



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

**AGENDA**

**DATE: Tuesday, September 24, 2024**

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

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

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

**A. ROLL CALL**

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

**B. PLEDGE OF ALLEGIANCE**

**C. CONSENT CALENDAR**

1. Approval of September 24, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of September 10, 2024

*Pgs. 1-2  
Pgs. 3-7*

**D. REPORTS**

1. General Manager

- a) District Update

*Pgs. 9-12*

2. Finance Department

- a) August 2024 Budget Statement

*Pgs. 13-23*

3. Engineering

- a) Update

*Pgs. 25*

4. Planning

- a) Update

*Pgs. 27*

5. Legal Counsel

6. Director Reports

7. Other

**E. PUBLIC PARTICIPATION \*\***

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

**F. OLD BUSINESS**

1. Consideration of Adopting Ordinance No. 2024-01 Modifying District Code Section 7.08.020 Adjustments to High Water Bills Caused by Customer Leaks; First Reading and Public Hearing

*Pgs. 29-34*

**G. ADJOURNMENT**

Next Res: 2024-10

Next Ord: 2024-02

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 prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102 – 35.104 ADA Title II).

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

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

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

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

Present upon roll call were Directors Benzonelli, Hansen, Matteoli, and Ryan. Director Gardiner participated via teleconference location from 20 Via Ravello, Henderson, NV. Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), Assistant Engineer Rawal (AE), and Utility Services Planner McNeill (USP)

**B. PLEDGE OF ALLEGIANCE**

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

**C. CONSENT CALENDAR**

1. Approval of September 10, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of August 27, 2024

DIRECTOR MATTEOLI MOVED, SECONDED BY DIRECTOR RYAN TO ACCEPT AND APPROVE THE SEPTEMBER 10, 2024 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 on the rate of new connections to the District's water and sewer system since the District adopted new capacity charges in September of 2023. During Fiscal Year (FY) 23/24 the District had sixteen new water and sewer connections, nine of which were paid before the capacity charges were increased and seven were paid after the charges were increased. During the first two months of FY 24/25 the District has had two new water connections and three new sewer connections. The average rate of Water and Sewer connections per year is 15.83 and 15.42 respectively. District staff anticipates that the rate of new connections will remain the same as in the past. It was also reported that utility workers Noah Altic and Brandon Balke had passed the Distribution Operator 2 and Distribution Operator 3 exams respectively.

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
SEPTEMBER 10, 2024

2. Finance Department

a) August 2024 Check Register

FM reviewed the August 2024 Check Register and noted several large expenses for CIP projects.

3. Engineering

a) Update

AE reported that staff completed upgrades to the Sea Avenue sewer lift station (SLS) that was slated for reversal as part of the Martin Slough Interceptor (MSI) Project. The Sea Avenue SLS previously pumped directly to the Allard Sewer Metering Station. A sewer billing flow meter was installed to monitor flow and turn the Sea Avenue SLS into a sewer discharge point into the City of Eureka's system.

4. Planning

a) Update

USP reported that the EPA has required the District to develop an inventory of private water service line materials connected to the public water distribution to identify lead service lines. Upon completion of the inventory, the District did not identify any lead service lines within the District. Staff continues to do sewer lateral inspections, which includes creating as-built drawings of what has been installed by the customer and retaining the information in District records.

5. Legal Counsel

No report.

6. Director Reports

Director Benzonelli reported that she attended a Redwood Regional Economic Development Commission (RREDC) meeting. RREDC received a presentation on fiber optic services expansion to small communities on the North Coast. Netra Khatri, Engineer for the City of Arcata, presented on the Dig Once Program in

Arcata. The Dig Once Program coordinates various stakeholders when 600 or more feet of roadway is dug up to coordinate utility undergrounding.

**E. PUBLIC PARTICIPATION**

Kathy Banducci, a ratepayer at 5986 Christopher Dr. addressed the Board regarding the sewer lateral and sewer main for her home. Ms. Banducci described a backup that occurred on July 29, 2024. Ms. Banducci met with a representative of the District and her plumber on September 4<sup>th</sup>. The District advised that she should add additional water flow to her sewer lateral to assist in maintaining flow. Ms. Banducci stated that HCSD couldn't guarantee that the additional flow would prevent another clog in the lateral.

**F. NEW BUSINESS**

1. Consideration of Project Proponent Request Regarding Capacity Charges for New Service at 5956 Christopher Dr.

GM reported in April of 2023 a project proponent inquired about the cost of connecting to District infrastructure but did not have approved plans or fire flow requirements for their project. District staff provided general information about the cost to connect but was unable to provide a quote without more specific project details. In September of 2023, the District adjusted capacity charges upon the recommendation of a consultant during the Proposition 218 process. In July of 2024, the project proponent provided plans to the District's Planning Department. Under the current master charge schedule, the cost of connection to District services is \$25,403. The project proponent is requesting the District reduce the capacity and connection charges to \$14,009 based on the previous connection and capacity charges that were in effect before September of 2023. Director Matteoli noted that while he disagrees with the cost of the District's capacity charges the District should follow approved policy. Director Gardiner stated that he disagrees with the cost of the District's capacity charges and supports reducing the capacity charges for the proponent. Director Hansen stated that the capacity charges were adjusted during the quinquennial Proposition 218 process on the recommendation of the District's consultant to comply with the requirements of the law.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, TO REDUCE THE CAPACITY CHARGES FOR 5986 CHRISTOPHER DR. AS REQUESTED BY THE PROJECT PROPONENT. MOTION FAILED UPON THE FOLLOWING ROLL CALL VOTE:

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
SEPTEMBER 10, 2024

AYES: GARDINER  
NOES: BENZONELLI, HANSEN, MATTEOLI, RYAN

2. Consideration of Transferring Additional Funds to CA CLASS JPA

FM reported that on August 27<sup>th</sup> the Board received a presentation on the District's reserve fund performance. Funds held in the CA CLASS JPA had an annualized return of 6.11 percent in FY 23/24 and significantly outperformed the funds held in the Humboldt County Investment Pool. Staff recommends transferring \$4,477,574 from the County Investment Pool to CA CLASS JPA. FM confirmed that the investment with CA CLASS JPA had minimal risk to the principal balance and that reserve funds could be easily transferred out of CA CLASS JPA if necessary. The District will continue to keep reserves in the County Investment Pool equal to the revenue collected in property taxes annually.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR RYAN, TO TRANSFER \$4,477,574 FROM THE COUNTY FUND ACCOUNT TO THE CALIFORNIA CLASS JPA. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

