



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

**AGENDA**

**DATE: Tuesday, September 23, 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. 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 September 23, 2025 Agenda                           | <i>Pgs. 1-2</i> |
| 2. Approval of Minutes of the Regular Meeting of September 9, 2025 | <i>Pgs. 3-7</i> |

**D. REPORTS**

- |                               |                   |
|-------------------------------|-------------------|
| 1. <u>General Manager</u>     |                   |
| a) District Update            | <i>Pgs. 9-10</i>  |
| 2. <u>Finance Department</u>  |                   |
| a) July 2025 Budget Statement | <i>Pgs. 11-21</i> |
| b) August 2025 Check Register | <i>Pgs. 23-31</i> |
| 3. <u>Engineering</u>         |                   |
| a) Update                     | <i>Pgs. 33-36</i> |
| 4. <u>Planning</u>            |                   |

a) Update

Pgs. 37-38

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 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 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**

## **G. CLOSED SESSION**

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

## **H. ADJOURNMENT**

Next Res: 2025-08

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, September 9, 2025, at 5055 Walnut Drive, Eureka, California, and 50 Via Ravello, Henderson, Nevada, with public participation available via Zoom tele/video conference.

**A. CALL TO ORDER AND ROLL CALL**

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

**B. PLEDGE OF ALLEGIANCE**

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

**C. CONSENT CALENDAR**

1. Approval of September 9, 2025 Agenda
2. Approval of Minutes of the Regular Meeting of August 12, 2025

**IT WAS MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR BENZONELLI, TO APPROVE THE SEPTEMBER 9, 2025, CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:**

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

**D. REPORTS**

1. General Manager
  - a) District Update

GM updated the Board on the leak in the Humboldt Bay Municipal Water District's (HBMWD) transmission line north of Arcata. HBMWD began an emergency repair on the transmission line at 3:00 a.m. on September 9<sup>th</sup>, and the repair is expected to be completed within 24 hours. The pipe section where the repair occurs must be isolated, and the supply to Arcata, Eureka, Manila Community Services District (CSD), Peninsula CSD, and HCSD has been suspended. The District is coordinating with other agencies to ensure residents continue receiving water without interruptions. The District opened bypass valving at the Truesdale Booster Station to provide back feed pressure and flow to communities on the peninsula using water stored in the District. Additionally, the District is pumping water stored in the City of Eureka's reservoir through the Hubbard Booster Station to supply the District as well as communities on the peninsula.

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GM reported on two comments from ratepayers regarding the excellent customer service provided by Utility Workers Andrew Sawboh and Christopher Davenport.

2. Finance Manager

No report.

3. Engineering

a) Update

AE reported that the District completed the Donna Drive tank rehabilitation project. The tank has been disinfected and tested and has been returned to service.

4. Planning

a) Update

USP reported on the Unregulated Contaminant Monitoring Rule 5 (UCMR-5) program administered by the Environmental Protection Agency. UCMR-5 requires HCSD to sample for 30 contaminants during March and September 2025 from all District Wells and the Truesdale and Harris/Hubbard booster stations. Results from the March sampling found no detections of contaminants.

The District maintains a Fats, Oils, and Grease (FOG) program to reduce clogs in the sanitary sewer system. The District inspects all restaurants and food processing establishments every two years and completes half of the inspections annually. Staff is currently completing the inspections for 2025.

5. Legal Counsel

No report.

6. Director Reports

Director Ryan reported on her attendance at the CSDA conference August 25-28<sup>th</sup> and attended sessions on a variety of topics including LAFCo, the Proposition 218 process and the Public Records Act.

Director Benzonelli reported that the North McKay Ranch annexation will be considered at the September 17 Humboldt LAFCo meeting. LAFCo will also consider the Kneeland Goodwill Fire District's annexation proposal. Humboldt Redwood Company is opposed to the annexation. Benzonelli noted that state law allows timber properties to be exempt from fire districts due to a duplication of

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SEPTEMBER 9, 2025

services from CALFire, but that Fire Districts have since expanded their services to provide emergency response services beyond the scope of fires.

Director Gardiner announced that he will pay 50% of the ticket price for veterans employed by the District to attend the Marine Corps' 250th anniversary celebration on November 8<sup>th</sup>.

**E. PUBLIC PARTICIPATION**

None.

**F. NEW BUSINESS**

1. Consideration of Appointing an Ad Hoc Committee to Conduct the 2025 General Manager Annual Review

President Matteoli summarized the Committee's responsibilities and queried Board Members' interest in serving. Director Benzonelli requested to continue serving on the Committee and noted that the previous year's review needed to be finalized. Director Gardiner indicated that Director Matteoli had performed well in his role on the ad hoc the previous year and voiced his support of Director Matteoli continuing in that role. Director Gardiner also recommended that the Committee gather written comments from Board Members ahead of or during the review process. It was noted that collecting comments outside of a noticed meeting might result in a serial meeting, which would violate the Brown Act. GM suggested a closed session would allow the Committee to receive comments.

PUBLIC COMMENT: None

**PRESIDENT MATTEOLI APPOINTED DIRECTOR BENZONELLI AND HIMSELF TO THE AD HOC COMMITTEE TO CONDUCT THE 2025 GENERAL MANAGER ANNUAL REVIEW.**

2. Consideration of Updating the Utility Worker I/II/III Job Descriptions

GM reported that the job descriptions for Utility Worker I/II/III were last updated in 2021. For the last three years, Utility Workers have been encouraged to begin working towards obtaining CWEA's Collection Systems Operator Grade III certification. In compliance with updated state regulations, the recently adopted Sanitary Sewer Management Plan requires training and certification on specific skills included in the Collection Systems Operator testing. Employees will have 12 months to obtain the certification commensurate with their classification. The staff recommendation also includes a modified grace period of 12 months for employees to receive their commensurate Water Distribution Certification after promoting to a more senior Utility Worker position.

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PUBLIC COMMENT: None

**IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN, TO UPDATE THE UTILITY WORKER I/II/III JOB DESCRIPTIONS TO INCLUDE THE COMMENSURATE CWEA WASTEWATER COLLECTION CERTIFICATION. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:**

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN

NOES: NONE

ABSENT: NONE

3. Consideration of Meeting Schedule for November and December 2025

GM reported that the Board is scheduled to meet on November 11, Veterans' Day, and on November 25, during Thanksgiving Week. Staff has recommended that the Board cancel the meetings and schedule a special meeting on November 18. The Board has traditionally canceled the second December meeting and GM recommended the December 23 meeting be canceled.

GM plans to present a calendar of meetings at the first meeting of 2026 that would reduce the number of meetings scheduled throughout the year. District code requires that meetings be held on the second and fourth Tuesdays of the month at 5:00 p.m. The adopted calendar would authorize staff to cancel regularly scheduled meetings in advance for planning purposes. Director Gardiner suggested that the Board consider changing the time, day and frequency of regularly scheduled meetings.

PUBLIC COMMENT: None

**IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR HANSEN, TO CANCEL THE REGULAR MEETINGS ON NOVEMBER 11, 2025, NOVEMBER 25, 2025, AND DECEMBER 23, 2025, AND SCHEDULE A SPECIAL MEETING ON NOVEMBER 18, 2025. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:**

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN

NOES: NONE

ABSENT: NONE

DRAFT MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
SEPTEMBER 9, 2025

**G. ADJOURNMENT**

Without further business, **IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR RYAN**, TO ADJOURN. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF September 9, 2025, AT 5:52 P.M.

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Submitted, Board Secretary

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# Humboldt Community Services District

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*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: September 19, 2025

SUBJECT: General Manager Report for September 23, 2025 Board Meeting

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### **Humboldt Bay Municipal Water District**

Last week, the Humboldt Bay Municipal Water District (HBMWD) shut down their primary transmission line for repairs. The shut down affected service to several agencies including City of Arcata, Manila CSD, Peninsula CSD, City of Eureka and Humboldt CSD. Coordination between agencies ahead of the shut down allowed all agencies to continue service to their rate payers without interruption. Each agency played a critical role in continuing service and careful coordination was the key to success.

A debriefing meeting was held on September 17 at the HBMWD office to discuss lessons learned and to prepare for future coordination events. Representatives from the various agencies agreed to prepare a physical diagram of the overall interconnected system using GIS resources. The system diagram will be used to discuss various scenarios and map out potential pathways and interconnections to maintain the regional water supply in the event of a planned shutdown or emergency. The mapping will also be used to identify potential projects that could improve regional drinking water supply resiliency.

Once pathways are identified from mapping discussions and tabletop exercises, agencies plan to field test scenarios to ensure readiness when these systems are needed in the future.

### **Planning and Succession**

The solicitation for the Planner/ Engineering Technician position(s) closed on September 2. Interviews were held on September 18. Several very qualified individuals were identified and follow up interviews are being scheduled. We hope to make offers for these roles as soon as possible so that succession training can begin with as much overlap as possible.

