenance Equipmen	02/20/2025	
	030281	Unit 18 Inlet Tube Weldment		1,889.72
	031401	Vac Con PDM Circuit Board		2,003.20
	031602	Unit 18 Inlet Tube Weldment		1,812.49
			Total for Check Number 57812:	5,705.41
57813	P006	PACE Supply Corp.	02/20/2025	
	0210161437	Gate Valve - Donna Temp tank parts		4,707.94
	029725577-2	HYM2CPLG8-Yard replacement		956.11
			Total for Check Number 57813:	5,664.05
57814	P010	Pacific Gas and Electric-GN	02/20/2025	
	JANUARY CHARGE	dGeneral Sewer System		9,916.87
	JANUARY CHARGE	bHH Water System		11,390.93
	JANUARY CHARGE	cFW/MR Water System		796.60
	JANUARY CHARGE	eKS/HH Sewer System		3,610.22
	JANUARY CHARGE	fOffice/Yard		6,464.93
	JANUARY CHARGE	gSpark Energy Gas/LP Gas Chgs		766.03
	JANUARY CHARGE	aWA Pump & District/Cummings		6,430.73
			Total for Check Number 57814:	39,376.31
57815	P130	Pacific Gas and Electric-St	02/20/2025	
	JANUARY CHARGE	STREET LIGHTS: PRIOR MONTH PG&E BIL		7,711.77
	JANUARY CHARGE	STREET LIGHTS - JANUARY 2025		6,604.25
			Total for Check Number 57815:	14,316.02
57816	P190	Pacific Paper Co	02/20/2025	
	227562	POCKET CALCULATOR, PAPER, WHITEBO,		217.76
			Total for Check Number 57816:	217.76
57817	P251	Pape Machinery Inc	02/20/2025	
	4011551	MQ 70 Generator repair on not starting		479.81
			Total for Check Number 57817:	479.81
57818	P430	Pierson Building Center	02/20/2025	
	237796	ELECTRICAL TAPES, STORAGE BOX		101.96
	238037	SPRUCE PT, LAG SCREW, DRILL, LEVEL		79.16

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	238252	SCH40 PVC BUSHING		8.16
	238486	GAP FILLER, SOLDERING KIT, HEAT SHRI		65.05
	239926	BULK FASTENERS		15.21
	240787	DRILL BITS, FASTENERS, PERMATEX BLU		37.67
	241013	2X10 #2 & BTR D/F S4S, LMBR ASSESSMEN		33.82
	241018	BULK FASTENERS, SIKA ANCHOR, FOAM :		62.95
	241282	KIRKBY REPAIR - 1X4X16 PRESSURE TRTI		17.63
	241898	ASSTD HARDWARE, 3/8X12 SLOT SCREWE		19.20
	242180	OFFICE SIDING (HANDRAIL) BULK FASTE		28.71
	242209	OFFICE SIDING (HANDRAIL) SIKA ANCHO		27.30
	242391	OFFICE WINDOW FRMNG - LUMBER AND.		20.49
			Total for Check Number 57818:	517.31
57819	P557	Rexel USA Inc.	02/20/2025	
	5V78200	BUS FWH-200B 200A 500V AC TAG		378.23
	5V86611	PVC TYPE-LB, TYPE-T, COND REDUCER, C		47.04
	5V97624	BUS FWH-200B 200A 500V AC TAG		199.12
	5X14563	FLU TP1 TESTG PROBES SLIM-REA		32.76
			Total for Check Number 57819:	657.15
57820	R705	Guy Rents Inc	02/20/2025	
	1023314-4	Forklift and trailer for Donna Dr Tank project-Ac		856.28
			Total for Check Number 57820:	856.28
57821	U730	USA Bluebook	02/20/2025	
	INV00605174	hubbard pump spools		957.92
			Total for Check Number 57821:	957.92
57822	V700	Valley Pacific Petroleum Services Inc	02/20/2025	
	INV 24-866645	YARD FUEL		4,082.19
	INV 25-872535	YARD FUEL		3,872.04
			Total for Check Number 57822:	7,954.23
57823	W570	Western Chain Saw	02/20/2025	
	380789	KINETIX B&C, CHAIN, CF3 PRO LINE, LAB		116.14
	380981	TAP IT HEAD - P35		76.45
			Total for Check Number 57823:	192.59
			Total for 2/20/2025:	382,515.68
			Report Total (51 checks):	506,395.40