3. Consideration of Reducing the Minimum Bid for Vehicles that Have Previously Been Declared Surplus

GM reported that on July 9<sup>th</sup> the Board of Directors declared Unit 4B, the District's crane truck, and Unit 17B, the District's sewer camera van, as surplus and set minimum bids for the vehicles. The Vehicles were advertised in the North Coast Journal and regionally on Craigslist. No bids were received by the closing of the bid period. Staff recommends reducing the minimum bid for each vehicle by one-third.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR HANSEN, TO APPROVE THE REDUCTION OF THE MINIMUM BID FOR UNIT 4B to \$20,000 AND UNIT 17B to \$12,000. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
SEPTEMBER 10, 2024

NOES: NONE

**G. ADJOURNMENT**

There being no further business, IT WAS MOVED BY DIRECTOR MATTEOLI,  
SECONDED BY DIRECTOR RYAN, 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 SEPTEMBER 10, 2024 AT  
6:20 P.M.

---

Submitted, Board Secretary

*THIS PAGE INTENTIONALLY BLANK.*



# 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: September 20, 2024

SUBJECT: General Manager Report for September 24, 2024 Board Meeting

---

### **Seventy-Two Years of Service**

On September 29, 1952, the Humboldt County Board of Supervisors met in chambers in Eureka, CA for their regularly scheduled meeting. On that day, a very special resolution was on the agenda; Formation of the Humboldt Community Services District to provide water, sewer and street lighting services to the community of Cutten. That was 72 years ago, since then the District has expanded to include Fields Landing, King Salmon, Humboldt Hill, Pine Hill, Rosewood, Myrtle town, Pigeon Point, and Freshwater.

### **North Coast College and Career Expo**

College of the Redwoods is hosting the North Coast College and Career Expo on Tuesday, September 14, from 5:30 to 8pm. Humboldt Bay Municipal Water District is tabling at this event and has graciously offered to distribute HCSD's fliers at their table. The HCSD flier is included in this Board Packet for your convenience. If you know people that want to go to college or find a job, please send them to the Career Expo at College of the Redwoods.

### **Ruth Lake Cleanup**

For the past two years, Six Rivers National Forest, has coordinated a cleanup day at Ruth Lake to celebrate National Public Lands Day. This year they have partnered with Humboldt Bay Municipal Water District, Ruth Lake CSD, Van Duzen Elementary School and the National Environmental Education Foundation (NEEF) for the event that will be held on September 29, 2024. Last year 2.1 tons of trash was collected. Ruth Lake is a source of drinking water for over 94,000 residents including HCSD. The Six Rivers National Forest flyer is included in this Board packet with information about how to volunteer.

### **State Assembly Candidate Chris Rogers**

California State Assembly District 2 Candidate, Chris Rogers has been making the rounds in Humboldt. On September 16 he met with the McKinleyville Community Services District Board of Directors for a round table discussion on State issues affecting special districts. On

Monday, September 23, 2024 Mr. Rogers will be participating in an in-person "meet and greet" hosted by the Humboldt Chapters of Health Care for All-CA and Physicians for a National Health Program. This event is scheduled for 1:00 p.m. at The Sanctuary at 1301 J Street in Arcata. If there is interest, I will reach out to his campaign to encourage him to meet with the HCSD Board to talk about the nexus of infrastructure, housing and public funding.

### **Disaster Con**

Humboldt County Offices of Emergency Services (Humboldt OES) and the Resiliency Training and Innovation Center (RTIC) which is part of Blue Lake Rancheria, have teamed up to bring Disaster Con on September 24 and 25. This two day event will take place in the Sapphire Palace in Blue Lake. The event features speakers from Humboldt OES, the National Weather Service, State Department of Water Resources, County Department of Health and Human Services, US Army Corps of Engineers, US Coast Guard, and Cal Poly Humboldt. A flyer for the event is included in this Board Packet.



# CAREERS IN WATER AND WASTEWATER

MAINTENANCE  
CONSTRUCTION  
FINANCE  
CUSTOMER SERVICE  
ENGINEERING  
PLANNING  
COMPUTER AIDED DRAFTING  
GEOGRAPHIC INFORMATION SYSTEMS

• •

## • • Compensation:

- Entry Level Positions begin at \$20.00 per hour (or more) with two potential raises in the first year.
- 14 paid holidays
- Full Medical/Dental/Vision
- CalPERS retirement
- 11.5 Vacation days in your first year.
- Opportunities for long term career growth




**FOR MORE INFORMATION:  
(707) 443-4558 (EXT. 210)  
ASM@HUMBOLDTCSD.ORG  
WWW.HUMBOLDTCSD.ORG**





# DISASTER CON (FORMALLY TSUNAMI CON)

 September 24-25, 2024

 Day 1: 9 a.m. - 4 p.m.  
Day 2: 9 a.m. - 12 p.m.

 Blue Lake Rancheria  
Sapphire Palace  
777 Casino Way, Blue Lake

**Day 1:** Marking the 60th anniversary of the 1964 Humboldt County flood, we'll compare past and present flood response strategies and highlight flood mitigation efforts over the last six decades.

**Day 2:** A half-day workshop on the California Catastrophic Incident Base Plan (CIBP) update, offering attendees a chance to give input and learn about key systems and functions for major incidents.