The solicitation for the open foreman position closed on September 15. Several very qualified candidates submitted application packages. Interviews for are being scheduled for October 2.

We are looking forward to onboarding some new people to continue providing high-quality, cost-effective water and sewer service to our ratepayers.

**New Team Member**

In March of 2025, the District solicited to fill vacant utility worker positions. There were a number of highly qualified applicants. Two individuals were selected from the pool of applicants for full time hire, and a third was brought on as a temporary employee. One of the full-time hires left the District for a different opportunity so the individual that was brought on as a temp was offered full time employment. After completing the District's pre-employment screening, Jesse Holberg began full time employment for the District on September 16, 2025. Please welcome Jesse to the team.

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

**July 2025**

	Budgeted 2025-26	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	6,603,000	621,132	621,132	550,250	70,882	12.9	
Sewer Service Charges	8,842,500	697,734	697,734	736,875	(39,141)	(5.3)	
Water & Sewer Construction Charges	35,000	3,188	3,188	2,917	271	9.3	1
Account Charges	115,000	10,406	10,406	9,583	822	8.6	
Inspection Charges	700	-	-	58	(58)	(100.0)	1
Reimbursable Maintenance Charges	1,600	285	285	133	152	113.8	1
Miscellaneous	2,000	-	-	167	(167)	(100.0)	1
<b>TOTAL OPERATING REVENUE</b>	<b>15,599,800</b>	<b>1,332,744</b>	<b>1,332,744</b>	<b>1,299,983</b>	<b>32,761</b>	<b>2.5</b>	
<b>NON-OPERATING REVENUE</b>							
Capital Connection Charges	125,000	6,844	6,844	10,417	(3,573)	(34.3)	1
Interest/General	405,000	48,075	48,075	33,750	14,325	42.4	2
Discounts Earned	1,750	(255)	(255)	146	(401)	(275.1)	1
Sales: Fixed Assets/Scrap Metal	2,000	-	-	167	(167)	(100.0)	1
Bad Debt Recovery	3,000	-	-	250	(250)	(100.0)	1
Property Taxes & Assessments	450,000	-	-	37,500	(37,500)	(100.0)	1
<b>TOTAL NON-OPERATING REVENUE</b>	<b>986,750</b>	<b>54,663</b>	<b>54,663</b>	<b>82,229</b>	<b>(27,566)</b>	<b>(33.5)</b>	<b>1</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>16,586,550</b>	<b>1,387,407</b>	<b>1,387,407</b>	<b>1,382,213</b>	<b>5,195</b>	<b>0.4</b>	
<b>OPERATING EXPENSES</b>							
Wages Direct	2,065,812	164,472	164,472	172,151	7,679	4.5	
Benefits: PERS	607,000	395,559	395,559	50,583	(344,976)	(682.0)	3
Group Ins	1,451,000	100,120	100,120	120,917	20,797	17.2	
Workers Comp Ins	32,000	-	-	2,667	2,667	100.0	
FICA/Medicare	151,650	12,622	12,622	12,638	16	0.1	
Misc Benefits	1,920	340	340	160	(180)	(112.5)	4
<b>Total Wages and Benefits</b>	<b>4,309,382</b>	<b>673,112</b>	<b>673,112</b>	<b>359,115</b>	<b>(313,997)</b>	<b>(87.4)</b>	<b>3</b>
Less: wages & ben charged to Capital Proj.	(300,000)	(52,049)	(52,049)	(25,000)	27,049	(108.2)	
<b>Total Operating Wages and benefits</b>	<b>4,009,382</b>	<b>621,064</b>	<b>621,064</b>	<b>334,115</b>	<b>(286,948)</b>		
Water Purchase HBMWD	1,180,000	99,774	99,774	98,333	(1,441)	(1.5)	
Water Purchase Eureka	850,000	96,912	96,912	70,833	(26,079)	(36.8)	5
Sewage Treatment Operations & Maint.	2,185,000	153,841	153,841	182,083	28,242	15.5	
Water/Sewer Analysis	12,000	1,052	1,052	1,000	(52)	(5.2)	
Supplies/ Construction	150,000	10,857	10,857	12,500	1,643	13.1	
Supplies/ Office-Administration	15,000	1,521	1,521	1,250	(271)	(21.7)	6
Supplies/ Engineering	2,000	-	-	167	167	100.0	
Supplies/ Maintenance	100,000	16,160	16,160	8,333	(7,827)	(93.9)	7
Invoicing	65,000	6,497	6,497	5,417	(1,081)	(20.0)	8
Temporary Labor	44,500	4,571	4,571	3,708	(862)	(23.3)	9
Repairs & Maintenance/Trucks	75,000	8,025	8,025	6,250	(1,775)	(28.4)	10
Equipment Rental	2,000	323	323	167	(156)	(93.8)	11
Building & Grounds Maintenance	35,000	3,152	3,152	2,917	(235)	(8.1)	
Electrical Power	500,000	51,072	51,072	41,667	(9,406)	(22.6)	12
Street Lights	90,000	6,081	6,081	7,500	1,419	18.9	
Telephone	15,000	1,345	1,345	1,250	(95)	(7.6)	
Postage	2,500	-	-	208	208	100.0	
Freight	1,000	-	-	83	83	100.0	
Chemicals	13,000	-	-	1,083	1,083	100.0	
Liability Insurance	150,000	78,679	78,679	12,500	(66,179)	(529.4)	13
Legal	40,000	320	320	3,333	3,013	90.4	
Accounting	20,000	-	-	1,667	1,667	100.0	
Engineering	1,500	-	-	125	125	100.0	

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

**July 2025**

	Budgeted 2025-26	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Other Professional Services	30,000	-	-	2,500	2,500	100.0	
Bank Service Charges	22,000	1,765	1,765	1,833	69	3.7	
Transportation	75,000	6,335	6,335	6,250	(85)	(1.4)	
Office Equip. Maintenance	6,000	503	503	500	(3)	(0.5)	
Computer Software Maintenance	46,000	46,489	46,489	3,833	(42,655)	(1,112.7)	14
Memberships & Subscriptions	47,500	10,602	10,602	3,958	(6,643)	(167.8)	15
Bad Debts & Minimum Balance Writeoff	20,000	-	-	1,667	1,667	100.0	
Conference & Continuing Ed	33,000	756	756	2,750	1,994	72.5	
Certifications	7,500	180	180	625	445	71.2	
State/County & LAFCO Charges and Charge	62,000	-	-	5,167	5,167	100.0	
Hydraulic Water Model Maintenance	2,000	-	-	167	167	100.0	
Human Resources	22,000	330	330	1,833	1,503	82.0	
Miscellaneous	10,000	28	28	833	805	96.6	
Director's Charges	16,000	400	400	1,333	933	70.0	
<b>TOTAL OPERATING EXPENSES</b>	<b>9,956,882</b>	<b>1,228,633</b>	<b>1,228,633</b>	<b>829,740</b>	<b>(398,893)</b>	<b>(48.1)</b>	
<b>LONG TERM DEBT PAYMENTS</b>							
2012 CIP & Refi.	177,600	-	-	14,800	14,800	100.0	16
Davis-Grunsky Loan	6,050	-	-	504	504	100.0	16
VacCon Truck Loan	117,441	-	-	9,787	9,787	100.0	16
2014 Wastewater Revenue Bonds	487,175	-	-	40,598	40,598	100.0	16
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>788,266</b>	<b>-</b>	<b>-</b>	<b>65,689</b>	<b>65,689</b>	<b>100.0</b>	
<b>CAPITALIZED EXPENDITURES</b>							
Vehicles, Rolling Stock & Equipment	97,500	301	301	8,125	7,824	96.3	
Building, Yard & Paving Improvements	395,000	-	-	32,917	32,917	100.0	
Capital Improvements Water	2,944,800	127,680	127,680	245,400	117,720	48.0	
Capital Improvements Sewer	1,645,500	3,241	3,241	137,125	133,884	97.6	
Engineering & Studies	115,000	-	-	9,583	9,583	100.0	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>5,197,800</b>	<b>131,222</b>	<b>131,222</b>	<b>433,150</b>	<b>301,928</b>	<b>69.7</b>	
<b>OTHER</b>							
City of Eureka Projects:							
Treatment Plant	3,670,000	-	-	305,833	305,833	100.0	
<b>TOTAL City of Eureka Projects</b>	<b>3,670,000</b>	<b>-</b>	<b>-</b>	<b>305,833</b>	<b>305,833</b>	<b>100.0</b>	
Interfund Transfers In	-	-	-				
Interfund Transfers Out	-	-	-				
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(3,026,398)</b>	<b>27,552</b>	<b>27,552</b>	<b>(252,200)</b>	<b>279,752</b>	<b>110.9</b>	

