



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

AGENDA

DATE: Tuesday, February 23, 2021

TIME: 5:00 p.m.

LOCATION: *In accordance with the Governor's Executive Orders N-25-20 and N-29-20 HCSD Board of Directors shall conduct the District's business via teleconference.*

The open session segment(s) of the meeting, including Public Participation, may be joined through the Zoom Website (<https://zoom.us>) by clicking on "Join A Meeting" and entering the following Meeting ID then follow the prompts for Passcode and audio. Access may also be achieved by telephone only by dialing 1-669-900-9128 followed by the Meeting ID and Passcode below:

Meeting ID: 857 4440 2977

Passcode: 187753

A. CALL TO ORDER AND ROLL CALL

B. CONSENT CALENDAR

1. Approval of February 23, 2021 Agenda
2. Approval of Minutes of the Regular Meeting of February 9, 2021 (Pgs. 3-5)

C. REPORTS

1. General Manager
 - a) Status Report (Pgs. 6-7)
2. Community Services
3. Superintendent
 - a) January 2021 Operations/Maintenance Report (Pg. 8)
4. Finance Department
 - a) January 2021 Budget Statement (Pgs. 9-20)
5. Legal Counsel

6. Director Reports

7. Other

D. PUBLIC PARTICIPATION **

**Members of the public will be given the opportunity to comment on items not on the agenda by way of the teleconference call-in line. Please use the information set forth above to attend telephonically.

E. NON-AGENDA

F. NEW BUSINESS

1. Consideration of Appointing an ADHOC for the General Manager's Six-Month Performance Review (Pgs. 21-27)
2. Fiscal Year 2021/2022 Draft Capital Improvement Program (CIP) - Review and Discussion (Pgs. 28-36)

G. OLD BUSINESS

H. ADJOURNMENT

Next Res: 2021-03

Next Ord: 2021-01

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Brenda Franklin at (707) 443-4558, ext. 210. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102 – 35.104 ADA Title II).

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, February 9, 2021, via tele/video conference in accordance with the Governor's Executive Orders N-25-20 and N-29-20.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call were Directors Bongio, Hansen, and Matteoli. Directors Benzonelli and Gardiner were absent. Staff in attendance: General Manager Williams (GM), Superintendent Latham, Finance Manager Montag (FM), and Community Services Manager Hulstrom (CSM).

B. CONSENT CALENDAR

1. Approval of February 9, 2021 Agenda
2. Approval of Minutes of the Meeting of January 26, 2021

DIRECTOR MATTEOLI MOVED, AND DIRECTOR HANSEN SECONDED, TO
ACCEPT AND APPROVE THE FEBRUARY 9, 2021 CONSENT CALENDAR.
MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

C. REPORTS

1. General Manager
 - a) Status Report

GM summarized his February 5, 2021 Memorandum providing a status update to the District's most critical and time-consuming projects: Pine Hill Bridge Directional Drilling and Ridgewood Temporary Tank.

3. Superintendent
 - a) January 2021 Construction Operations Report

Superintendent reviewed his February 4, 2021 Memorandum emphasizing there were no unusual activities during the month of January.

4. Finance Department
 - a) January 2021 Check Register

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; February 9, 2021

FM reviewed the report affirming there were no unusual payments during the month of January.

D. PUBLIC PARTICIPATION

President Bongio invited the public to address the Board on any item not listed on the agenda or issues generally affecting District operations, which are within the jurisdiction of the Board.

J. Savage advised she had sent an email to each Director earlier in the day addressing her concerns about the current water rate structure and detailed how she believes it does not encourage water conservation and overcharges low water users.

Jerry Martien expressed appreciation for Ms. Savage's comments and asked when HCSD anticipated its next rate review to which GM advised he plans to incorporate a new rate study within the coming fiscal year.

F. NEW BUSINESS

1. Consideration of Resolution 2021-02 Authorizing a Lease/Purchase Agreement with Leasing 2 for a 2021 Sewer VacCon

GM reviewed the corresponding Agenda Report referring to the Board's prior approval of the financing proposal on January 12, 2021. Director Bongio requested assurance that the new engine will meet all California Air Resources Board requirements, and the GM affirmed.

PUBLIC COMMENT: None

Without further discussion, IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR HANSEN, TO ADOPT RESOLUTION 2021-02 TO AUTHORIZE THE GENERAL MANAGER TO SIGN THE NECESSARY PAPERWORK TO ENTER INTO A LEASE/PURCHASE AGREEMENT WITH LEASING 2 FOR A NEW MAINTENANCE DEPARTMENT SEWER VACCON UNIT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; February 9, 2021

2. Consideration of Approving an Update to the District Engineer Job-Description(s) and Authorize Staff to Proceed with the Hiring Process in Anticipation of the Community Services Manager Retirement

GM summarized the corresponding Agenda Report detailing his approach to hire an entry level engineer who then has the opportunity to advance into more responsible classifications and the corresponding salary schedule for each position. The GM elaborated that his goal is to start a new individual by April 1 to provide approximately six weeks of transition time with the CSM.