## DAY 1 PRESENTATION THEMES:

- Catastrophic Incident Base Plan Update
- 1964 Survivor Stories
- 1964 Flood: Then and Now
- 1964 Earthquake/Tsunami: Then and Now
- Past and Present Shelter Considerations
- Oral History of Flooding (from local tribal perspective)
- Modern-day Volunteerism vs. Civil Defense Era

## DAY 2 WORKSHOP:

- Catastrophic Incident Base Plan (CIBP) update

 [Sign up on the Humboldt OES Website](#)

 707-268-2500



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

**August 2024**

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
<b>OPERATING REVENUE</b>							
Metered Water Sales	6,115,000	506,419	1,031,692	1,019,167	12,525	1.2	
Sewer Service Charges	8,315,000	652,986	1,292,954	1,385,833	(92,879)	(6.7)	
Water & Sewer Construction Fees	66,000	7,782	11,090	11,000	90	0.8	1
Account Fees	75,000	7,721	21,416	12,500	8,916	71.3	
Inspection Fees	700	-	-	117	(117)	(100.0)	1
Reimbursable Maintenance Fees	1,600	-	-	267	(267)	(100.0)	1
Miscellaneous	2,000	-	84	333	(249)	(74.8)	1
<b>TOTAL OPERATING REVENUE</b>	<b>14,575,300</b>	<b>1,174,881</b>	<b>2,357,209</b>	<b>2,429,217</b>	<b>(72,008)</b>	<b>(3.0)</b>	
<b>NON-OPERATING REVENUE</b>							
Capital Connection Fees	285,000	22,095	30,491	47,500	(17,009)	(35.8)	1
Interest/General	80,000	37,373	74,665	13,333	61,331	460.0	2
Discounts Earned	1,750	38	159	292	(133)	(45.6)	1
Sales: Fixed Assets/Scrap Metal	2,000	-	-	333	(333)	(100.0)	1
Bad Debt Recovery	3,000	-	50	500	(450)	(90.0)	1
Property Taxes & Assessments	450,000	-	-	75,000	(75,000)	(100.0)	1
<b>TOTAL NON-OPERATING REVENUE</b>	<b>821,750</b>	<b>59,505</b>	<b>105,364</b>	<b>136,958</b>	<b>(31,594)</b>	<b>(23.1)</b>	<b>1</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>15,397,050</b>	<b>1,234,386</b>	<b>2,462,573</b>	<b>2,566,175</b>	<b>(103,602)</b>	<b>(4.0)</b>	
<b>OPERATING EXPENSES</b>							
Wages Direct	1,950,000	159,518	312,757	325,000	12,243	3.8	
Benefits: PERS	550,000	18,392	360,913	91,667	(269,246)	(293.7)	3
State Unemploy Ins	-	-	-	-	-	-	
Group Ins	1,265,000	96,160	183,813	210,833	27,020	12.8	
Workers Comp Ins	31,000	(16,638)	-	5,167	5,167	100.0	
FICA/Medicare	141,000	12,302	24,403	23,500	(903)	(3.8)	
Misc Benefits	640	140	(740)	107	847	793.8	
<b>Total Wages and Benefits</b>	<b>3,937,640</b>	<b>269,874</b>	<b>881,146</b>	<b>656,273</b>	<b>(224,873)</b>	<b>(34.3)</b>	<b>3</b>
Less: wages & ben charged to Capital Proj.	(300,000)	(31,235)	(44,247)	(50,000)	(5,753)	11.5	
<b>Total Operating Wages and benefits</b>	<b>3,637,640</b>	<b>238,639</b>	<b>836,899</b>	<b>606,273</b>	<b>(230,626)</b>		
Water Purchase HBMWD	1,175,000	94,481	188,860	195,833	6,973	3.6	
Water Purchase Eureka	850,000	63,520	125,411	141,667	16,256	11.5	
Sewage Treatment Operations & Maint.	1,900,000	168,480	336,960	316,667	(20,293)	(6.4)	
Water/Sewer Analysis	10,000	955	1,516	1,667	151	9.0	
Supplies/ Construction	160,000	10,961	23,512	26,667	3,155	11.8	
Supplies/ Office-Administration	15,000	962	2,035	2,500	465	18.6	
Supplies/ Engineering	1,500	461	461	250	(211)	(84.3)	4
Supplies/ Maintenance	110,000	5,508	23,580	18,333	(5,246)	(28.6)	5
Invoicing	60,000	4,987	11,408	10,000	(1,408)	(14.1)	6
Temporary Labor	44,500	10,497	20,386	7,417	(12,970)	(174.9)	7
Repairs & Maintenance/Trucks	63,000	3,042	12,425	10,500	(1,925)	(18.3)	8
Equipment Rental	2,000	-	-	333	333	100.0	
Building & Grounds Maintenance	30,000	5,020	7,081	5,000	(2,081)	(41.6)	9
Electrical Power	500,000	40,108	82,390	83,333	944	1.1	
Street Lights	105,000	6,382	12,915	17,500	4,585	26.2	
Telephone	16,000	1,407	2,485	2,667	182	6.8	
Postage	850	2,500	2,500	142	(2,358)	(1,664.7)	10
Freight	1,000	35	340	167	(173)	(103.8)	11
Chemicals	12,000	-	2,626	2,000	(626)	(31.3)	12
Liability Insurance	100,500	43,346	45,624	16,750	(28,874)	(172.4)	13
Legal	70,000	479	945	11,667	10,722	91.9	
Accounting	15,000	3,383	9,663	2,500	(7,163)	(286.5)	14