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

**July 2025**

	Budgeted 2025-26	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	15,599,800	1,332,744	1,332,744	1,299,983	32,761	2.5
TOTAL OPERATING EXPENSES	(9,956,882)	(1,228,633)	(1,228,633)	(829,740)	(398,893)	(48.1)
NET SURPLUS/(DEFICIT) FROM OPERATIONS	5,642,918	104,111	104,111	470,243	(366,132)	(77.9)
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	986,750	54,663	54,663	82,229	(27,566)	(33.5)
TOTAL LONG TERM DEBT SERVICE	(788,266)	-	-	(65,689)	65,689	100.0
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	5,841,402	158,774	158,774	486,784	(459,387)	(94.4)
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(5,197,800)	(131,222)	(131,222)	(433,150)	301,928	69.7
CITY of EUREKA PROJECT REIMBURSEMENT	(3,670,000)	-	-	(305,833)	305,833	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(3,026,398)</u>	<u>27,552</u>	<u>27,552</u>	<u>(252,200)</u>	<u>279,752</u>	<u>110.9</u>

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

**July 2025**

	Budgeted 2025-26	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	6,603,000	621,132	621,132	550,250	70,882	12.9
Water Construction Charges	20,000	3,188	3,188	1,667	1,521	91.3
Account Charges	70,000	5,931	5,931	5,833	98	1.7
Inspection Charges	-	-	-	-	-	-
Reimbursable Maintenance Charges	1,400	285	285	117	168	144.3
Miscellaneous	1,000	-	-	83	(83)	(100.0)
<b>TOTAL OPERATING REVENUE</b>	<b>6,695,400</b>	<b>630,536</b>	<b>630,536</b>	<b>557,950</b>	<b>72,586</b>	<b>13.0</b>
<b>NON-OPERATING REVENUE</b>						
Water Capital Connection Charges	50,000	5,597	5,597	4,167	1,430	34.3
Interest/General	190,000	19,647	19,647	15,833	3,813	24.1
Discounts Earned	1,000	(146)	(146)	83	(229)	(274.6)
Sales:Fixed Assets/Scrap Metal	1,000	-	-	83	(83)	(100.0)
Bad Debt Recovery	2,000	-	-	167	(167)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>244,000</b>	<b>25,098</b>	<b>25,098</b>	<b>20,333</b>	<b>4,765</b>	<b>23.4</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>6,939,400</b>	<b>655,634</b>	<b>655,634</b>	<b>578,283</b>	<b>77,351</b>	<b>13.4</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	958,750	94,202	94,202	79,896	(14,306)	(17.9)
Wages & Benefits: Allocated	827,731	227,815	227,815	68,978	(158,838)	(230.3)
Benefits: PERS	143,475	11,609	11,609	11,956	347	2.9
Group Ins	413,000	39,624	39,624	34,417	(5,208)	(15.1)
Workers Comp Ins	14,850	-	-	1,238	1,238	100.0
FICA/Medicare	70,370	7,198	7,198	5,864	(1,333)	(22.7)
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>2,428,176</b>	<b>380,448</b>	<b>380,448</b>	<b>202,348</b>	<b>(178,100)</b>	<b>(88.0)</b>
Less: wages & ben charged to Capital Proj.	(185,000)	(50,243)	(50,243)	(15,417)	34,826	(225.9)
<b>Total Operating Wages and benefits</b>	<b>2,243,176</b>	<b>330,206</b>	<b>330,206</b>	<b>186,931</b>	<b>(143,274)</b>	<b>(76.6)</b>
Water Purchase HBMWD	1,180,000	99,774	99,774	98,333	(1,441)	(1.5)
Water Purchase Eureka	850,000	96,912	96,912	70,833	(26,079)	(36.8)
Water Analysis	12,000	1,052	1,052	1,000	(52)	(5.2)
Supplies/ Construction	110,000	6,632	6,632	9,167	2,535	27.7
Supplies/Office-Administration	4,500	228	228	375	147	39.3
Supplies/ Engineering	500	-	-	42	42	100.0
Supplies/ Maintenance	50,000	8,926	8,926	4,167	(4,759)	(114.2)
Temporary Labor	22,250	2,605	2,605	1,854	(751)	(40.5)
Repairs & Maintenance/Trucks	40,000	4,574	4,574	3,333	(1,241)	(37.2)
Equipment Rental	1,000	-	-	83	83	100.0
Building & Grounds Maintenance	6,000	624	624	500	(124)	(24.8)
Electrical Power	285,000	33,247	33,247	23,750	(9,497)	(40.0)
Freight	350	-	-	29	29	100.0
Chemicals	13,000	-	-	1,083	1,083	100.0
Liability Insurance	-	22,350	22,350	-	(22,350)	-
Engineering	-	-	-	-	-	-
Other Professional Services	5,000	-	-	417	417	100.0
Transportation	43,000	3,611	3,611	3,583	(27)	(0.8)
Office Equip. Maintenance	750	-	-	63	63	100.0
Computer Software Maintenance	21,000	26,405	26,405	1,750	(24,655)	(1,408.9)
Memberships & Subscriptions	2,000	1,825	1,825	167	(1,659)	(995.1)
Bad Debts & Minimum Balance Writeoff	10,000	-	-	833	833	100.0
Conference & Continuing Ed	10,000	431	431	833	403	48.3
Certifications	3,500	180	180	292	112	38.3
State/County & LAFCO Charges and Charge:	39,000	-	-	3,250	3,250	100.0
Hydraulic Water Model Maintenance	2,000	-	-	167	167	100.0
Human Resources	4,500	188	188	375	187	49.8
Miscellaneous	1,000	17	17	83	67	79.9
General & Admin Expense Allocation	299,150	36,300	36,300	24,929	(11,371)	(45.6)

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

**July 2025**

	Budgeted 2025-26	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
TOTAL OPERATING EXPENSES	5,258,676	676,087	676,087	438,223	(237,864)	(54.3)
LONG TERM DEBT PAYMENTS						
Davis-Grunsky Loan	6,050	-	-	504	504	100.0
TOTAL LONG TERM DEBT PAYMENTS	6,050	-	-	504	504	100.0
CAPITALIZED EXPENDITURES						
Capital Improvements Water	2,944,800	123,762	123,762	245,400	121,638	49.6
TOTAL CAPITAL EXPENDITURES	2,944,800	123,762	123,762	245,400	121,638	49.6
INTERFUND TRANSFERS IN	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(1,270,126)	(144,215)	(144,215)	(105,844)	(38,371)	(36.3)

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

**July 2025**

	Budgeted 2025-26	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	8,842,500	697,734	697,734	736,875	(39,141)	(5.3)
Sewer Construction Charges	15,000	-	-	1,250	(1,250)	(100.0)
Account Charges	45,000	4,474	4,474	3,750	724	19.3
Inspection Charges	700	-	-	58	(58)	(100.0)
Reimbursable Maintenance Charges	200	-	-	17	(17)	(100.0)
Miscellaneous	1,000	-	-	83	(83)	(100.0)
<b>TOTAL OPERATING REVENUE</b>	<b>8,904,400</b>	<b>702,208</b>	<b>702,208</b>	<b>742,033</b>	<b>(39,825)</b>	<b>(5.4)</b>
<b>NON-OPERATING REVENUE</b>						
Sewer Capital Connection Charges	75,000	1,247	1,247	6,250	(5,003)	(80.1)
Interest/General	200,000	19,007	19,007	16,667	2,340	14.0
Discounts Earned	750	(110)	(110)	63	(172)	(275.7)
Sales: Fixed Assets/Scrap Metal	1,000	-	-	83	(83)	(100.0)
Bad Debt Recovery	1,000	-	-	83	(83)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>277,750</b>	<b>20,143</b>	<b>20,143</b>	<b>23,146</b>	<b>(3,002)</b>	<b>(13.0)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>9,182,150</b>	<b>722,352</b>	<b>722,352</b>	<b>765,179</b>	<b>(42,828)</b>	<b>(5.6)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	598,000	39,464	39,464	49,833	10,369	20.8
Wages & Benefits: Allocated	827,731	227,815	227,815	68,978	(158,838)	(230.3)
Benefits: PERS	77,250	4,464	4,464	6,438	1,973	30.7
Group Ins	275,000	17,349	17,349	22,917	5,568	24.3
Workers Comp Ins	9,275	-	-	773	773	100.0
FICA/Medicare	43,950	3,015	3,015	3,663	647	17.7
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,831,206</b>	<b>292,108</b>	<b>292,108</b>	<b>152,601</b>	<b>(139,507)</b>	<b>(91.4)</b>
Less: wages & ben charged to Capital Proj.	(65,000)	(1,250)	(1,250)	(5,417)	(4,167)	76.9
<b>Total Operating Wages and benefits</b>	<b>1,766,206</b>	<b>290,858</b>	<b>290,858</b>	<b>147,184</b>	<b>(143,674)</b>	<b>(97.6)</b>
Sewage Treatment: Operating & Maint.	2,185,000	153,841	153,841	182,083	28,242	15.5
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,000	4,225	4,225	3,333	(892)	(26.8)
Supplies/ Office-Administration	4,500	172	172	375	203	54.2
Supplies/ Engineering	500	-	-	42	42	100.0
Supplies/ Maintenance	45,000	7,234	7,234	3,750	(3,484)	(92.9)
Temporary Labor	22,250	1,965	1,965	1,854	(111)	(6.0)
Repairs & Maintenance/Trucks	35,000	3,451	3,451	2,917	(534)	(18.3)
Equipment Rental	1,000	323	323	83	(240)	(287.6)
Building & Grounds Maintenance	5,000	471	471	417	(54)	(13.0)
Electrical Power	115,000	6,503	6,503	9,583	3,080	32.1
Freight	350	-	-	29	29	100.0
Liability Insurance	-	16,860	16,860	-	(16,860)	-
Engineering	-	-	-	-	-	-
Other Professional Services	5,000	-	-	417	417	100.0
Transportation	32,000	2,724	2,724	2,667	(57)	(2.1)
Office Equip. Maintenance	750	-	-	63	63	100.0
Computer Software Maintenance	19,000	19,920	19,920	1,583	(18,336)	(1,158.1)
Memberships & Subscriptions	1,500	1,139	1,139	125	(1,014)	(810.8)
Bad Debts & Minimum Balance Writeoff	10,000	-	-	833	833	100.0