PUBLIC COMMENT: None

Without further discussion, IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR MATTEOLI, TO APPROVE THE JOB DESCRIPTIONS AND CORRESPONDING SALARY SCHEDULES FOR AN ASSISTANT ENGINEER, ASSOCIATE ENGINEER, AND DISTRICT ENGINEER. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BONGIO, HANSEN, MATTEOLI

NOES: NONE

ABSENT: BENZONELLI, GARDINER

H. ADJOURNMENT

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

AYES: BONGIO, HANSEN, MATTEOLI

NOES: NONE

ABSENT: BENZONELLI, GARDINER

THE BOARD ADJOURNED ITS REGULAR MEETING OF February 9, 2021 AT 5:31 P.M.

Submitted, Board Secretary

Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors
FROM: Terrence Williams, General Manager
DATE: February 18, 2021
SUBJECT: General Manager Report for February 23, 2021 Board Meeting

City of Eureka Boards and Commissions:

The City of Eureka is soliciting applications for appointments to City boards and commissions. The application process is open to residents of the Humboldt Community Services District. District residents will require a supermajority (4/5) approval by the City Council for confirmation. The City is currently trying to fill the following vacancies:

Chief's Advisory Board	2 Vacancies
Finance Advisory Committee	1 Vacancy
Housing Authority	1 Vacancy
Transportation Safety Commission	2 Vacancies

For more information, please refer to the City Clerk's website <http://www.ci.eureka.ca.gov>

Vehicle and Equipment Auction:

The District is currently accepting sealed bids for previously declared surplus vehicles and equipment. Sealed bids will be opened and read aloud during a public ZOOM meeting at 2pm on Wednesday March 3, 2021.

A list of the vehicles and equipment included in the current auction follows:

2011 Ford Ranger
2008 Peterbilt 367 Cab & Chassis
2011 Caterpillar 312D Excavator

For more information, please refer to the District's website:
<https://humboldtcsd.org/current-bidding-opportunities>

Engineer Employment Solicitation:

Per the Board's approval; the District is currently soliciting applications from qualified individuals for a full-time engineering position. The round one deadline for submission is March 5 at 5pm. If we do not receive sufficiently qualified individuals by this date, the deadline will be extended and the solicitation will remain open until the position is filled. For more information, please refer to the District's website:

<https://humboldtcsd.org/employment-human-resources>

Cyber Security:

The District has been shoring up our cyber security through online trainings, software updates and network analysis thanks to the skills and knowledge of our Finance Manager Michael Montag. All of this seems very timely in light of the recent cyber-attack on water treatment facility in a small Florida town.

The District's SCADA system has multiple protections in place to prevent unauthorized access and changes to the system. The SCADA computer system is located behind a network firewall to prevent attacks on the system. Most users have limited access privileges, allowing them only to view data but not to make changes. A small number of high-level users who possess appropriate levels of knowledge have higher access levels that allow them to make changes in the system. All users, regardless of access level, are required to take training courses in Cybersecurity in order to ensure they keep their login information up to date and secure so they do not fall victim to 'Social Engineering'-type attacks.

Humboldt Community Services District

Post Office Box 158 Cutten, CA 95503 (707) 443-4558 Fax (707) 443-1490

To: H.C.S.D. Board of Directors

Date: February 18, 2021

From: Tim Latham, District Superintendent TL

Subject: January 2021 Operations/Maintenance Report

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

Sewer related maintenance included cleaning 3,685 feet of sewer main line and filming 3,884 feet of sewer main line all in various areas throughout the District as well as cleaning the sewer wet wells at the Hoover sewer lift station.

Other business included working on the Ridgewood Tank Off-line Project and responding to power outages in the Ridgewood, Mitchell Road and Lentell Road areas.