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# Humboldt Community Services District

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

## ENGINEERING MEMORANDUM

**To:** Board of Directors  
**From:** Kush Rawal, Assistant Engineer  
**Date:** March 21, 2025  
**Subject:** Assistant Engineer Progress Report for March 25, 2025 Board Meeting

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### **Spruce Point Well Rehabilitation**

As part of the FY 24/25 Capital Improvement Plan, the rehabilitation of Spruce Point Well has been completed, and the system has been returned online as of March 10, 2025. Spruce Point Well is one of two well systems in the District that supply the Humboldt Hill Area, producing approximately 66,000,000 gallons annually, which accounts for just over 10 percent of the District's water resources for distribution.

Spruce Point Well was last cleaned and rehabilitated in 2002, which included the installation of a pump capable of 400 GPM. Over the past two decades, the production rate of the well has decreased to below 340 GPM, necessitating longer pump times and increased energy usage to maintain production. This decline has prompted the District to plan a cleaning and rehabilitation project.

The District hired Fisch Drilling and Pump to pull the existing pump, swab, clean, and camera the well casing and install a new submersible pump. The well casing was evaluated to be in good condition, and the new pump along with the permanent magnet motor were installed in the well. District forces followed suit and installed a Variable Frequency Drive (VFD) that will enable flow modulation and enhance energy efficiency.

Finally, Spruce was disinfected using a sodium hypochlorite solution that was pumped through the well system and then flushed. The District collected two water samples for bacteriological tests before reconnecting the well to the District's water distribution network. The rehabilitated Spruce point well system is shown in Figure 1, and the newly installed VFD is shown in Figure 2.

### **Donna Drive Temporary Tank System Transition**

District Forces are currently working to finalize the Donna Drive Temporary Water Storage Tank System, which serves the upper half of Humboldt Hill, in preparation for the upcoming Donna Drive Water Storage Tank Rehabilitation project scheduled to begin on April 1, 2025. The temporary tanks and associated plumbing have been disinfected, and the District is awaiting bacteriological test results. The District plans to connect the temporary system to our distribution network by March 31.

# Humboldt Community Services District

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Once the temporary system is online, it will be important to note that the fire flow capacity will be reduced, as the original tank volume is 500,000 gallons and the temporary tanks have a total volume of 62,000 gallons. Humboldt Bay Fire has been notified of the upcoming reduction in water storage for the Humboldt Hill area serviced by the Donna Drive Water Storage Tank, and another notification will be made when the system is placed in service.



**Figure 1:** This figure shows the top view of the Spruce Point Well after Rehabilitation is completed



**Figure 2:** This figure shows the newly installed Variable Frequency Drive (VFD) used to modulate flow and improve energy efficiency of the system

# Humboldt Community Services District

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## MEMORANDUM

TO: Board of Directors  
FROM: Brian McNeill, Utility Services Planner  
DATE: March 21, 2025  
SUBJECT: Utility Services Planner Report for March 25, 2025 Board Meeting

The District maintains a Fats, Oils, and Grease (FOG) management and control program. The program aims to reduce the amount of FOG that reaches the sanitary sewer system because FOG causes clogs (Figure 1). The District's program includes commercial grease trap and interceptor inspections, mandatory maintenance and cleaning schedules, a public education program (see infographic below) regarding Best Management Practices (BMPs) and a review of all building permit applications. FOG can cause blockages in the wastewater collection system, possibly resulting in Sanitary Sewer Overflows (SSOs). At the treatment plant, FOG can inhibit processes and cause equipment blockages. A significant source of FOG is animal and vegetable-based oil and grease from restaurants and food processing establishments. With this in mind, the main focus of the district's commercial FOG program has been categorizing and inspecting the grease treatment systems of restaurants and food processing establishments. After each calendar year, the District generates an Annual Report listing the inspections and activities performed in the previous year. HCSD aims to inspect every pretreatment site at least once every other year. Currently, the District has 49 facilities in the FOG program and 24 were inspected in 2024. This annual report has been completed and submitted to the City of Eureka.