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

**August 2024**

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Engineering	1,000	723	939	167	(773)	(463.7)	21
Other Professional Services	93,000	5,723	5,818	15,500	9,682	62.5	
Bank Service Charges	15,000	2,220	3,699	2,500	(1,199)	(48.0)	15
Transportation	75,000	7,909	11,521	12,500	980	7.8	
Office Equip. Maintenance	4,300	382	1,870	717	(1,153)	(160.9)	16
Computer Software Maintenance	39,500	2,288	29,816	6,583	(23,232)	(352.9)	17
Memberships & Subscriptions	31,000	-	2,737	5,167	2,430	47.0	
Bad Debts & Minimum Balance Writeoff	32,000	0	0	5,333	5,333	100.0	
Conference & Continuing Ed	28,000	350	350	4,667	4,317	92.5	
Certifications	5,500	236	2,776	917	(1,859)	(202.8)	18
State/County & LAFCO Fees and Charges	57,500	-	-	9,583	9,583	100.0	
Hydraulic Water Model Maintenance	2,000	-	-	333	333	100.0	
Elections Expense	20,000	-	-	3,333	3,333	100.0	
Human Resources	25,500	127	2,030	4,250	2,220	52.2	
Miscellaneous	10,000	0	(29)	1,667	1,696	101.7	
Director's Fees	16,000	1,400	1,900	2,667	767	28.8	
<b>TOTAL OPERATING EXPENSES</b>	<b>9,334,290</b>	<b>726,510</b>	<b>1,813,449</b>	<b>1,555,715</b>	<b>(257,734)</b>	<b>(16.6)</b>	
<b>LONG TERM DEBT PAYMENTS</b>							
Safe Drinking Water Bond	-	-	-	-	-	-	
2012 CIP & Refi.	177,600	-	88,800	29,600	(59,200)	(200.0)	19
Davis-Grunsky Loan	6,050	-	-	1,008	1,008	100.0	19
VacCon Truck Loan	117,441	-	117,441	19,574	(97,867)	(500.0)	19
2014 Wastewater Revenue Bonds	486,575	-	-	81,096	81,096	100.0	19
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>787,666</b>	<b>-</b>	<b>206,241</b>	<b>131,278</b>	<b>(74,963)</b>	<b>(57.1)</b>	
<b>CAPITALIZED EXPENDITURES</b>							
Vehicles, Rolling Stock & Equipment	129,500	39,037	72,352	21,583	(50,769)	(235.2)	20
Building, Yard & Paving Improvements	395,000	1,427	3,850	65,833	61,984	94.2	
Capital Improvements Water	2,105,700	78,749	110,067	350,950	240,883	68.6	
Capital Improvements Sewer	2,096,500	41,108	80,601	349,417	268,816	76.9	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>4,726,700</b>	<b>160,320</b>	<b>266,870</b>	<b>787,783</b>	<b>520,913</b>	<b>66.1</b>	
<b>OTHER</b>							
City of Eureka Projects:							
Treatment Plant	698,000	-	-	116,333	116,333	100.0	
<b>TOTAL City of Eureka Projects</b>	<b>698,000</b>	<b>-</b>	<b>-</b>	<b>116,333</b>	<b>116,333</b>	<b>100.0</b>	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(149,606)</b>	<b>347,555</b>	<b>176,013</b>	<b>(24,934)</b>	<b>200,947</b>	<b>805.9</b>	

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

**August 2024**

	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	1,174,881	2,357,209	2,429,217	(72,008)	(3.0)
TOTAL OPERATING EXPENSES	(9,334,290)	(726,510)	(1,813,449)	(1,555,715)	(257,734)	(16.6)
NET SURPLUS/(DEFICIT) FROM OPERATIONS	5,241,010	448,370	543,760	873,502	(329,742)	(37.7)
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL NON-OPERATING REVENUE	821,750	59,505	105,364	136,958	(31,594)	(23.1)
TOTAL LONG TERM DEBT SERVICE	(787,666)	-	(206,241)	(131,278)	(74,963)	(57.1)
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	5,275,094	507,876	442,883	879,182	(286,373)	(32.6)
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(4,726,700)	(160,320)	(266,870)	(787,783)	520,913	66.1
CITY of EUREKA PROJECT REIMBURSEMENT	(698,000)	-	-	(116,333)	116,333	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(149,606)</u>	<u>347,555</u>	<u>176,013</u>	<u>(24,934)</u>	<u>200,947</u>	<u>805.9</u>



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

**August 2024**

	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	506,419	1,031,692	1,019,167	12,525	1.2
Water Construction Fees	45,000	2,987	6,274	7,500	(1,226)	(16.3)
Account Fees	40,000	4,401	12,207	6,667	5,540	83.1
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	1,400	-	-	233	(233)	(100.0)
Miscellaneous	1,000	-	48	167	(119)	(71.3)
<b>TOTAL OPERATING REVENUE</b>	<b>6,202,400</b>	<b>513,807</b>	<b>1,050,221</b>	<b>1,033,733</b>	<b>16,487</b>	<b>1.6</b>
<b>NON-OPERATING REVENUE</b>						
Water Capital Connection Fees	190,000	8,396	16,792	31,667	(14,875)	(47.0)
Interest/General	40,000	18,686	37,332	6,667	30,666	460.0
Discounts Earned	1,000	22	90	167	(76)	(45.7)
Sales:Fixed Assets/Scrap Metal	1,000	-	-	167	(167)	(100.0)
Bad Debt Recovery	2,000	-	29	333	(305)	(91.5)
FW/MR Assessment	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>234,000</b>	<b>27,104</b>	<b>54,243</b>	<b>39,000</b>	<b>15,243</b>	<b>39.1</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>6,436,400</b>	<b>540,911</b>	<b>1,104,464</b>	<b>1,072,733</b>	<b>31,731</b>	<b>3.0</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	905,000	85,605	151,556	150,833	(723)	(0.5)
Wages & Benefits: Allocated	742,820	36,996	240,994	123,803	(117,190)	(94.7)
Benefits: PERS	130,000	10,433	18,363	21,667	3,304	15.2
Group Ins	360,000	31,706	58,779	60,000	1,221	2.0
Workers Comp Ins	17,000	(4,670)	-	2,833	2,833	100.0
FICA/Medicare	65,000	6,542	11,581	10,833	(748)	(6.9)
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,219,820	166,611	481,273	369,970	(111,303)	(30.1)
Less: wages & ben charged to Capital Proj.	(185,000)	(16,974)	(24,913)	(30,833)	(5,920)	19.2
Total Operating Wages and benefits	2,034,820	149,637	456,359	339,137	(117,223)	(34.6)
Water Purchase HBMWD	1,175,000	94,481	188,860	195,833	6,973	3.6
Water Purchase Eureka	850,000	63,520	125,411	141,667	16,256	11.5
Water Analysis	10,000	955	1,516	1,667	151	9.0
Supplies/ Construction	120,000	8,168	16,444	20,000	3,556	17.8
Supplies/Office-Administration	4,500	70	682	750	68	9.0
Supplies/ Engineering	500	263	263	83	(179)	(215.1)
Supplies/ Maintenance	52,500	3,569	11,664	8,750	(2,914)	(33.3)
Temporary Labor	22,250	5,983	11,620	3,708	(7,912)	(213.4)
Repairs & Maintenance/Trucks	35,000	1,734	5,085	5,833	748	12.8
Equipment Rental	1,000	-	-	167	167	100.0
Building & Grounds Maintenance	4,500	1,692	2,041	750	(1,291)	(172.1)
Electrical Power	280,000	26,657	53,434	46,667	(6,767)	(14.5)
Telephone	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Freight	500	35	35	83	48	57.9
Chemicals	12,000	-	2,626	2,000	(626)	(31.3)
Engineering	-	412	535	-	(535)	-
Other Professional Services	25,000	-	-	4,167	4,167	100.0
Transportation	43,000	4,508	6,567	7,167	600	8.4
Office Equip. Maintenance	600	-	-	100	100	100.0
Computer Software Maintenance	21,000	485	16,084	3,500	(12,584)	(359.5)
Memberships & Subscriptions	1,500	-	1,560	250	(1,310)	(524.0)
Bad Debts & Minimum Balance Writeoff	10,000	0	0	1,667	1,667	100.0
Conference & Continuing Ed	10,000	200	200	1,667	1,467	88.0
Certifications	2,500	186	806	417	(389)	(93.5)
State/County & LAFCO Fees and Charges	30,000	-	-	5,000	5,000	100.0
Hydraulic Water Model Maintenance	2,000	-	-	333	333	100.0
Human Resources	2,500	57	114	417	303	72.6