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

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

January 2021

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
OPERATING REVENUE							
Metered Water Sales	5,078,311	443,357	3,222,745	2,962,348	260,397	8.8	1
Water Charges - Pass Through	236,395	20,993	131,517	137,897	(6,380)	(4.6)	2
Sewer Service Charges	4,952,219	398,385	2,779,561	2,888,794	(109,233)	(3.8)	
Sewer Service Charges - Pass Through	1,018,622	71,117	425,744	594,196	(168,452)	(28.3)	2
Water & Sewer Construction Fees	32,000	3,809	41,130	18,667	22,463	120.3	
Account Fees	150,000	10,351	81,188	87,500	(6,312)	(7.2)	
Inspection Fees	5,000	-	-	2,917	(2,917)	(100.0)	
Reimbursable Maintenance Fees	1,000	25	25	583	(558)	(95.7)	
Miscellaneous	10,000	1,137	1,137	5,833	(4,696)	(80.5)	
TOTAL OPERATING REVENUE	11,483,547	949,174	6,683,047	6,698,736	(15,689)	(0.2)	
NON-OPERATING REVENUE							
Capital Connection Fees	158,000	10,857	226,936	92,167	134,769	146.2	3
Interest/General	30,000	-	-	17,500	(17,500)	(100.0)	3
Discounts Earned	2,000	110	980	1,167	(187)	(16.0)	
Sales:Fixed Assets/Scrap Metal	75,400	-	670	43,983	(43,314)	(98.5)	3
Bad Debt Recovery	2,200	985	5,172	1,283	3,889	303.0	
Property Taxes & Assessments	490,000	-	14,580	285,833	(271,253)	(94.9)	3
TOTAL NON-OPERATING REVENUE	757,600	11,951	248,337	441,933	(193,596)	(43.8)	3
TOTAL DISTRICT REVENUE	12,241,147	961,125	6,931,384	7,140,669	(209,285)	(2.9)	
OPERATING EXPENSES							
Wages Direct	1,500,000	119,256	818,156	875,000	56,844	6.5	
Benefits: PERS	450,000	35,279	242,232	262,500	20,268	7.7	
Group Ins	1,130,000	90,200	566,205	659,167	92,962	14.1	
Workers Comp Ins	36,000	5,075	15,364	21,000	5,636	26.8	
FICA/Medicare	120,000	9,168	62,852	70,000	7,148	10.2	
Misc Benefits	1,200	-	100	700	600	85.7	
Total Wages and Benefits	3,237,200	258,977	1,704,909	1,888,367	183,458		
Less: wages & ben charged to Capital Proj.	(161,800)	(9,954)	(106,176)	(94,383)	11,793	(12.5)	
Total Operating Wages and benefits	3,075,400	249,023	1,598,733	1,793,983	195,251		
Water Purchase HBMWD	1,086,800	89,128	627,433	633,967	6,534	1.0	4
Water Purchase Eureka	673,920	52,511	459,779	393,120	(66,659)	(17.0)	4
Sewage Treatment Operations & Maint.	1,529,995	119,525	836,675	892,497	55,822	6.3	
Water/Sewer Analysis	10,000	1,015	4,001	5,833	1,832	31.4	
Supplies/ Construction	170,000	3,680	66,294	99,167	32,873	33.1	
Supplies/ Office-Administration	16,000	858	10,888	9,333	(1,555)	(16.7)	5
Supplies/ Engineering	2,500	16	492	1,458	967	66.3	
Supplies/ Maintenance	100,000	2,418	34,783	58,333	23,550	40.4	
Invoicing	52,476	-	27,104	30,611	3,507	11.5	
Web Payment Portal	6,000	-	-	3,500	3,500	100.0	
Temporary Labor	27,200	-	-	15,867	15,867	100.0	
Repairs & Maintenance/Trucks	60,000	1,297	25,568	35,000	9,432	26.9	
Equipment Rental	8,000	300	300	4,667	4,367	93.6	
Building & Grounds Maintenance	24,000	2,525	14,785	14,000	(785)	(5.6)	
Electrical Power	290,000	19,676	171,216	169,167	(2,050)	(1.2)	6
Street Lights	70,000	5,248	36,803	40,833	4,030	9.9	
Telephone	14,250	900	8,655	8,313	(343)	(4.1)	
Postage	3,000	2	2,499	1,750	(749)	(42.8)	
Freight	1,600	-	75	933	858	92.0	
Chemicals	12,000	494	5,728	7,000	1,272	18.2	
Liability Insurance	65,000	-	54,488	37,917	(16,572)	(43.7)	7
Legal	30,000	1,031	2,829	17,500	14,672	83.8	
Accounting	16,000	1,354	1,354	9,333	7,979	85.5	
Engineering	15,000	-	5,669	8,750	2,882	32.9	8

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

January 2021

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Other Professional Services	18,000	1,485	8,663	10,500	1,837	17.5	
Bank Service Charges	42,000	1,034	27,596	24,500	(3,096)	(12.6)	9
Transportation	66,000	2,575	25,322	38,500	13,178	34.2	
Office Equip. Maintenance	22,500	259	6,161	13,125	6,964	53.1	
Computer Software Maintenance	36,000	785	26,618	21,000	(5,618)	(26.8)	10
Memberships & Subscriptions	21,200	192	17,828	12,367	(5,461)	(44.2)	11
Bad Debts & Minimum Balance Writeoff	12,000	-	9,322	7,000	(2,322)	(33.2)	
Conference & Continung Ed	17,000	-	-	9,917	9,917	100.0	
Certifications	5,400	827	1,707	3,150	1,443	45.8	
State/County & LAFCO Fees and Charges	40,000	16,940	26,528	23,333	(3,195)	(13.7)	12
Hydraulic Water Model Maintenance	5,000	-	-	2,917	2,917	100.0	
Elections Expense	3,500	-	-	2,042	2,042	100.0	
Human Resources	24,300	95	5,176	14,175	8,999	63.5	
Miscellaneous	12,000	(5)	2,547	7,000	4,453	63.6	
Director's Fees	16,000	650	6,000	9,333	3,333	35.7	
TOTAL OPERATING EXPENSES	7,700,041	578,836	4,159,819	4,491,691	331,872	7.4	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	177,429	-	88,844	103,500	14,657	14.2	13
2012 CIP & Refi.	359,220	-	181,350	209,545	28,195	13.5	13
Davis-Grunsky Loan	6,051	-	5,707	3,530	(2,177)	(61.7)	13
VacCon Truck Loan	80,341	-	80,341	46,866	(33,475)	(71.4)	13
2014 Wastewater Revenue Bonds	485,575	-	142,785	283,252	140,467	49.6	13
TOTAL LONG TERM DEBT PAYMENTS	1,108,616	-	499,027	646,693	147,666	22.8	13
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	456,000	-	1,471	266,000	264,529	99.4	
Building, Yard & Paving Improvements	72,500	1,554	12,502	42,292	29,789	70.4	
Capital Improvements Water	1,525,000	38,224	852,247	889,583	37,336	4.2	14
Capital Improvements Sewer	220,000	745	48,176	128,333	80,158	62.5	
Engineering & Studies	133,750	379	(5,526)	78,021	83,547	107.1	8
TOTAL CAPITAL EXPENDITURES	2,407,250	40,902	908,871	1,404,229	495,359	35.3	
OTHER							
City of Eureka Projects:							
Treatment Plant	1,030,095	-	5,502	600,889	595,387	99.1	15
Marlin Slough Gravity Interceptor	-	-	1,653	-	(1,653)	-	
TOTAL City of Eureka Projects	1,030,095	-	7,155	600,889	593,734	98.8	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(4,855)	341,387	1,356,513	(2,832)	1,359,345	47,998.0	16