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

**July 2025**

	Budgeted 2025-26	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Conference & Continuing Ed	10,000	325	325	833	508	61.0
Certifications	2,500	-	-	208	208	100.0
State/County & LAFCO Charges and Charges	4,000	-	-	333	333	100.0
Human Resources	3,000	142	142	250	108	43.2
Miscellaneous	1,500	13	13	125	112	89.9
General & Admin Expense Allocation	299,150	36,300	36,300	24,929	(11,371)	(45.6)
<b>TOTAL OPERATING EXPENSES</b>	<b>4,608,206</b>	<b>546,465</b>	<b>546,465</b>	<b>384,017</b>	<b>(162,448)</b>	<b>(42.3)</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 Wastewater Revenue Bonds	487,175	-	-	40,598	40,598	100.0
2012 CIP & Refi.	177,600	-	-	14,800	14,800	100.0
VacCon Truck Loan	117,441	-	-	9,787	9,787	100.0
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>782,216</b>	<b>-</b>	<b>-</b>	<b>65,185</b>	<b>65,185</b>	<b>100.0</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building, Yard& Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	1,645,500	3,241	3,241	137,125	133,884	97.6
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,645,500</b>	<b>3,241</b>	<b>3,241</b>	<b>137,125</b>	<b>133,884</b>	<b>97.6</b>
<b>OTHER</b>						
City of Eureka Projects: Treatment Plant	3,670,000	-	-	305,833	305,833	100.0
<b>TOTAL OTHER</b>	<b>3,670,000</b>	<b>-</b>	<b>-</b>	<b>305,833</b>	<b>305,833</b>	<b>100.0</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(1,523,772)</b>	<b>172,646</b>	<b>172,646</b>	<b>(126,981)</b>	<b>299,627</b>	<b>236.0</b>

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

**July 2025**

	Budgeted 2025-26	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)	15,000	9,421	9,421	1,250	8,171	653.7
Miscellaneous	-	-	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	<b>15,000</b>	<b>9,421</b>	<b>9,421</b>	<b>1,250</b>	<b>8,171</b>	<b>653.7</b>
<b>NON-OPERATING REVENUE</b>						
Property Taxes	450,000	-	-	37,500	(37,500)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>450,000</b>	<b>-</b>	<b>-</b>	<b>37,500</b>	<b>(37,500)</b>	<b>(100.0)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>465,000</b>	<b>9,421</b>	<b>9,421</b>	<b>38,750</b>	<b>(29,329)</b>	<b>(75.7)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	509,062	30,806	30,806	42,422	11,616	27.4
Benefits: PERS	386,275	379,486	379,486	32,190	(347,296)	(1,078.9)
State Unemploy Ins	-	-	-	-	-	-
Group Ins	763,000	43,146	43,146	63,583	20,437	32.1
Workers Comp Ins	7,875	-	-	656	656	100.0
FICA/Medicare	37,330	2,409	2,409	3,111	702	22.6
Misc Benefits	1,920	340	340	160	(180)	(112.5)
<b>Total Wages and Benefits</b>	<b>1,705,462</b>	<b>456,187</b>	<b>456,187</b>	<b>142,122</b>	<b>(314,065)</b>	<b>(221.0)</b>
Less: wages & ben charged to Capital Proj.	(50,000)	(557)	(557)	(4,167)	(3,610)	86.6
Less: Allocated to Water and Sewer Funds	(1,655,462)	(455,631)	(455,631)	(137,955)	317,675	(230.3)
<b>Total Unallocated Wages and Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	1,122	1,122	500	(622)	(124.3)
Supplies/ Engineering	1,000	-	-	83	83	100.0
Supplies/ Maintenance	5,000	-	-	417	417	100.0
Invoicing	65,000	6,497	6,497	5,417	(1,081)	(20.0)
Temporary Labor	-	-	-	-	-	-
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	24,000	2,057	2,057	2,000	(57)	(2.8)
Electrical Power	100,000	11,322	11,322	8,333	(2,988)	(35.9)
Street Lights	90,000	6,081	6,081	7,500	1,419	18.9
Telephone	15,000	1,345	1,345	1,250	(95)	(7.6)
Postage	2,500	-	-	208	208	100.0
Freight	300	-	-	25	25	100.0
Liability Insurance	150,000	39,469	39,469	12,500	(26,969)	(215.7)
Legal Services	40,000	320	320	3,333	3,013	90.4
Accounting	20,000	-	-	1,667	1,667	100.0
Engineering	1,500	-	-	125	125	100.0
Other Professional Services	20,000	-	-	1,667	1,667	100.0
Bank Service Charges	22,000	1,765	1,765	1,833	69	3.7
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	4,500	503	503	375	(128)	(34.0)
Computer Software Maintenance	6,000	164	164	500	336	67.2
Memberships & Subscriptions	44,000	7,638	7,638	3,667	(3,971)	(108.3)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	13,000	-	-	1,083	1,083	100.0
Certifications	1,500	-	-	125	125	100.0

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

**July 2025**

	Budgeted 2025-26	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
State/County & LAFCO Charges and Charges	19,000	-	-	1,583	1,583	100.0
Human Resources	14,500	-	-	1,208	1,208	100.0
Miscellaneous	7,500	(1)	(1)	625	626	100.2
Director's Charges	16,000	400	400	1,333	933	70.0
General & Admin Expense Allocation	(598,300)	(72,600)	(72,600)	(49,858)	22,742	(45.6)
<b>TOTAL OPERATING EXPENSES</b>	<b>90,000</b>	<b>6,081</b>	<b>6,081</b>	<b>7,500</b>	<b>1,419</b>	<b>18.9</b>
<b>CAPITALIZED EXPENDITURES</b>						
				-		
Vehicles/Rolling Stock/Capital Equipment	97,500	4,219	4,219	8,125	3,907	48.1
Building, Yard & Paving Improvements	395,000	-	-	32,917	32,917	100.0
Engineering & Studies	115,000	-	-	9,583	9,583	100.0
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>607,500</b>	<b>4,219</b>	<b>4,219</b>	<b>50,625</b>	<b>46,407</b>	
<b>INTERFUND TRANSFER OUT</b>		<b>-</b>	<b>-</b>	<b>-</b>		
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(232,500)</b>	<b>(878)</b>	<b>(878)</b>	<b>(19,375)</b>	<b>18,497</b>	<b>(95.5)</b>

# **Humboldt Community Services District**

## **Notes**

**July 2025**

### Note 1 - Non Operating and Miscellaneous Revenue

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

### Note 2 - Interest Income

Increase in Interest Income due to continued performance with funds held in CA CLASS JPA investment pool being better than expected.

### 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 ~\$11,000 in cost savings.

### Note 4 - Misc Benefits

Significant usage of one-time wellness benefit on first pay period of Fiscal Year. Total for entire year is expected to be in line with budget.

### Note 5 - Water Purchase - City of Eureka

Increased purchase volume of water in July due to typical increased water usage in Summer. Total for entire year is expected to be in line with budgeted amount.

### Note 6 - Supplies - Office

Increased July amount due to Purchase of replacement laptop for maintenance Department. Total for entire year is expected to be in line with budget.

### Note 7 - Supplies - Maintenance

Overage due to a number of significant one-time and annual expenses expected to only occur in July. \$6,495 of July Maintenance expense is due to required Annual inspections. Additional \$2,500 due to welding repair of Maple Lane SLS Lid, and \$3,331 to rebuild Buhne SLS Pump. Total for entire year is expected to be in line with budget.