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

**August 2024**

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Miscellaneous	1,000	-	6	167	161	96.6
General & Admin Expense Allocation	295,300	38,597	54,029	49,217	(4,813)	(9.8)
<b>TOTAL OPERATING EXPENSES</b>	<b>5,046,970</b>	<b>401,208</b>	<b>957,241</b>	<b>841,162</b>	<b>(116,079)</b>	<b>(13.8)</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Safe Drinking Water Bond	-	-	-	-	-	-
2012 CIP & Refi.	-	-	-	-	-	-
Davis-Grunsky Loan	6,050	-	-	1,008	1,008	100.0
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>6,050</b>	<b>-</b>	<b>-</b>	<b>1,008</b>	<b>1,008</b>	<b>100.0</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	2,105,700	78,749	110,067	350,950	240,883	68.6
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>2,105,700</b>	<b>78,749</b>	<b>110,067</b>	<b>350,950</b>	<b>240,883</b>	<b>68.6</b>
INTERFUND TRANSFERS IN	-	-	-	-	-	-
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(722,320)</b>	<b>60,954</b>	<b>37,156</b>	<b>(120,387)</b>	<b>157,543</b>	<b>130.9</b>

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

**August 2024**

	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	652,986	1,292,954	1,385,833	(92,879)	(6.7)
Sewer Construction Fees	21,000	4,795	4,816	3,500	1,316	37.6
Account Fees	35,000	3,320	9,209	5,833	3,376	57.9
Inspection Fees	700	-	-	117	(117)	(100.0)
Reimbursable Maintenance Fees	200	-	-	33	(33)	(100.0)
Miscellaneous	1,000	-	36	167	(131)	(78.3)
<b>TOTAL OPERATING REVENUE</b>	<b>8,372,900</b>	<b>661,073</b>	<b>1,306,988</b>	<b>1,395,483</b>	<b>(88,495)</b>	<b>(6.3)</b>
<b>NON-OPERATING REVENUE</b>						
Sewer Capital Connection Fees	95,000	13,699	13,699	15,833	(2,134)	(13.5)
Interest/General	40,000	18,686	37,332	6,667	30,666	460.0
Discounts Earned	750	16	68	125	(57)	(45.4)
Sales:Fixed Assets/Scrap Metal	1,000	-	-	167	(167)	(100.0)
Bad Debt Recovery	1,000	-	22	167	(145)	(87.1)
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>137,750</b>	<b>32,401</b>	<b>51,121</b>	<b>22,958</b>	<b>28,163</b>	<b>122.7</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>8,510,650</b>	<b>693,475</b>	<b>1,358,109</b>	<b>1,418,442</b>	<b>(60,333)</b>	<b>(4.3)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	565,000	48,607	96,772	94,167	(2,605)	(2.8)
Wages & Benefits: Allocated	742,820	36,996	240,994	123,803	(117,190)	(94.7)
Benefits: PERS	70,000	5,743	11,949	11,667	(282)	(2.4)
Group Ins	240,000	17,436	38,959	40,000	1,041	2.6
Workers Comp Ins	9,000	(10,971)	-	1,500	1,500	100.0
FICA/Medicare	41,000	3,714	7,393	6,833	(560)	(8.2)
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,667,820</b>	<b>101,525</b>	<b>396,067</b>	<b>277,970</b>	<b>(118,097)</b>	<b>(42.5)</b>
Less: wages & ben charged to Capital Proj.	(65,000)	(12,523)	(15,527)	(10,833)	4,694	(43.3)
<b>Total Operating Wages and benefits</b>	<b>1,602,820</b>	<b>89,003</b>	<b>380,540</b>	<b>267,137</b>	<b>(113,403)</b>	<b>(42.5)</b>
Sewage Treatment: Operating & Maint.	1,900,000	168,480	336,960	316,667	(20,293)	(6.4)
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,000	2,792	7,068	6,667	(401)	(6.0)
Supplies/ Office-Administration	4,500	53	515	750	235	31.4
Supplies/ Engineering	500	198	198	83	(115)	(137.7)
Supplies/ Maintenance	52,500	1,939	11,915	8,750	(3,165)	(36.2)
Temporary Labor	22,250	4,514	8,766	3,708	(5,058)	(136.4)
Repairs & Maintenance/Trucks	28,000	1,308	7,340	4,667	(2,673)	(57.3)
Equipment Rental	1,000	-	-	167	167	100.0
Building & Grounds Maintenance	2,500	1,276	1,540	417	(1,123)	(269.5)
Electrical Power	110,000	6,399	14,179	18,333	4,154	22.7
Telephone	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Freight	250	-	305	42	(263)	(631.2)
Legal	-	-	-	-	-	-
Engineering	-	311	404	-	(404)	-
Other Professional Services	28,000	-	-	4,667	4,667	100.0
Transportation	32,000	3,401	4,954	5,333	380	7.1
Office Equip. Maintenance	200	-	-	33	33	100.0
Computer Software Maintenance	15,000	366	12,133	2,500	(9,633)	(385.3)