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

January 2021

	Budgeted 2020-21	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	11,483,547	949,174	6,683,047	6,698,736	(15,689)	(0.2)
TOTAL OPERATING EXPENSES	(7,700,041)	(578,836)	(4,159,819)	(4,491,691)	331,872	7.4
NET SURPLUS/(DEFICIT) FROM OPERATIONS	3,783,506	370,337	2,523,228	2,207,045	316,183	14.3
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	757,600	11,951	248,337	441,933	(193,596)	(43.8)
TOTAL LONG TERM DEBT SERVICE	(1,108,616)	-	(499,027)	(646,693)	147,666	22.8
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	3,432,490	382,288	2,272,538	2,002,286	(25,079)	(1.3)
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(2,407,250)	(40,902)	(908,871)	(1,404,229)	495,359	35.3
CITY of EUREKA PROJECT REIMBURSEMENT	(1,030,095)	-	(7,155)	(600,889)	593,734	98.8
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(4,855)</u>	<u>341,387</u>	<u>1,356,513</u>	<u>(2,832)</u>	<u>1,359,345</u>	<u>47,998.0</u>

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

January 2021

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Metered Water Sales	5,078,311	443,357	3,222,745	2,962,348	260,397	8.8
Water Pass Through	236,395	20,993	131,517	137,897	(6,380)	(4.6)
Water Construction Fees	20,000	109	27,570	11,667	15,903	136.3
Account Fees	85,500	5,900	46,277	49,875	(3,598)	(7.2)
Inspection Fees	2,150	-	-	1,254	(1,254)	(100.0)
Reimbursable Maintenance Fees	800	25	25	467	(442)	(94.6)
Miscellaneous	5,000	648	648	2,917	(2,268)	(77.8)
TOTAL OPERATING REVENUE	5,428,156	471,032	3,428,781	3,166,424	262,357	8.3
NON-OPERATING REVENUE						
Water Capital Connection Fees	80,000	7,899	128,114	46,667	81,447	174.5
Interest/General	23,547	-	-	13,736	(13,736)	(100.0)
Discounts Earned	1,280	62	559	747	(188)	(25.2)
Sales:Fixed Assets/Scrap Metal	42,918	-	382	25,036	(24,654)	(98.5)
Bad Debt Recovery	1,254	561	2,948	732	2,216	303.0
FW/MR Assessment	140,000	-	-	81,667	(81,667)	(100.0)
TOTAL NON-OPERATING REVENUE	288,999	8,523	132,002	168,583	(36,581)	(21.7)
TOTAL DISTRICT REVENUE	5,717,155	479,555	3,560,783	3,335,007	225,776	6.8
OPERATING EXPENSES						
Wages Direct	705,000	55,946	390,604	411,250	20,646	5.0
Wages & Benefits: Allocated	571,490	44,178	265,906	333,369	67,463	20.2
Benefits: PERS	162,000	8,798	60,337	94,500	34,163	36.2
Group Ins	350,300	27,504	174,084	204,342	30,258	14.8
Workers Comp Ins	19,440	2,239	7,213	11,340	4,127	36.4
FICA/Medicare	56,400	4,265	29,769	32,900	3,131	9.5
Total Wages and Benefits	1,864,630	142,930	927,913	1,087,701	159,788	14.7
Less: wages & ben charged to Capital Proj.	(119,732)	(7,441)	(61,243)	(69,844)	(8,601)	12.3
Total Operating Wages and benefits	1,744,898	135,489	866,671	1,017,857	151,187	14.9
Water Purchase HBMWD	1,086,800	89,128	627,433	633,967	6,534	1.0
Water Purchase Eureka	673,920	52,511	459,779	393,120	(66,659)	(17.0)
Water Analysis	5,000	1,015	4,001	2,917	(1,084)	(37.2)
Supplies/ Construction	125,800	2,340	43,035	73,383	30,349	41.4
Supplies/Office-Administration	4,800	312	2,619	2,800	181	6.5
Supplies/ Engineering	1,425	-	-	831	831	100.0
Supplies/ Maintenance	50,000	770	26,851	29,167	2,316	7.9
Temporary Labor	11,288	-	-	6,585	6,585	100.0
Repairs & Maintenance/Trucks	33,600	845	14,257	19,600	5,343	27.3
Equipment Rental	5,920	171	171	3,453	3,282	95.1
Building & Grounds Maintenance	1,440	15	159	840	682	81.1
Electrical Power	159,500	10,364	104,778	93,042	(11,736)	(12.6)
Telephone	4,560	286	1,995	2,660	665	25.0
Postage	1,290	(0)	212	753	541	71.9
Freight	912	-	4	532	528	99.2
Chemicals	12,000	494	5,728	7,000	1,272	18.2
Engineering	5,850	-	5,869	3,413	(2,456)	(72.0)
Other Professional Services	3,600	-	1,928	2,100	172	8.2
Transportation	37,620	1,467	14,434	21,945	7,511	34.1
Office Equip. Maintenance	3,375	70	595	1,969	1,374	69.8
Computer Software Maintenance	17,280	-	14,061	10,080	(3,981)	(39.5)
Memberships & Subscriptions	1,272	109	1,420	742	(678)	(91.4)
Bad Debts & Minimum Balance Writeoff	-	-	9,323	-	(9,323)	-
Conference & Continuing Ed	5,950	-	-	3,471	3,471	100.0
Certifications	1,620	292	772	945	173	18.3
State/County & LAFCO Fees and Charges	13,600	16,940	20,761	7,933	(12,828)	(161.7)
Hydraulic Water Model Maintenance	5,000	-	-	2,917	2,917	100.0
Human Resources	9,477	-	-	5,528	5,528	100.0
Miscellaneous	2,640	-	-	1,540	1,540	100.0