### Note 8 - Invoicing

Increase only for July due to 5 billing cycles. This will be offset by lower billings in subsequent months.

### Note 9 - Temporary Labor

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

### Note 10 - Repairs and Maintenance - Trucks

Increased July expense due to necessary repairs on VacCon truck. Total for entire year is expected to be in line with budget.

### Note 11 - Equipment Rental

Equipment rental is intermittent. Amount in July is one-time expense. Total for entire year is expected to be in line with budget.

### Note 12 - Telephone

Typical increased electrical usage in Summer months due to increased power usage from pumping. Total for year is expected to be in line with budgeted amount.

Note 13 - Liability Insurance

Liability insurance for full year paid in July. Expected amount for full year is expected to be in line with budgeted amount

Note 14 - 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 15 - Memberships and subscriptions

Annual dues for CSDA paid in July. Amount for entire year is expected to be in line with budgeted amount

Note 16 - Debt Service

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

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# Accounts Payable

## Checks by Date - Detail by Check Date

User: FM  
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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
58210	A790	Automation Direct	08/04/2025	
	18117162	Donna Dr psi transmitter		349.09
	18137021	Truesdale #4 VFD & Line reactor - ITEM# LR-4		502.43
	18163286	South Bay well VFD & line reactor PRSSR TRN		98.42
	18168236	Truesdale #4 VFD & Line reactor		2,758.99
Total for Check Number 58210:				3,708.93
58211	C036	Corporate Payment Systems	08/04/2025	
	000448719	TK/Water Environment Federation Membership		316.00
	026147	DT/Break room coffee & ice		122.97
	12123	MM/DRI Crash Plan		29.97
	2009703812783	MM/Replacement laptop for Maintenance		1,121.69
	27384	DT/Break room coffee & ice		11.37
	300017	TK/Cocina Mariposa Employee Lunch TK/KR/N		75.00
	3798698504	TK/GoDaddy - Website Domain Renewal		22.17
	413832896/1	TK/Palisades Tahoe - General Managers Summit		605.31
	4458606	TK/Amazon - Football Employee Recreation & '		29.34
	64867	MM/Microsoft - Projects for KR		30.00
	72227	DT/SCADA supplies		12.50
	83096	DT/SCADA supplies		50.69
	99036	MM/Microsoft - Exchange Email		104.00
	SO-0135318	MT/Replacement cable for water svc line puller,		369.92
	W1652373432	MM/Replacement pump stick for Field		299.73
Total for Check Number 58211:				3,200.66
58212	C180	Canon Solutions America Inc.	08/04/2025	
	6012645494	Office/Color Copies WXD03492- 04.19.25 - 07.		16.69
	6012645494	UseTaxRecoveryFee/OfficeCopier - 04.19.25 - 0		0.94
	6012645494	Office/Black Copies WXD03492- 04.19.25 - 07.		4.79
Total for Check Number 58212:				22.42
58213	C475	Coast Counties Peterbilt	08/04/2025	
	07706738P	UNIT# 14 - ANTENNA		15.37
	0788027S	Unit 10 spider bolt repair/retorque.		715.31
Total for Check Number 58213:				730.68
58214	E558	NAPA Auto Parts of Eureka	08/04/2025	
	455278	2.5 BLUE DEF		28.64
	455309	UNIT #16 BRAKE BULB - BLSTR PK MINIA'		17.62
	455836	UNIT# 18 - 2.5 BLUE DEF, 32 BUG WASH, 20		46.26
	457557	UNIT# 18 - 2.5 BLUE DEF, PRPLE PWR CAR		53.98
Total for Check Number 58214:				146.50
58215	E650	Eureka Ready Mix	08/04/2025	
	103206	TICKET# 92128 - CLASS 2 BASE TON DELIV		439.08

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	103206	TICKET# 92131 - PEA GRAVEL DELIVERED		413.25
	103206	TICKET# 92125 - CLASS 2 BASE TON DELIV		439.08
	103708	TICKET# 92563 - CLASS 2 BASE TON DELIV		439.08
	103708	TICKET# 92554 - CLASS 2 BASE TON DELIV		439.08
Total for Check Number 58215:				2,169.57
58216	F049	Fastenal Company	08/04/2025	
	CAEUR137624	AAA BATTERIES, XL BLU LTX EXAM GLV		121.00
	CAEUR137624	BLU LTX GLV XL, THMB DRVR GLV L, BLK		98.28
	CAEUR137717	9V BATTERY, HAND SANITIZER, EAR PLUG		122.56
	CAEUR137717	SFTY GLSSES, PWRLOCK TAPE RULER, BL		95.23
	CAEUR137792	WHT INVRTD MARKING PAINT		59.58
Total for Check Number 58216:				496.65
58217	F050	Fastenal Industrial	08/04/2025	
	CAEUR137623	250-CT MULTI-FOLD PAPER TOWELS		48.58
	CAEUR137796	BLK CONTRCTR BAGS, BATHROOM TISSU		217.55
Total for Check Number 58217:				266.13
58218	H010	Keenan Supply	08/04/2025	
	058146	CREDIT TAKEN - NOT GIVEN		255.35
	S014455222.002	Yard re-stock parts. Matt Warner.		268.95
	S014487543.001	WATER CONCRETE LID		680.75
	S014487543.002	AYM 74758-44 2 PVC COMP BRASS MAC-PA		770.17
	S014490587.001	3/4 BRASS METER ADPT		235.16
	S014502557.001	500 N 10 GA BLUE TRACER WIRE		353.05
	S014510427.001	ROMAC SS1 7.46X16 SS 1 SECTION REPAIR		496.72
	S014523627.001	6 R 150 FLNG PLATED BOLT AND NUT KIT		110.47
Total for Check Number 58218:				3,170.62
58219	H810	Humboldt Waste Management Auth	08/04/2025	
	1000016183	YARD CLEAN-UP - SOLID WASTE - SELF H.		58.37
Total for Check Number 58219:				58.37
58220	I401	Industrial Electric Arcata Inc	08/04/2025	
	IN53959	Industrail Invoice IN543959 Knock outs for pump		76.02
	IN53985	Industrail Invoice IN543985 Starter resets for pu		991.75
	IN53986	Industrail Invoice IN543986 Rotation meter for r		253.58
	IN53987	Industrail Invoice IN543987 contact blocks and i		311.56
	IN53988	Industrail Invoice IN543988 holesaw for stainles		308.34
	IN54006	Industrail Invoice IN54006 tape and connectors i		104.76
	IN54013	Industrail Invoice IN54013 Wire Strippers for ba		26.27
	IN54066	Outside lights for lower shop Mike Briggs/ Naoh		230.40
	IN54067	Industrail Invoice IN54067 conduit and wire for		582.18
	IN54091	Industrail Invoice IN54091 Back panel,cord grip		138.57
	IN54132	Industrail Invoice IN54132 Strut and nuts to mou		174.57
	IN54144	Industrail Invoice IN54144 Reset name plates		49.56
	IN54164	Industrail Invoice IN54164 Conduit and wire to j		225.91
	IN54345	GE Disconnects Truesdale pump # 4 & # 5		820.26
Total for Check Number 58220:				4,293.73
58221	I525	Infosend	08/04/2025	
	16624	UB/Process and Mail/Bills - QUOTE 06.26.25		6,610.29
	290942	UB/Process and Mail/Bills - 07.08.25		148.01
	291748	UB/Process and Mail/Bills - 07.29.25		5,733.13



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 58221:				12,491.43
58222	I700 5113145	IBS Interstate Battery System UNIT# 10 - LT CORE PART# SC31DS	08/04/2025	645.08
Total for Check Number 58222:				645.08
58223	J250 14523	J & M Towing J&M Towing to move non running vehicle for cc	08/04/2025	165.00
Total for Check Number 58223:				165.00
58224	J800 201650 203782	Johnson's Mobile Rentals LLC Temp fence for Ridgewood Tank site. Temp fence for Ridgewood Tank site.	08/04/2025	306.27 306.28
Total for Check Number 58224:				612.55
58225	J900 0000000232	ACWA/Joint Powers Insurance Authority Remining portion of 2025-2026 Cyber Liability	08/04/2025	258.74
Total for Check Number 58225:				258.74
58226	M340 116285 116407	Mercer Fraser Co COLD MIX 11.26 TN ITEM# SP0025 SS1 EMULSION OIL - TACK OIL SPRAYER	08/04/2025	1,775.48 1,892.82
Total for Check Number 58226:				3,668.30
58227	M348 182991	Microbac Laboratories, Inc Lead and Copper triennial sampling	08/04/2025	395.00
Total for Check Number 58227:				395.00
58228	M450 524157437 524193780 524236903 524279293	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	08/04/2025	434.60 225.09 421.97 231.88
Total for Check Number 58228:				1,313.54
58229	P010 08042025 08042025 08042025 08042025 08042025 08042025 08042025	Pacific Gas and Electric-GN aWA Pump & District/Cummings 06.11.25 - 07.1 bHH Water System - 06.11.25 - 07.11.25 cFW/MR Water System - 06.11.25 - 07.11.25 dGeneral Sewer System - 06.11.25 - 07.11.25 eKS/HH Sewer System - 06.11.25 - 07.11.25 fOffice/Yard - 06.11.25 - 07.11.25 gSpark energy Gas/LP Gas Chgs - 06.11.25 - 07.	08/04/2025	14,469.88 17,696.91 1,080.67 4,822.64 1,680.58 11,245.95 75.62
Total for Check Number 58229:				51,072.25
58230	P130 08112025	Pacific Gas and Electric-St Street Lights: July 2025	08/04/2025	2,759.50
Total for Check Number 58230:				2,759.50
58231	P190 234055 235044	Pacific Paper Co PENS, POST-IT NOTES, PAPER CLIPS, COPY DRY ERASE BOARD, CORRECTION TAPE, S	08/04/2025	303.60 160.39