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

**August 2024**

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Memberships & Subscriptions	1,500	-	1,177	250	(927)	(370.8)
Bad Debts & Minimum Balance Writeoff	22,000	-	-	3,667	3,667	100.0
Conference & Continuing Ed	10,000	151	151	1,667	1,516	91.0
Certifications	2,500	50	50	417	367	88.0
State/County & LAFCO Fees and Charges	7,500	-	-	1,250	1,250	100.0
Human Resources	2,500	43	86	417	331	79.4
Miscellaneous	1,500	0	4	250	246	98.2
General & Admin Expense Allocation	295,300	38,597	54,029	49,217	(4,813)	(9.8)
<b>TOTAL OPERATING EXPENSES</b>	<b>4,182,320</b>	<b>318,880</b>	<b>842,314</b>	<b>697,053</b>	<b>(145,260)</b>	<b>(20.8)</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 Wastewater Revenue Bonds	486,575	-	-	81,096	81,096	100.0
2012 CIP & Refi.	177,600	-	-	29,600	29,600	100.0
VacCon Truck Loan	117,441	-	117,441	19,574	(97,867)	(500.0)
Debt Service: Allocated	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>781,616</b>	<b>-</b>	<b>117,441</b>	<b>130,269</b>	<b>12,828</b>	<b>9.8</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	17,500	-	15,145	2,917	(12,228)	(419.3)
Building, Yard & Paving Improvements	5,000	-	-	833	833	100.0
Capital Improvements Sewer	2,096,500	47,732	87,626	349,417	261,791	74.9
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>2,119,000</b>	<b>47,732</b>	<b>102,771</b>	<b>353,167</b>	<b>250,396</b>	<b>70.9</b>
<b>OTHER</b>						
City of Eureka Projects:						
Treatment Plant	698,000	-	-	116,333	116,333	100.0
Martin Slough	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>698,000</b>	<b>-</b>	<b>-</b>	<b>116,333</b>	<b>116,333</b>	<b>100.0</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>729,714</b>	<b>326,863</b>	<b>295,583</b>	<b>121,619</b>	<b>173,964</b>	<b>(143.0)</b>

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

**August 2024**

	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	-	-	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NON-OPERATING REVENUE</b>						
Property Taxes	450,000	-	-	75,000	(75,000)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>450,000</b>	<b>-</b>	<b>-</b>	<b>75,000</b>	<b>(75,000)</b>	<b>(100.0)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>450,000</b>	<b>-</b>	<b>-</b>	<b>75,000</b>	<b>(75,000)</b>	<b>(100.0)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	480,000	25,306	64,429	80,000	15,571	19.5
Benefits: PERS	350,000	2,216	330,601	58,333	(272,268)	(466.7)
State Unemploy Ins	-	-	-	-	-	-
Group Ins	665,000	47,017	86,075	110,833	24,758	22.3
Workers Comp Ins	5,000	(996)	-	833	833	100.0
FICA/Medicare	35,000	2,046	5,428	5,833	405	6.9
Misc Benefits	640	140	(740)	107	847	793.8
<b>Total Wages and Benefits</b>	<b>1,535,640</b>	<b>75,729</b>	<b>485,794</b>	<b>255,940</b>	<b>(229,854)</b>	<b>(89.8)</b>
Less: wages & ben charged to Capital Proj.	(50,000)	(1,738)	(3,806)	(8,333)	(4,527)	54.3
Less: Allocated to Water and Sewer Funds	(1,485,640)	(73,992)	(481,988)	(247,607)	234,381	(94.7)
<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	838	838	1,000	162	16.2
Supplies/ Engineering	500	-	-	83	83	100.0
Supplies/ Maintenance	5,000	-	-	833	833	100.0
Invoicing	60,000	4,987	11,408	10,000	(1,408)	(14.1)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	-	-	-	-	-	-
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	23,000	2,052	3,500	3,833	333	8.7
Electrical Power	110,000	7,052	14,776	18,333	3,557	19.4
Street Lights	105,000	6,382	12,915	17,500	4,585	26.2
Telephone	16,000	1,407	2,485	2,667	182	6.8
Postage	850	2,500	2,500	142	(2,358)	(1,664.7)
Freight	250	-	-	42	42	100.0
Liability Insurance	100,500	43,346	43,346	16,750	(26,596)	(158.8)
Legal Services	70,000	479	945	11,667	10,722	91.9
Accounting	15,000	3,383	9,663	2,500	(7,163)	(286.5)
Engineering	1,000	-	-	167	167	100.0
Other Professional Services	40,000	5,723	5,818	6,667	848	12.7
Bank Service Charges	15,000	2,220	3,699	2,500	(1,199)	(48.0)
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	3,500	382	1,870	583	(1,287)	(220.6)
Computer Software Maintenance	3,500	1,438	1,599	583	(1,015)	(174.1)
Memberships & Subscriptions	28,000	-	-	4,667	4,667	100.0
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	8,000	-	-	1,333	1,333	100.0

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

**August 2024**

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Certifications	500	-	1,920	83	(1,837)	(2,204.0)
State/County & LAFCO Fees and Charges	20,000	-	-	3,333	3,333	100.0
Elections Expense	20,000	-	-	3,333	3,333	100.0
Human Resources	20,500	27	1,830	3,417	1,586	46.4
Miscellaneous	7,500	0	(39)	1,250	1,289	103.1
Director's Fees	16,000	1,400	1,900	2,667	767	28.8
General & Admin Expense Allocation	(590,600)	(77,193)	(108,059)	(98,433)	9,625	(9.8)
<b>TOTAL OPERATING EXPENSES</b>	<b>105,000</b>	<b>6,422</b>	<b>12,915</b>	<b>17,500</b>	<b>4,585</b>	<b>26.2</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	5,599	15,634	18,667	3,033	16.2
Building, Yard & Paving Improvements	390,000	1,427	3,850	65,000	61,150	94.1
Engineering & Studies	-	-	-	-	-	-
District Design Standards	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>502,000</b>	<b>7,026</b>	<b>19,484</b>	<b>83,667</b>	<b>64,183</b>	
<b>INTERFUND TRANSFER OUT</b>		<b>-</b>	<b>-</b>	<b>-</b>		
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(157,000)</b>	<b>(13,449)</b>	<b>(121,198)</b>	<b>(26,167)</b>	<b>(95,032)</b>	<b>363.2</b>

# Humboldt Community Services District

## Notes

August 2024

### Note 1 - Non Operating and Miscellaneous Revenue

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

### Note 2 - Interest Income

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

### Note 3 - Benefits - PERS

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

### Note 4 - Supplies - Engineering

Primary source of cost over budget was for ink cartridges for Engineering Plotter. Expected expenditures for year are expected to be in line with budgeted amount.