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

January 2021

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	%
General & Admin Expense Allocation	225,130	8,150	110,012	131,326	21,314	16.2
TOTAL OPERATING EXPENSES	4,255,567	320,768	2,336,864	2,482,414	145,550	5.9
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	-	88,844	103,500	14,657	14.2
2012 CIP & Refi.	115,560	-	-	67,410	67,410	100.0
Davis-Grunsky Loan	6,051	-	5,707	3,530	(2,177)	(61.7)
VacCon Truck Loan	60,256	-	60,256	35,149	(25,106)	(71.4)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	359,296	-	154,806	209,589	54,783	26.1
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	111,720	-	1,471	65,170	63,699	97.7
Building & Yard Improvements	41,325	-	-	24,106	24,106	100.0
Capital Improvements Water	1,525,000	38,224	852,247	889,583	37,336	4.2
Engineering & Studies	54,150	-	(7,133)	31,588	38,721	122.6
TOTAL CAPITAL EXPENDITURES	1,732,195	38,224	846,585	1,010,447	163,862	16.2
INTERFUND TRANSFERS IN	-	-	-	-	-	-
BUDGET SURPLUS (DEFICIT)	(629,903)	120,562	222,527	(367,443)	589,971	160.6

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

January 2021

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Sewer Service Charges	4,952,219	398,385	2,779,561	2,888,794	(109,233)	(3.8)
Sewer Service Charges - Pass Through	1,018,622	71,117	425,744	594,196	(168,452)	(28.3)
Sewer Construction Fees	12,000	3,700	13,560	7,000	6,560	93.7
Account Fees	64,500	4,451	34,911	37,625	(2,714)	(7.2)
Inspection Fees	2,850	-	-	1,663	(1,663)	(100.0)
Reimbursable Maintenance Fees	200	-	-	117	(117)	(100.0)
Miscellaneous	5,000	489	489	2,917	(2,428)	(83.2)
TOTAL OPERATING REVENUE	6,055,391	478,142	3,254,265	3,532,311	(278,046)	(7.9)
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	78,000	2,958	98,822	45,500	53,322	117.2
Interest/General	6,453	-	-	3,764	(3,764)	(100.0)
Discounts Earned	720	47	421	420	1	0.3
Sales:Fixed Assets/Scrap Metal	32,482	-	288	18,948	(18,660)	(98.5)
Bad Debt Recovery	946	423	2,224	552	1,672	303.0
TOTAL NON-OPERATING REVENUE	118,601	3,428	101,755	69,184	32,571	47.1
TOTAL DISTRICT REVENUE	6,173,992	481,570	3,356,020	3,601,495	(245,475)	(6.8)
OPERATING EXPENSES						
Wages Direct	435,000	39,609	286,683	253,750	(32,933)	(13.0)
Wages & Benefits: Allocated	571,490	44,178	265,906	333,369	67,463	20.2
Benefits: PERS	103,500	5,936	42,281	60,375	18,094	30.0
Group Ins	214,700	19,594	141,108	125,242	(15,866)	(12.7)
Workers Comp Ins	11,880	2,246	6,557	6,930	373	5.4
FICA/Medicare	36,000	3,018	21,838	21,000	(838)	(4.0)
Total Wages and Benefits	1,372,570	114,581	764,373	800,666	36,293	4.5
Less: wages & ben charged to Capital Proj.	(42,068)	(1,047)	(32,311)	(24,540)	7,771	(31.7)
Total Operating Wages and benefits	1,330,502	113,534	732,062	776,126	44,064	5.7
Sewage Treatment: Operating & Maint.	1,529,995	119,525	836,675	892,497	55,822	6.3
Sewer Analysis	5,000	-	-	2,917	2,917	100.0
Supplies/ Construction	44,200	1,340	23,260	25,783	2,524	9.8
Supplies/ Office-Administration	4,800	236	1,976	2,800	824	29.4
Supplies/ Engineering	1,075	-	195	627	432	68.9
Supplies/ Maintenance	50,000	1,648	7,933	29,167	21,234	72.8
Temporary Labor	5,912	-	-	3,449	3,449	100.0
Repairs & Maintenance/Trucks	26,400	625	11,311	15,400	4,089	26.6
Equipment Rental	2,080	129	129	1,213	1,084	89.4
Building & Grounds Maintenance	1,200	11	120	700	580	82.9
Electrical Power	69,600	5,060	30,893	40,600	9,707	23.9
Telephone	2,280	216	1,505	1,330	(175)	(13.1)
Postage	960	(0)	160	560	400	71.5
Freight	688	-	71	401	331	82.4
Engineering	1,500	-	-	875	875	100.0
Other Professional Services	3,600	1,485	1,485	2,100	615	29.3
Transportation	28,380	1,107	10,889	16,555	5,666	34.2
Office Equip. Maintenance	2,475	53	449	1,444	995	68.9
Computer Software Maintenance	12,960	-	10,607	7,560	(3,047)	(40.3)
Memberships & Subscriptions	848	83	1,071	495	(576)	(116.5)
Conference & Continuing Ed	7,480	-	-	4,363	4,363	100.0