Figure 1: Infographic encouraging people not to put FOG down the drain from <https://www.ae2s.com/>.

Utility Services Planner's Report to the Board of Directors for  
March 25, 2025 Board Meeting

The Lead and Copper service line inventory reported on at the February 7, 2025, Board meeting has been completed. The final submission to the State Water Resources Control Board has been sent; there is no lead in the District's system.

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



# Humboldt Community Services District

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## MEMORANDUM

**For HCSD Board of Directors Regular Meeting of:** March 25<sup>th</sup> 2025

**AGENDA ITEM:** F.1

**TITLE:** Analysis of District Investment Options and Performance

**PRESENTED BY:** Michael Montag, Finance Manager/District Treasurer

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**Recommendation:**

Provide direction to staff regarding investment of funds to be disbursed by County of Humboldt.

**Detail:**

The County is processing a disbursement of \$4,477,574 in District funds currently held in County Fund accounts with the intention of moving the funds into an account with improved performance. The board requested comparison of additional investment options that the District might utilize.

Annualized Interest yields for FY 2024 and for the first two quarters of FY 2025 for the Humboldt County Joint Investment Pool and Ca CLASS JPA are listed in the table below. The yield earned by the State of California LAIF (Local Agency Investment Fund) are also included in the table for comparison.

Investment Source	FY 2024 Annualized Yield	FY 2025 Annualized Yield
County of Humboldt	2.66%	3.32%
CA CLASS JPA	6.11%	5.18%
California LAIF	3.99%	4.51%

Due to the nature of funds held by the county, and restrictions in place to ensure the safety of District funds, the District is limited in the types of investment options that can be utilized. In addition to Public Fund Investments pool such as the Humboldt County Fund Accounts CA CLASS JPA, and California Local Area Investment Funds (LAIF), the District could utilize Certificate of Deposit accounts offered by many banks. Certificates of Deposit offer a stable set Yield over a fixed period of time. The yield varies by bank and by the term length for the Certificate. Available CD Terms and Yields from a selection of banks are listed in the table below:

Bank	6 Month	12 Month	24 Month	36 Month
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US Bank	4.00%	3.20%	N/A	N/A
Coast Central Credit Union	2.50%	3.99%	3.55%	3.60%
Compass Community Credit Union	2.55%	3.05%	3.55%	1.90%
Redwood Capital Bank	3.75%	3.65%	3.10%	3.00%

Certificates of Deposit have differences compared with other options available to the District:

- Investment return is fixed for the term length, compared to other investment options in which performance can vary and may even have negative returns.
- Funds held in Certificates of Deposit have limited accessibility. Funds held in such accounts can only be accessed without penalty at the end of the specified term. If it is desired to access funds held in a certificate of deposit prior to the maturity date, then penalties are imposed.
- Banks may impose limits on the amounts that can be held in certificates of deposit, or may impose additional fees or requirements for deposits over a certain amount.

Additionally, it is worth noting that the Joint Investment pools available to the District (County Fund accounts, CA CLASS, and California LAIF) utilize Certificates of Deposit and other fixed-yield investments as part of their portfolio, which helps to stabilize investment yields.

If the District Board would like to utilize Certificates of Deposit, the District Finance Manager will contact the desired banks to obtain additional information as necessary to present at a future board meeting and begin the process of opening such accounts.

### **Fiscal Impact**

Due to the potential variability in investment yield from different investment options, it is difficult to forecast the impact of utilizing Certificates of Deposit compared with other investment options. Certificates of Deposit can result in either higher or lower investment yields compared to CA CLASS and other investment pools.