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	5058CM	BLOTTER PAPER RETURN		-64.79
Total for Check Number 58231:				399.20
58232	P557	Rexel USA Inc.	08/04/2025	
	6K77599	ARL LPCG50 1/2 LOW PROFILE, ARL LPCG:		75.04
	6L08045	SFTY L/OUT, SFTY L/O 5 CARD, TUFF TOW		140.75
	6L25140	PVC 1/2 IN FEMALE ADPTR, PVC 2 IN FEM.		3.31
Total for Check Number 58232:				219.10
58233	P785	Powell Landscape Materials	08/04/2025	
	6146A	Crane St SMR concrete valve cans/sidewalk.		260.19
Total for Check Number 58233:				260.19
58234	R425	Redwood Marine	08/04/2025	
	397997	PROPANE - TACK OIL SPRAYER		35.91
Total for Check Number 58234:				35.91
58235	S908	SWRCB-DWOCB	08/04/2025	
	1	DWOCB DC CERTIFICATION - CA		120.00
Total for Check Number 58235:				120.00
58236	T285	Thomas R. Bess	08/04/2025	
	319062	Crane St smr hot asphalt mix from Thomas Bess		1,434.90
	319081	Crane St smr hot asphalt mix from Thomas Bess		1,435.85
	319090	Crane St smr hot asphalt mix from Thomas Bess		1,227.63
	319093	Crane St smr hot asphalt mix from Thomas Bess		1,434.78
	319119	Crane St smr hot asphalt mix from Thomas Bess		1,196.72
	319120	Sea Ave SLS Pavement		480.42
	319134	Crane St smr hot asphalt mix from Thomas Bess		597.53
Total for Check Number 58236:				7,807.83
58237	T810	Tony Gosselin Tire Service	08/04/2025	
	134006	New tires for Bobcat skidsteer.		1,829.47
Total for Check Number 58237:				1,829.47
58238	U091	USA N Ca Nev Benefit of DS Board	08/04/2025	
	25USB148636	CA Annual Fee Regulatory Costs 07.01.25 - 06.3		641.80
Total for Check Number 58238:				641.80
58239	U330	United Rentals, Northwest Inc	08/04/2025	
	250707462-001	VIB PLATE MED 3000-5000 IMPACT, MASOI		322.98
	250775905-001	RAKE, ASPH 36" ALUMINUM		68.50
Total for Check Number 58239:				391.48
58240	U730	USA Bluebook	08/04/2025	
	INV00768239	BACTERIOSTATIC ADD RFL, 3' MSRING W		869.18
	INV00768242	CURB STOP VALVE LOCK W MUNI TAG 1/2		79.33
	INV00771589	Truesdale #4 pump valve, check,& parts - BTTR		2,371.33
	INV00771614	Truesdale #4 pump valve, check,& parts - METF		293.36
	INV00771856	Truesdale #4 pump valve, check,& parts - SPPR		1,291.24
	INV00773084	Truesdale #4 pump valve, check,& parts - METF		293.36
Total for Check Number 58240:				5,197.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
58241	V500 6119141710	Verizon Wireless Cellular Service - 06/22/25 - 07/21/25	08/04/2025	473.81
Total for Check Number 58241:				473.81
58242	V700 INV 25-926304 INV 25-928442	Valley Pacific Petroleum Services Inc TICKET# 254537 - YARD FUEL TICKET# 254731 - YARD FUEL	08/04/2025	1,370.10 4,964.60
Total for Check Number 58242:				6,334.70
Total for 8/4/2025:				115,356.94
58243	H045 ENG-9103	Harper and Associates Engineering Inc. 60% PROGRESS PYMNT-DIVING AND ENG	08/05/2025	26,280.80
Total for Check Number 58243:				26,280.80
Total for 8/5/2025:				26,280.80
58244	U410	United Way of Humboldt PR Batch 00002.06.2025 UNITED WAY PR Batch 00002.06.2025 UNITED WAY PR Batch 00002.06.2025 UNITED WAY PR Batch 00001.07.2025 UNITED WAY PR Batch 00001.07.2025 UNITED WAY PR Batch 00001.07.2025 UNITED WAY PR Batch 00001.07.2025 UNITED WAY PR Batch 00003.07.2025 UNITED WAY PR Batch 00003.07.2025 UNITED WAY PR Batch 00003.07.2025 UNITED WAY PR Batch 00002.08.2025 UNITED WAY PR Batch 00002.08.2025 UNITED WAY PR Batch 00002.08.2025 UNITED WAY	08/06/2025 PR Batch 00002.06.2025 UNI PR Batch 00002.06.2025 UNI PR Batch 00002.06.2025 UNI PR Batch 00001.07.2025 UNI PR Batch 00001.07.2025 UNI PR Batch 00001.07.2025 UNI PR Batch 00001.07.2025 UNI PR Batch 00003.07.2025 UNI PR Batch 00003.07.2025 UNI PR Batch 00003.07.2025 UNI PR Batch 00002.08.2025 UNI PR Batch 00002.08.2025 UNI PR Batch 00002.08.2025 UNI	1.85 1.30 0.85 2.37 1.13 0.50 2.09 1.50 0.41 2.12 1.33 0.55
Total for Check Number 58244:				16.00
58245	C580 1-22-23-20F	Crown Motors LLC 2025 Ford F350 w/Sclezi Uplift Package	08/06/2025	74,590.44
Total for Check Number 58245:				74,590.44
Total for 8/6/2025:				74,606.44
58246	H525 118646 118807 118808	Humboldt Co Div of Environmental Health HAZ WASTE AND MATERIALS FEE HAZMAT EMER RESPONSE TEAM SUPPOR CUPA State Surcharge	08/07/2025	402.68 13.00 94.00
Total for Check Number 58246:				509.68
Total for 8/7/2025:				509.68
58247	C180 6012751887 6012751887 6012751887	Canon Solutions America Inc. Office/Black Copies WXD03492- Office/Color Copies WXD03492- UseTaxRecoveryFee/OfficeCopier	08/12/2025	51.05 139.88 8.35