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

January 2021

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Certifications	1,242	135	135	725	589	81.3
State/County & LAFCO Fees and Charges	7,200	-	5,216	4,200	(1,016)	(24.2)
Human Resources	7,047	-	-	4,111	4,111	100.0
Miscellaneous	1,920	-	(1)	1,120	1,121	100.1
General & Admin Expense Allocation	225,130	8,150	110,012	131,326	21,314	16.2
TOTAL OPERATING EXPENSES	3,374,474	253,337	1,786,151	1,968,443	182,292	9.3
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	485,575	-	142,785	283,252	140,467	49.6
2012 CIP & Refi.	243,660	-	-	142,135	142,135	100.0
VacCon Truck Loan	20,085	-	20,085	11,716	(8,369)	(71.4)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	749,320	-	162,870	437,103	274,233	62.7
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	344,280	-	-	200,830	200,830	100.0
Building, Yard & Paving Improvements	31,175	-	-	18,185	18,185	100.0
Capital Improvements Sewer	220,000	745	48,176	128,333	80,158	62.5
Engineering & Studies	79,600	379	1,211	46,433	45,222	97.4
TOTAL CAPITAL EXPENDITURES	675,055	1,124	49,387	393,782	344,395	87.5
OTHER						
City of Eureka Projects:						
Treatment Plant	1,030,095	-	5,502	600,889	595,387	99.1
Martin Slough Easements	-	-	1,653	-	(1,653)	-
TOTAL OTHER	1,030,095	-	7,155	600,889	593,734	98.8
BUDGET SURPLUS (DEFICIT)	345,048	227,109	1,350,457	201,278	1,149,179	(570.9)

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

January 2021

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
TOTAL OPERATING REVENUE	-	-	-	-	-	-
NON-OPERATING REVENUE						
Property Taxes	350,000	-	14,580	204,167	(189,587)	(92.9)
Insurance Rebate	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	350,000	-	14,580	204,167	(189,587)	(92.9)
TOTAL DISTRICT REVENUE	350,000	-	14,580	204,167	(189,587)	(92.9)
OPERATING EXPENSES						
Wages Direct	360,000	23,702	140,870	210,000	69,130	32.9
Benefits: PERS	184,500	20,545	139,614	107,625	(31,989)	(29.7)
Group Ins	565,000	43,101	251,013	329,583	78,570	23.8
Workers Comp Ins	4,680	591	1,594	2,730	1,136	41.6
FICA/Medicare	27,600	1,884	11,245	16,100	4,855	30.2
Misc Benefits	1,200	-	100	700	600	85.7
Total Wages and Benefits	1,142,980	89,823	544,436	666,738	122,303	18.3
Less: wages & ben charged to Capital Proj.	-	(1,467)	(12,623)	-	12,623	-
Less: Allocated to Water and Sewer Funds	(1,142,980)	(88,356)	(531,813)	(666,738)	(134,926)	20.2
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Administration	6,400	310	6,293	3,733	(2,559)	(68.6)
Supplies/ Engineering	-	16	297	-	(297)	-
Invoicing	52,476	-	27,104	30,611	3,507	11.5
Web Payment Portal	6,000	-	-	3,500	3,500	-
Temporary Labor	10,000	-	-	5,833	5,833	100.0
Repairs & Maintenance/Trucks	-	(173)	-	-	-	-
Building & Grounds Maintenance	21,360	2,498	14,507	12,460	(2,047)	(16.4)
Electrical Power	60,900	4,253	35,545	35,525	(20)	(0.1)
Street Lights	70,000	5,248	36,803	40,833	4,030	9.9
Telephone	7,410	398	5,156	4,323	(833)	(19.3)
Postage	750	3	2,128	438	(1,690)	(386.3)
Liability Insurance	65,000	-	54,488	37,917	(16,572)	(43.7)
Legal Services	30,000	1,031	2,829	17,500	14,672	83.8
Accounting	16,000	1,354	1,354	9,333	7,979	85.5
Engineering	7,650	-	-	4,463	4,463	100.0
Other Professional Services	10,800	-	5,250	6,300	1,050	16.7
Bank Service Charges	42,000	4,034	27,596	24,500	(3,096)	(12.6)
Office Equip. Maintenance	16,650	135	5,117	9,713	4,595	47.3
Computer Software Maintenance	5,760	785	1,950	3,360	1,410	42.0
Memberships & Subscriptions	19,080	-	15,337	11,130	(4,207)	(37.8)
Bad Debts & Minimum Balance Writeoff	12,000	-	-	7,000	7,000	100.0
Conference & Continuing Ed	3,570	-	-	2,083	2,083	100.0
Certifications	2,538	400	800	1,481	681	46.0
State/County & LAFCO Fees and Charges	19,200	-	551	11,200	10,649	95.1
Elections Expense	3,500	-	-	2,042	2,042	100.0
Human Resources	7,776	95	5,176	4,536	(640)	(14.1)
Miscellaneous	7,440	(5)	2,547	4,340	1,793	41.3
Director's Fees	16,000	650	6,000	9,333	3,333	35.7