### Note 5 - Supplies - Maintenance

Primary source of YTD cost over budget was for the necessary July expenditure rebuilding of the scndary pump for Foxwood SLS to extend its usable life. Pump rebuild cost was \$9,249.06

### Note 6 - Invoicing

Difference from budget due to billing for additional invoice cycle due to timing of billing cycles. Will be offset by lower cost in subsequent months.

### Note 7 - Temporary Labor

Increased use of temporary labor during summer months when District has icnreased need for labor. Expected to decline in future months.

### Note 8 - Repairs and Maintenance - Trucks

Bulk of cost over budget due to new tires for Unit 18 and repair to So Broadway SLS Generator, both occurred in July

### Note 9 - Buildings and Grounds Maintenance

In addition to normal expected expenditures, purchase of new ladders for Shop was made for \$2,181. Expenditures for year are expected to be in line with budgeted amount

### Note 10 - Postage

District purchahsed \$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 budegt is not expected to have signifciant impact.

### Note 11 - Freight

Primary source of freight charges is for shipping to return pumps to manufacturer for repair. Overage compared to budget is not expected to impact District finances.

### Note 12 - Chemicals

Cost over budget due to purchase of larger quantity of santiation chemicals in order to ensure District has adequete supply on hand. Expecetd cost for full fiscal year expected to be within 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 - 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 15 - 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 \$1,306.09 in bank service charges. Charges are more than offset by additional gains in interest earned.

Note 16 - Office Equipment Maintenance

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

Note 17 - 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 18 - Certifications

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

Note 19 - Debt Service

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

Note 20 - Vehicles, Rolling Stock & Equipment

Purchase of Sewer Push Camera and Truck Radio Repeater Mower/Trailer and SCADA System components. Total cost of Vehicle and Equipment purchases for Fiscal Year is expected to be within budgeted amount.





## ENGINEERING MEMORANDUM

**To:** Board of Directors  
**From:** Kush Rawal, Assistant Engineer  
**Date:** September 20, 2024  
**Subject:** Assistant Engineer Progress Report for September 24, 2024 Board Meeting

---

HCSD forces have completed the replacement of the drying bed cover in preparation for the coming winter as part of the District 24/25 FY Budget shown in Figure 1. The District uses the drying bed to dry solids collected from the Vac-Con truck removing grease, grit and other debris from the District's sewer system. The previous canvas cover was installed when the drying bed was first constructed in 2005. The approximate life span for a drying bed canvas cover is 15 years and the previous cover had passed its useful life. The approximate lifespan of the new canvas cover is 15 to 20 years depending on the weather conditions the canvas is subjected to.



**Figure 1:** This picture shows the newly installed drying bed cover after installation was completed by HCSD staff.

*THIS PAGE INTENTIONALLY BLANK.*

# Humboldt Community Services District

*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 20, 2024  
SUBJECT: Utility Services Planner Report for September 24, 2024 Board Meeting

---

The Fats, Oils, & Grease (FOG) program, is an essential program for HCSD whose goal is to reduce the amount of FOG that reaches the sanitary sewer system. FOG can cause blockages in the wastewater collection system, possibly resulting in Sanitary Sewer Overflows (SSOs). At the wastewater treatment plant, FOG can inhibit processes and cause equipment blockages. A major source of FOG is animal and vegetable-based oil and grease from restaurants and food processing establishments.

The HCSD's FOG program includes commercial grease trap and interceptor inspections, mandatory maintenance cleaning schedules, and a review of all building permit applications. The main focus of HCSD's FOG program has been categorizing and inspecting restaurant and food processing establishments grease treatment systems.

Inspections of facilities in the District's FOG program are ongoing. Below are two pictures of a grease trap from a restaurant within the District before and after it had been cleaned.



Additionally, weekly bacteriological water quality samples were collected from throughout the District.

*THIS PAGE INTENTIONALLY BLANK.*

# Humboldt Community Services District

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

## AGENDA REPORT

**For HCSD Board of Directors Regular Meeting of:** September 24, 2024

**AGENDA ITEM:** G.1

**TITLE:** Consideration of Ordinance 2024-01 Modifying District Code Section 7.08.020 Adjustments to High Water Bills Caused by Customer Leaks; First Reading and Public Hearing

**PRESENTED BY:** Terrence Williams, General Manager

---

### **Recommendation:**

Open public hearing for first reading of Ordinance 2024-01 Modifying District Code Section 7.08.020: Make a motion to “Introduce, Waive Reading and Place on Agenda for Adoption Ordinance 2024-01 Modifying District Code Section 7.08.020 Adjustments to High Water Bills Caused by Customer Leaks” Hear public comments, Close public hearing, Roll Call Vote.

### **Summary:**

During the January 9<sup>th</sup>, 2024 Board meeting, the Board of Directors appointed Directors Hansen and Ryan to an Ad Hoc Committee to assist with revisions of the District’s Water Leak Relief policy. During the August 27<sup>th</sup> Board meeting, the Ad Hoc Committee presented the draft policy. After some discussion, the Board voted unanimously to move forward with the Public Hearing and notification process to adopt an ordinance to modify the District’s Leak Relief Policy. This agenda item is the first reading of Ordinance 2024-01 to modify District Code Section 7.08.020: Adjustments to High Water Bills Caused by Customer Leaks.

The proposed ordinance is included in this packet. Additionally, the proposed changes are outlined below.

- Leak adjustment eligibility level reduced from 300% to 200% of the ratepayer’s average usage.
- Draft policy describes the process for requesting leak relief from the District including where to access necessary forms.
- Ratepayers must provide proof that the leak has been repaired; either through repair receipts or by demonstrating curtailed usage.
- Average usage is defined as the average from the same time period during the previous year.

- Eligible duration for leak relief is increased from one month's usage to two month's usage.
- Leak relief frequency eligibility is increased from once every five years (60 months) to once every three years (36-months).
- Draft policy requires that the ratepayer's account be current or the ratepayer must have a payment plan that is in good standing to be eligible for water leak relief.
- Draft policy allows a ratepayer to receive a water leak adjustment and still potentially be eligible for additional leak relief within the 36-month period if a larger leak occurs.
- Draft policy caps the maximum amount of leak relief available within a 36-month period to \$1,000.