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 58247:				199.28
58248	E485	Cooney Parris and Rieke Corp	08/12/2025	
	184004/3	HARDWARE SCREWS		7.76
	184027/3	NO PARKING SIGN 10/14"		16.28
	184312/3	ROPE - PARACORD ORNG, SPRNG SNP ZNC		22.38
	184728/3	LOPPER TELESCOPIC POWER		43.49
	184898/3	JUNCTION BOX, OUTLET BOX, LOCKNUT,		52.32
	185059/3	VELCRO 2X15', UTILITY KNIFE, PAINTERS		66.30
	185076/3	PVC PIPE, ALL PRPS CEMENT, CLIP TENSIL		45.49
	185256/3	`DW WIRE WHEEL BEVEL 4", DW WIRE CU		71.74
	185426/3	YRDSTCK, OIL THREAD, MGNYFNG GLSS,		105.16
	185534/3	MLW RCIP WRK 12"7/11T 5P		60.88
Total for Check Number 58248:				491.80
58249	H210	Hensell Materials	08/12/2025	
	667361	#3 GRADE 40 REBAR		20.96
Total for Check Number 58249:				20.96
58250	I401	Industrial Electric Arcata Inc	08/12/2025	
	IN34344	Invoice IN54344 cable supports to antenna cable		223.98
	IN54235	Invoice IN54235 wire to psi transmitter		44.29
	IN54236	Invoice IN54236 Cat 6 cover plates		31.74
	IN54288	Truesdale Pump 4 & 5 rehab		2,604.11
	IN54317	Truesdale Pump 4 & 5 rehab		35.58
	IN54327	Invoice IN54327 Flex Conduit and hole plug		159.80
	IN54342	Invoice IN54342 hour meters for Wastewater ca		2,121.21
	IN54343	Invoice IN54343 antenna cables for Wastewater ca		490.35
	IN54384	Donna Dr rehab electrical supplies		22.90
	IN54402	Donna Dr rehab electrical supplies		36.96
	IN54461	Invoice IN54461 Misc. for wiring Wastewater ca		132.91
	IN54462	Sewer panel Bulbs		42.11
	IN54464	Hubbard intake valves DC coils		806.37
	IN54465	Invoice IN54465 Breakers for Wastewater cabne		484.55
Total for Check Number 58250:				7,236.86
58251	P430	Pierson Building Center	08/12/2025	
	272489	80 LB PREMIX CONCRETE		22.03
	272493	DB 9" THCK METAL 3PK, DB 6" THCK MET		84.87
	273420	7IN MSNRY DIS, METAL CUP WHEEL		47.61
	273611	RDCNG TEE, COUPLING, PRIMER, PVC CEI		28.92
	273733	KNIFE, COUPLING, 90 DEG ELBOW, PVC T		45.31
	273907	STLWKS 18X12 22GA SHEET, 16IN BRACKI		59.41
	274153	#3 MSTR LOCK KEY, SFTY READERS, BLK		89.99
	274582	1/2 IN CONDUIT NIPPLE, PVC SWITCH/OUT		11.62
	274937	12 GAL WET/DRY VAC		132.29
	275049	2X4X10 STD & BTR D/F S4S, CA LUMBER A		32.26
	275927	2X6X10 #2 & BTR D/F S4S, CA LUMBER AS		16.67
	276183	HP HAND SPRAYER 48OZ		13.22
	276185	CORONA 6 CU FT EASY LIFT BARROW		219.40
	276392	USB CABLE KIT, RUBBER SEALANT FLEX		32.50
	276434	DAWN DISH DTRGNT, PVC 2IN SLIP CAP		7.25
	277445	PVC ADPTR, PVC BALL VLV, PVC COUPLIN		92.27
	277858	60LB PREMIX CONCRETE		44.04
	277881	CDX PLYWOOD 3/4X4X8, CA LUMBER ASS		51.16

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 58251:				1,030.82
Total for 8/12/2025:				8,979.72
58252	A160	ACWA-JPIA	08/18/2025	
	706868	aMedical Plan - Employees 09/25		64,510.00
	706868	bDental Plan - Employees 09/25		1,389.40
	706868	cVision Plan - Employees 09/25		359.49
	706868	dLife/AD&D Plan - Employees 09/25		400.58
	706868	eMedical Plan - Board Members 09/25		11,640.87
	706868	fDental Plan - Board Members 09/25		342.64
	706868	gVision Plan - Board Members 09/25		62.52
	706868	hLife/AD&D Plan -Board Members 09/25		29.55
	706868	iMedical Plan -Retired Members 09/25		28,218.25
	706868	jDental Plan - Retired Members 09/25		1,331.84
	706868	kVision Plan - Retired Members 09/25		375.12
	706868	ICOBRA - Medical 09/25		3,113.97
	706868	mCOBRA - Dental 09/25		98.92
	706868	nCOBRA - Vision 09/25		31.26
	706868	EAP Plan - Board Members 09/25		12.40
	706868	EAP Plan - Employees 09/25		54.56
Total for Check Number 58252:				111,971.37
58253	A413	Airgas USA LLC	08/18/2025	
	9162404960	Refill oxygen and acetylene gas		174.42
	9162404964	Refill oxygen and acetylene gas		51.06
	9163769901	Refill oxygen and acetylene gas		44.11
Total for Check Number 58253:				269.59
58254	A790	Automation Direct	08/18/2025	
	18189187	South Bay well VFD & line reactor		916.76
	18229215	South Bay well VFD & line reactor		3,562.65
Total for Check Number 58254:				4,479.41
58255	A800	Joseph A Bonomini	08/18/2025	
	47578	5K service on unit # 9 & # 15		195.06
	47598	5K service on unit # 9 & # 15		130.26
	47619	Replace heater blower fan and connector		937.68
Total for Check Number 58255:				1,263.00
58256	C036	Corporate Payment Systems	08/18/2025	
	247538	JM/HOTEL		221.43
	26173	DT/Maint. Tools, Security signs		56.60
	26173	DT/Maint. solar cameras		261.00
	2733822	MM/TP-LINK USB BLUETOOTH ADAPTER		21.63
	2781	TK/LOST COAST COMMUNICATIONS ENG.		225.00
	34518	TK/JM CWEA LEADERSHIP TRAINING		310.00
	353297	DT/Cell phone booster		570.92
	42095	DT/Laser jet ink, mouse pads		353.27
	4812203	MM/Heavy Duty electric stapler for AP		46.52
	51194	TK/CRAIGSLIST ENG.TECH/UTILITY SERV		20.00
	55665	DT/MAINT TOOLS		216.41
	56447	MM/Microsoft - Projects for KR		30.00
	69263	DT/Pigeon Pt Tank power inverter		110.24
	72795	JM/FUEL		57.12

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	80559	MM/DRI Crash Plan		29.97
	81389/81390	TK/HB, JR CSDA CONFERENCE REGISTRA		1,780.00
	83941	MM/Microsoft - Exchange Email		104.00
	8550664	MM/Replacement batteries for Pump sticks		247.82
	86089	TK/OFFICE SUPPLIES - VALUES GROUP		17.45
	9790642	MM/STAPLES FOR AP STAPLER		3.62
Total for Check Number 58256:				4,683.00
58257	C302 2	Christensen Robert PER DIEM ACWA/JPIA HR MTG AUG 13-14	08/18/2025	72.00
Total for Check Number 58257:				72.00
58258	C370 12-020-01 12-020-01	City National Bank aMartin Slough AGr#12-020-01 bMartin Slough Agr#12-020-01	08/18/2025	64,791.88 24,008.12
Total for Check Number 58258:				88,800.00
58259	C410 AUGUST 2025 AUGUST 2025	City of Eureka: SW General 79% Humboldt Hill 21%	08/18/2025	121,534.39 32,306.61
Total for Check Number 58259:				153,841.00
58260	C450 INV08029	City of Eureka: Water Test Microbiological Testing - JULY 2025	08/18/2025	578.00
Total for Check Number 58260:				578.00
58261	H410 21059000	Humboldt Bay Municipal Water D Water Purchased - JULY 2025	08/18/2025	99,774.30
Total for Check Number 58261:				99,774.30
58262	I260 21-1006PGP	Immense Impact, LLC ANNUAL WEBSITE SUBSCRIPTION 09.02.2:	08/18/2025	715.00
Total for Check Number 58262:				715.00
58263	J800 206681	Johnson's Mobile Rentals LLC Temp. fencing 12x6 for Ridgewood Tank Site.	08/18/2025	312.40
Total for Check Number 58263:				312.40
58264	M348 183305	Microbac Laboratories, Inc Required Water testing for Distribution system, a	08/18/2025	1,777.00
Total for Check Number 58264:				1,777.00
58265	P006 0210448915 0210448915-1 0210567949 0210577341 0210577341-1	PACE Supply Corp. 24 1-inch water meters 325 5/8-inch water meters 48 5/8-inch meters 24 1-inch meters 30 3/4-inch meters	08/18/2025	7,764.75 107,097.82 16,924.42 8,143.20 7,047.00
Total for Check Number 58265:				146,977.19
58266	R250 34456152	Recology Humboldt County Garbage Service - 07.01.25 - 07.31.25	08/18/2025	651.10

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 58266:	651.10
58267	S400 13186	Sharp Auto Graphics and Signs Unit # 2 door signs	08/18/2025	250.00
			Total for Check Number 58267:	250.00
58268	S495 68414	Shred Aware PickUp/Shredding/64GalBin/27"S AUG 2025	08/18/2025	124.55
			Total for Check Number 58268:	124.55
58269	W208 1076	Watt's Cleaning Services OFFICE CLEANING FOR JULY	08/18/2025	950.00
			Total for Check Number 58269:	950.00
58270	W700 HCD-256915	Whitchurch Engineering Inc. WALNUT DRIVE BID & CONST ASSIST	08/18/2025	3,038.75
			Total for Check Number 58270:	3,038.75
			Total for 8/18/2025:	620,527.66
58271	B200 1	HEIDI BENZONELLI PERSONAL AUTO USE - CSDA CONFERENC	08/19/2025	540.40
	1	PER DIEM MEALS - CSDA CONFERENCE M		224.00
			Total for Check Number 58271:	764.40
58272	R900 1	JULIE RYAN PERSONAL AUTO USE - CSDA CONFERENC	08/19/2025	540.40
	1	MEALS PER DIEM - CSDA CONFERENCE M		293.00
			Total for Check Number 58272:	833.40
			Total for 8/19/2025:	1,597.80
58273	j900 232	ACWA/Joint Powers Insurance Authority CYBER LIABILITY INSURANCE FY 25/26 07	08/28/2025	2,278.26
	398	ACWA JPIA PROPERTY PROGRAM 07.01.25		36,931.70
	QUARTER-4	Worker Comp Prog Sales/Meter 04.01.25 - 06.30		713.72
	QUARTER-4	Worker Comp Prog Sewer 04.01.25 - 06.30.25		1,680.01
	QUARTER-4	Worker Comp Prog Water 04.01.25 - 06.30.25		3,874.56
	QUARTER-4	Worker Comp Prog ROUNDING 04.01.25 - 06.30.25		-0.02
	QUARTER-4	Worker Comp Prog Clerical/Board 04.01.25 - 06.30.25		1,411.16
			Total for Check Number 58273:	46,889.39
			Total for 8/28/2025:	46,889.39
			Report Total (64 checks):	894,748.43