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

January 2021

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	%
						Variance
General & Admin Expense Allocation	(450,260)	(16,300)	(220,023)	(262,652)	(42,629)	16.2
TOTAL OPERATING EXPENSES	70,000	4,731	36,803	40,833	4,030	9.9
LONG TERM DEBT PAYMENTS						
2012 CIP & Refi	-	-	181,350	-	(181,350)	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	-	-	181,350	-	(181,350)	-
CAPITALIZED EXPENDITURES						
Building, Yard & Paving Improvements	-	1,554	12,502	-	(12,502)	-
Engineering & Studies	-	-	396	-	(396)	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	-	1,554	12,898	-	(12,898)	
INTERFUND TRANSFER OUT						
BUDGET SURPLUS (DEFICIT)	280,000	(6,285)	(216,471)	163,333	(379,805)	(232.5)

**Humboldt Community Services District
Notes
January 2021**

Note 1 - Metered Water Sales

Customer water usage follows a seasonal pattern, with increased usage during the drier season and reduced usage during the rain season. Since the dry season just ended, water usage and corresponding income has been higher than the monthly budgeted amount. Usage is expected to reduce in the upcoming rainy season, resulting in an overall annual income in line with budget amounts.

Note 2 - Pass-Through Water & Sewer Charges

Pass-Through charges were not in effect in July. Prior year pass-through rates expired in June and the new rates went into effect in August. Additionally, sewer pass-through rates were set lower than what would be needed to achieve the desired pass-through income as budgeted. Usage, as set according to customer Winter Average, has also been lower than originally estimated, resulting in further reduction in income compared to budget. See FM memo in Nov 24 Board Packet for further info.

Note 3 - Total Non Operating Revenue

Non Operating Revenue typically does not come in evenly throughout the year. Property tax and General Interest revenues, for example, are usually paid out in one or two deposits, and usually not until the middle and end of the fiscal year. Fixed Asset and scrap sales occur sporadically. Capital Connection fee income is higher than budget primarily due to a large amount of connection fees collected for two large development projects.

Note 4 - Water Purchases - City of Eureka and HBMWD

While the 1MG tank at Walnut Drive was off line, water for areas normally served by this tank and sourced from HBMWD was instead sourced from City of Eureka Water. The City charges based on actual usage, while HBMWD charges based on annual amortized usage. As a result of this difference in billing methodology, charges from City of Eureka increased, while charges from HBMWD remained unchanged. It is expected that the District will see reduced billing from HBMWD reflecting the reduced usage when HBMWD next calculates amortized usage.

Note 5 - Supplies - Office/Administration

The primary source of this expense is the purchase of a new computer with capabilities necessary for CAD Modeling and other computer-intensive tasks for the GM. It is expected that this will allow the GM to perform tasks that would otherwise be performed by an outside vendor, providing an overall cost savings to the district.

Note 6 - Electrical Power

Electric usage by the District is typically highest during the months of June-October and lower from November-May. Current usage and cost is in line with historical trends. With lower expected usage and costs in the upcoming months, the overall electrical expense for the year is expected to be in line with budget amount.

Note 7 - Liability (ACWA JPIA) Insurance

Insurance premiums are paid on an annual basis. There are two primary insurance premiums which are both paid annually, at different times of the year. The total annual expense is expected to be in line with budgeted amount.

Note 8 - Engineering

Engineering Expense - a/c 6810 - Operating Expense		1/31/2021	YTD
General Fund	none	-	-
Water Fund	Water Model Calibration		
	SHN Consulting Engineers		1,349
	MacKay-Sposito	1,298	4,520
Sewer Fund	none	-	-
	Total posted to 6810	1,298	5,869

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

Water Fund	McKay Ranch Water Study		
	SHN Consulting Engineers	-	10,484
Sewer Fund	So Broadway FM Test/Dsgn		
	SHN Consulting Engineers	78	233
	Total Engineering posted to 9040	78	10,717
Non Engineering Costs Posted to 9040			
	McKay Annexation	-	396
	McKay Ranch Water Study	-	2,261
	McKay Ranch Water Study-Billed to Kramer	-	(19,879)
	So Broadway FM Test/Dsgn	302	979
		302	(16,243)
	Grand Total posted to 9040	379	(5,526)

Engineering Costs charged to other CIPs:

Pine Hill Bridge Water Line	SHN Consulting Engineers	4,705	11,198
Ridgewood WBS	SHN Consulting Engineers	-	1,710
Ridgewood Tank Reahab	SHN Consulting Engineers	101	965
Sea Ave FM Reversal	SHN Consulting Engineers	31	2,574
Walnut 1MG Tank	North Coast Labs	-	355
	Haper and Associates	-	59,564
Christian Ln Water Main	SHN Consulting Engineers		363
Golf Course Sewer Slough Xing	SHN Consulting Engineers	250	3,978
	Total Engineering costs charged to other CIPs	5,087	80,707

Note 9 - Bank Service Charges

As a greater number of District ratepayers utilize credit and debit cards to pay their utility bills, bank service charges increase proportionately. This will be alleviated with the implementation of a credit card payment system that allows for pass-through of processing fees.