# **Humboldt Community Services District**

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

## **AGENDA REPORT**

**For HCSD Board of Directors Regular Meeting of:** March 25, 2025

**AGENDA ITEM:** F.2

**TITLE:** Consideration of Letters of Support for Assembly Bill (AB) 259 and CA Senate Bill (SB) 496

**Presented by:** Terrence Williams, General Manager

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### **Recommendation:**

Staff suggests the HCSD Board consider supporting AB 259 and SB 496 by authorizing the General Manager to send a letter to their respective authors.

### **Summary:**

The California Special Districts Association has requested members author letters of support for two pieces of legislation: AB 529 (Rubio), which eliminates a sunset provision within the Ralph M. Brown Act, and SB 496 (Hurtado), which eases requirements of the CARB mandate for small and medium-sized special districts.

### **Assembly Bill 259**

In September 2022, AB 2440 was enacted, amending certain portions of the Brown Act to better facilitate virtual meetings. Prior to AB 2440, if a board member was unable to attend a board meeting in person, they could participate remotely only if the meeting agenda included their physical location, and members of the public could attend from the remote location listed on the agenda. Under exigent circumstances, AB 2440 allowed board members to attend the meeting remotely a limited number of times per year without having to agendize their location or provide a physical remote location for public participation. When enacted, AB 2440 included a sunset date of January 1, 2026. AB 250 eliminates the sunset date of January 1, 2026, allowing the changes of AB 2440 to become permanent.

### **Senate Bill 496**

The California Air Resources Board (CARB) adopted an Advanced Clean Fleet (ACF) Regulation that requires agencies to transition their medium-duty and heavy-duty vehicles to zero-emission vehicles (ZEVs). The ACF regulations are ambitious and establish compliance deadlines that many small and local governments struggle to meet. More importantly, no ZEV options are available for many specialized vehicles. While the ACF regulations allow for exemptions that grant compliance flexibility, they do not clarify how exemptions should be evaluated or decided, and there is currently no administrative

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Consideration of Letters of Support for AB 259 and SB 496  
Board of Directors Meeting March 25, 2025

review of exemption request denials. SB 496 creates an appeals advisory committee so that local agencies, including special districts, can request a review of exemption request denials. The bill also exempts vehicles reasonably anticipated to respond to emergencies. If SB 496 passes, HCSD would have much greater flexibility in purchasing vehicles used during emergency responses, ensuring that District staff have the appropriate equipment to protect ratepayers, District assets and the environment during emergency operations.

**Fiscal Impact:**

No fiscal impact.

# Humboldt Community Services District

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March 25, 2025

The Honorable Blanca Rubio  
California State Assembly  
1021 O Street, Suite 5250  
Sacramento, CA 95814

RE: Support – Assembly Bill 259

Dear Assembly Member Rubio,

Humboldt Community Services District is pleased to support Assembly Bill (AB) 259.

Recognizing the evolving needs of public meetings and the importance of remote participation, the Humboldt Community Services District (HCSD) supports the continuation of the provisions established by Assembly Bill 2449. Since its passage in 2022, AB 2449 has allowed us to facilitate remote participation for governing body members who are unable to attend in person due to illness, and medical emergencies. These provisions have proven invaluable in ensuring that public agencies can maintain continuity, transparency, and effective governance while allowing flexibility for board members facing unavoidable conflicts.

AB 259 strikes a necessary balance by providing remote participation options while maintaining strong safeguards, including the requirement that a quorum remains physically present at the official meeting location. This ensures public engagement and accountability while allowing elected and appointed officials to fulfill their duties even when circumstances prevent their physical attendance. HCSD urges the Legislature to continue supporting policies that modernize public meeting laws and enhance accessibility without compromising the integrity of local governance.

Thank you for your continued support of local government. HCSD strongly supports Assembly Bill 259 and urges the Legislature to pass this measure. If you have any questions, please feel free to contact me at (707) 443-4558.