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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:** September 23, 2025  
**Subject:** Assistant Engineer Progress Report for Sept 19, 2025 Board Meeting

### Coordination Meeting with Humboldt County Roads Department

In August, District staff met with Humboldt County Roads Department staff to discuss opportunities for coordinating upcoming capital improvement projects. The purpose of the meeting was to review each agency's five-year Capital Improvement Plan (CIP) and identify projects with overlapping work areas. Measure O, recently approved by Humboldt County voters, has resulted in a significant increase in planned roadway projects throughout the District's service area. Recognizing the importance of coordination, the County reached out to HCSD following positive collaboration on last year's work at Temple and Stanford Courts, where roadway paving was successfully sequenced after a District water main replacement.

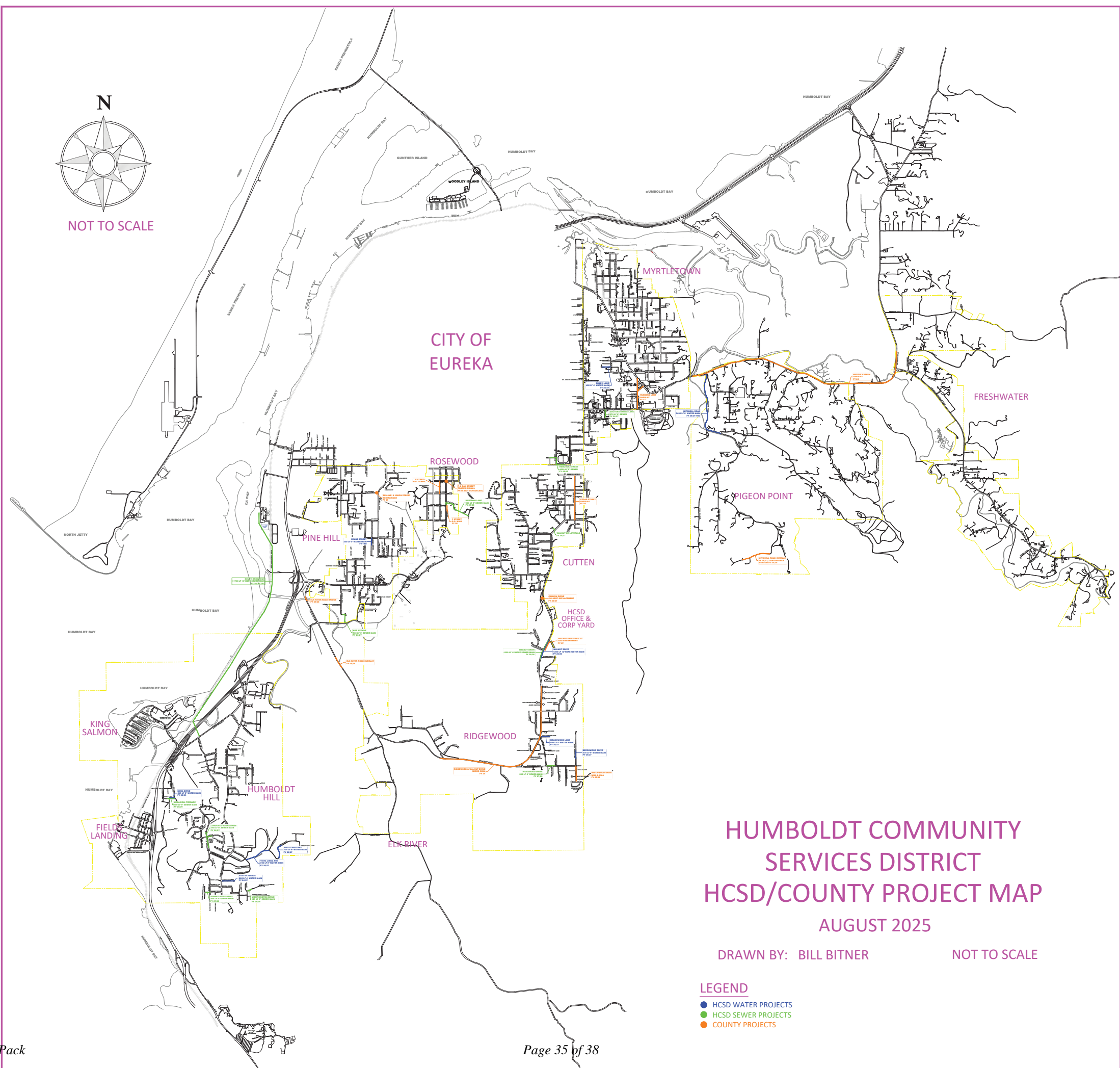
Historically, the District and the County have executed their CIP schedules independently, which has occasionally led to issues such as paved-over valves or the need for emergency utility repairs shortly after roadway restoration. By sharing project schedules, both agencies are working to minimize these types of conflicts and maximize efficiency of resources.

During the meeting, both parties exchanged five-year CIP schedules and reviewed projects with overlapping extents. An annual coordination meeting was proposed to keep communication consistent as capital improvement needs evolve. Following the meeting, the District Engineering Department prepared a joint project map, included with this report, which illustrates the proposed capital improvement projects for both HCSD and the County.

Although it was acknowledged that not every project can be perfectly aligned, the meeting was highly productive and has already yielded tangible benefits. The County agreed to remove the extents of the Walnut Drive Utility Earthquake Recovery and Resiliency Project from its 2025 slurry seal program to avoid conflicts. In return, the District learned of an upcoming overlay scheduled for Cedar Street in 2026 and will plan to complete a needed repair on a six-inch AC sewer line prior to that work.

Overall, this coordination meeting was a positive step forward, and both agencies expressed strong interest in continuing to collaborate to align capital projects to help avoid duplication of work in the future.

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HUMBOLDT COMMUNITY SERVICES DISTRICT  
HCSD/COUNTY PROJECT MAP

AUGUST 2025

DRAWN BY: BILL BITNER

NOT TO SCALE

LEGEND

- HCSD WATER PROJECTS
- HCSD SEWER PROJECTS
- COUNTY PROJECTS



# Humboldt Community Services District

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

## MEMORANDUM

TO: Board of Directors

FROM: Brian McNeill, Utility Services Planner

DATE: September 19, 2025

SUBJECT: Utility Services Planner Report for September 23, 2025 Board Meeting

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The District performs Lead and Copper sampling once every three years to comply with the Lead and Copper Rule sampling schedule. The Lead and Copper Rule is a US Environmental Protection Agency (EPA) program that is administered by the California State Water Resources Control Board. Public water systems, like the District, are required to monitor lead and copper levels at consumers' taps. Samples are to be collected by the resident at a kitchen or bathroom cold water faucet after the water has stood undisturbed in the pipes for a minimum of six hours, but not more than twelve.

Three years has passed since the last required sampling event, so staff sent out letters to the residents of 30 homes that have participated in the past. Sample bottles were secured from Microbac laboratory and distributed to the residents. The sampling must be completed and submitted by September 30<sup>th</sup>. I am happy to report, that all 30 samples have been collected and sent to Microbac laboratory for analysis. The District is waiting for all of the results to be returned from the lab, and then staff will forward the results to the California State Water Resources Control Board by the due date to meet the requirement and maintain our compliance.

As discussed at the previous Board meeting, Unregulated Contaminant Monitoring Rule 5 (UCMR-5) is a program administered by the U.S. Environmental Protection Agency (EPA). HCSD is required to sample in March and September of 2025 from each of the District wells, and our water booster stations at Truesdale and Harris/Hubbard. Continuing the ongoing effort to cross train staff, two staff members who have not participated in the UCMR sample collection before were included in the September sampling event. They participated by learning the specific sampling locations, the proper steps in collecting the samples, learning to fill out the required chain of custody that accompanies the samples, the preparation of the shipping container and shipping the samples to the lab for analysis.

All required weekly bacteriological water quality sampling throughout the District, has been completed.

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