**Fiscal Impact:**

Unknown.



**ORDINANCE NO. 2024-01**

**AN ORDINANCE OF  
THE HUMBOLDT COMMUNITY SERVICES DISTRICT  
AMENDING CHAPTER 7.08.020 TO ARTICLE 7 OF THE HUMBOLDT COMMUNITY  
SERVICES DISTRICT CODE RELATED TO ADJUSTMENT TO WATER BILLS  
CAUSED BY CUSTOMER LEAKS**

**WHEREAS**, the Humboldt Community Services District (District) provides water and sewer services to the residents of the District; and

**WHEREAS**, pursuant to section 61060 of the Government Code, the Board of Directors of the District has the authority to adopt by ordinance rules and regulations for the administration and operation of water and sewer services provided by the District; and

**WHEREAS**, on January 9<sup>th</sup>, 2024, the Board of Directors established an Ad Hoc Committee to review and modify the District's Leak Relief Policy, which is codified as Chapter 7.08.020 of the District's Code; and

**WHEREAS**, the Ad Hoc Committee reviewed the District's Leak Relief Policy and recommended modifications to the policy; and

**WHEREAS**, the Ad Hoc Committee presented the proposed revisions to the District's Leak Relief Policy to the full Board in public session on August 27<sup>th</sup>, 2024 and the Board authorized codifying the new policy by ordinance; and

**WHEREAS**, the Board of Directors has considered the staff report, supporting documents, public comment, and all appropriate information that has been submitted with this Ordinance; and

**WHEREAS**, all legal prerequisites to the adoption of the Ordinance have occurred.

**NOW THEREFORE, the Board of Directors of the Humboldt Community Services District ordains as follows.**

**Section 1. Recitals.** The above recitals are each incorporated by reference and adopted as findings by the Board of Directors.

**Section 2. Code Amendment.** Chapter 7.08.020 of the District Code is hereby deleted and replaced in its entirety as set forth in **Exhibit A** attached hereto and incorporated herein by the reference. Following approval of this Ordinance, without modifying the substance, the Board Secretary shall cause the Code amendments to be consistent in form and style with Article 7 of the District Code.

**Section 3. Limited Repeal.** Any provision of the District Code or appendices thereto that are inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to that extent necessary to effect the provisions of this Ordinance.

**Section 4. CEQA.** The ordinance is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3), in that it can be seen with certainty that there is no possibility that this Ordinance will have a significant adverse effect on the environment.

**Section 5. Severability.** If a section, subsection, sentence, clause, or phrase of this Ordinance is held to be unconstitutional, or contrary to the general or special laws of the United States or the State of California, the invalidity of such section, subsection, sentence, clause, or phrase shall not affect the remaining portions of this Ordinance.

**Section 6. Further Action.** The Board of Directors of the District is hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Ordinance.

**Section 7. Effective Date.** This Ordinance shall take effect and be in force thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days of its passage, it or a summary of it, shall be published once, with the names of the members of District Board of Directors voting for and against the same in a newspaper of general circulation published in the County of Humboldt.

**INTRODUCED and FIRST READING CONDUCTED** at a regular meeting of the Board of Directors of the Humboldt Community Services District, on this \_\_\_\_ day of \_\_\_\_\_, 2024 by the following vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

APPROVED:

\_\_\_\_\_  
Heidi Benzonelli, President  
Board of Directors

ATTEST:

\_\_\_\_\_  
Robert Christensen, Board Secretary

**SECOND READING CONDUCTED, PASSED, and ADOPTED** at a regular meeting of the Board of Directors of the Humboldt Community Services District, on this \_\_\_\_ day of \_\_\_\_\_, 2024 by the following vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

Ord. 2024-01

Page 2 of 4



APPROVED:

---

Heidi Benzonelli, President  
Board of Directors

ATTEST:

---

Robert Christensen, Board Secretary

### **Chapter 7.08.020 Adjustments to High Water Bills Cause by Customer Leaks**

If a ratepayer has an “excessive water bill” that is due to a leak at the ratepayer’s service address, the ratepayer may request an adjustment to their billing by completing a Water Leak Adjustment Form. The ratepayer will need to provide proof that the leak was repaired, either by providing receipts for the repair or by demonstrating sufficient water use curtailment at a subsequent meter read as determined by the General Manager.

Forms are available at the HCSD office at 5055 Walnut Drive, Cutten, CA, 95503, and on the District’s website. The General Manager, or designee, is then authorized to adjust the charges on the ratepayer’s billing in accordance with this Chapter.

For purposes of this Chapter, an “excessive water bill” means a monthly water charge based upon volumetric water usage that is equal to or exceeds 200% of the customer’s “average monthly volumetric water usage”. The “average monthly volumetric water usage” means the average water usage based upon either: (i) the three-month average for the same calendar quarter of the prior year at the same service address or (ii) if the three-month average for the prior year is not available, the average monthly usage (excluding the period of the excessive bill), for the service address.

Adjustment calculations will result in a credit of 50% of the difference between the actual water charges reflected on the excessive water bill and the average monthly charges based on the average monthly water usage (defined above). No more than two consecutive excessive water bills may be adjusted per leak event.

No more than one adjustment of this type shall be made for a ratepayer or specific service connection in a 36-month period. The maximum amount of a single credit shall not exceed \$1,000.00. To be eligible for a water leak adjustment, the account must be current or, if delinquent, enrolled in and compliant with a payment agreement. If the ratepayer experiences a second, larger leak within 36-months after a water leak adjustment has been authorized, the ratepayer may be eligible for the difference between the previous leak adjustment and the larger leak adjustment, at the General Manager’s discretion. If a second leak adjustment is authorized, the ratepayer will not be eligible for an adjustment for the following 36 months from the date of adjustment.

The approval or denial of a leak credit by the General Manager or designated staff shall be discretionary and final; should the Board President deem there to be good cause for exception, the matter may be presented to the Board of Directors for review and ultimate decision. (Ord. 2024-01, Article 7 Chapter 7.08.020, 2024)