Sincerely,

Terrence Williams  
General Manager

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# Humboldt Community Services District

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

March 25, 2025

The Honorable Melissa Hurtado  
California State Senate  
1031 O Street, Suite 6510  
Sacramento, CA 95814

RE: Support – Senate Bill 496: Advanced Clean Fleets

Dear Senator Hurtado,

On behalf of the Humboldt Community Services District (HCSD), we are pleased to support Senate Bill (SB) 496.

As an agency, we are committed to transitioning our fleet operations toward a more sustainable future. We have an excellent track record of evaluating each capital purchase to find the most environmentally responsible solution. However, we must continue to meet the needs of our ratepayers and provide safe and reliable water distribution and wastewater collection services. As a water utility, emergency response and critical infrastructure are paramount. SB 496 ensures that we will continue providing safe drinking water and respond appropriately during emergencies.

The ACF regulation imposes deadlines for transitioning to Zero Emission Vehicles (ZEVs), but compliance depends on adequate charging infrastructure and specialized ZEVs. Although exemptions exist, there is no clear process for evaluating requests or appeals. SB 496 would establish an Appeals Advisory Committee to review exemption denials, promoting fairness, transparency, and due process for agencies facing compliance issues.

SB 496 updates the emergency vehicle exemption, enabling vehicles crucial for emergency response and disaster recovery operations to serve our communities without unnecessary restrictions. It is vital that first responders and essential service providers possess the tools necessary to operate effectively in all conditions.

These improvements will protect public health, promote fiscal responsibility, and better facilitate a transition to cleaner fleets. HCSD strongly supports Senate Bill 496 and urges the Legislature to pass this measure. If you have any questions, please feel free to contact me at (707) 443-4558.

Sincerely,

Terrence Williams  
General Manager

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# **Humboldt Community Services District**

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## **AGENDA REPORT**

**For HCSD Board of Directors Regular Meeting of:** March 25, 2025

**AGENDA ITEM:** F.3

**TITLE:** Consideration of Appointing an AdHoc Committee to Assist with Submission and Coordination of a Grant Application for a Feasibility Study to Establish a Parks Department as a Special District Latent Power

**Presented by:** Terrence Williams, General Manager

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### **Recommendation:**

Please appoint two Board Members to an AdHoc Committee to assist District staff with the submission and coordination of a Grant application for a Feasibility Study to Establish a Parks Department as a Special District Latent Power

### **Summary:**

At the February 25, 2025, Board Meeting, the Board of Directors approved a resolution supporting a feasibility study to establish a parks department.

The District has received an invitation to submit a full application to the California State Coastal Conservancy (SCC) for costs associated with a community needs and feasibility study for a parks department. Members of the Ad Hoc Committee will meet with partner agencies, local non-profits, and associations to help solicit letters of support for the grant and contributions for the matching portions of the grant funding.

The General Manager requests the Board identify two Directors to serve on the AdHoc Committee.

### **Fiscal Impact:**

The District intends to seek \$35,000 in matching funds from local sources. In fiscal year 2026, the district will budget approximately \$15,000 in general fund revenue for the study. The remainder of the costs associated with the study is anticipated to be grant funded.

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# **Humboldt Community Services District**

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## **AGENDA REPORT**

**For HCSD Board of Directors Regular Meeting of:** March 25, 2025

**AGENDA ITEM:** F.4

**TITLE:** Consideration of Appointing an AdHoc Committee to Assist with Fiscal Year 2025/26 Employee Wage and Benefit Negotiations

**Presented by:** Terrence Williams, General Manager

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### **Recommendation:**

Please appoint two Board Members to Assist with Employee Wage and Benefit Negotiations.

### **Summary:**

Each year the District negotiates benefits, new requests and cost of living adjustments with the Humboldt Community Services District Employee Association (EA) which represents all non-exempt (hourly) regular employees.

The General Manager requests the Board identify two Directors to participate in the negotiations. The negotiation provides staff with information necessary to develop the 2025/26 Draft Budget. Historically, the AdHoc members and the EA officers often conclude negotiations in a single meeting.

### **Fiscal Impact:**

None at this time.