Note 10 - Computer Software Maintenance

Annual software maintenance fee paid in July, which is the majority of the budgeted expense for the year. Remaining software maintenance expenses for the year are expected to be minimal and total expenses for the year are expected to be in line with budget amount.

Note 11 - Memberships & Subscriptions

Annual Membership fee to ACWA paid in October, which is the majority of the budgeted expense for the year. Remaining Membership & subscription expenses for the year are expected to be minimal and total expenses for the year are expected to be in line with budget amount.

Note 12 - State/County & LAFCO Fees and Charges

Annual system fees to state Water Resources Control Board paid in January. Total expenses for the year are expected to be in line with budget amount.

Note 13 - Loan Payments

All loan payments occur either annually or semi-annually. The total loan payment for the full year will match the budgeted amount.

Note 14 - Capital Improvements Water

Primary source of costs shown is the the Walnut Ave 1MG Tank project. Project is near completion, so further expenses for this project will be minimal. Additional budgeted expenditures for Water Capital improvements will be primarily from the Pine Hill Bridge directional drilling project.

Note 15 - City of Eureka Wastewater CIP

The District receives an invoice from the City of Eureka for wastewater treatment CIP costs late in the fiscal year. This small August payment is for the prior year billing which we received complete documentation.

Note 16 - Budget Surplus

While the district currently shows a surplus (positive net income), this surplus is expected to be utilized for Capital Improvement projects in the current fiscal year. These capital improvement expenditures are included in the budgeted amounts. The district is on pace to be able to pay for such budgeted capital improvements with current fiscal year income, without the need to utilize reserve funds.

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: February 23, 2021

AGENDA ITEM: F.1

TITLE: Consideration of Appointing an AdHoc to Conduct the General Manager Six-Month Review

PRESENTED BY: Alan Bongio, Board President

Recommendation:

Board President to appoint a two-member Ad-Hoc Committee for the General Manager Six-Month Performance Evaluation.

Summary:

As the General Manager's first six-months with the District occurs February 24th. Thus, it is time to appoint an AdHoc for the purposes of evaluating his performance, consider a step increase, and set goals and provide direction as necessary for the subsequent six months. For your review, the attached lists the procedure the Board established for conducting General Manager evaluations in 2008.

Fiscal Impact:

None at this time.

HCS D

General Manager Performance Evaluation

GM Name: _____ Date: _____

Evaluation Period: 3-month Interim Review
 6-month Interim Review
 Anniversary Review
 Specify: _____

Instructions for the Preparation of the General Manager's Performance Evaluation

1. The Board of Directors President will appoint a 2-member Ad Hoc Committee selected from the Board for the specific purpose of conducting a Performance Evaluation of the District's General Manager.
2. Ad Hoc Committee members may interview key District personnel or others to gain insight about the General Manager's day-to-day dealings prior to proceeding with the evaluation.
3. The blank evaluation form is distributed to the Ad Hoc Committee and the General Manager.
4. Ad Hoc Committee members and the General Manager prepare their own "draft" evaluation and bring to the designated Ad Hoc Committee meeting. The General Manager will be excused while the Ad Hoc Committee members determine its suggested evaluation to the Board.
5. During a regularly scheduled Board Meeting, the Directors will call for a closed session. The General Manager will present his performance evaluation. Questions and comments by the Ad Hoc Committee will be invited.
6. The General Manager will be excused while the Board determines its official evaluation. At this time, the Ad Hoc Committee shall present its Performance Evaluation recommendations to the Board. A discussion of compensation/benefit changes may be discussed at this time for incorporation into the performance evaluation.
7. The General Manager will be invited to return, and the President of the Board of Directors will deliver the proposed evaluation, allowing the General Manager to provide comments.
8. The Board will also use the opportunity to communicate to the General Manager its overall HCS D performance evaluation and issues of importance.
9. Goals and objectives for the coming year will be developed at this time for both the General Manager and the District.
10. The final Performance Evaluation shall be written and available for signature by the General Manager and the President of the Board of Directors.

RATING SCALE:

Rating Options	
5 = Exceptional	Exceeds what is expected, consistently out-performs, exceptional application of job knowledge, skills, and abilities that may be difficult to sustain on a continuing basis from rating period to rating period.
4 = Superior	Exceeds what is expected. Consistently attains and exceeds requirements of the position and Board expectations.
3 = Fully Competent	Meets requirements and expectations. Fully competent in performing responsibilities and satisfactorily meets the key objectives and critical behaviors of the position.
2 = Needs Improvement	Meets most of the requirements, but some objectives or behaviors are not performed in a satisfactory manner. Performance may have slipped and needs to improve.
1 = Unsatisfactory	The manager's performance does not meet the standards acceptable for performance. Key behaviors and/or objectives are not met.
NA = Not Observed	The rater has not had the opportunity to observe the manager's performance adequately to rate this performance dimension.

CRITERIA:

1. Communication

- Follows rules of no surprises
- Expresses ideas clearly and effectively
- Accepts and offers innovative solutions
- Actively listens
- Deals fairly and equitably with the Board of Directors
- Responsive to Board of Director requests
- Articulate explains complex ideas and concepts to others

Rating: _____

Comments:

2. Leadership

- Gains the respect, confidence, loyalty, and support of others
- Promotes positive personal, professional and organizational image
- Articulates and implements the District's vision and ensures consistent application across the organization
- Visionary – demonstrates a broad and far-reaching perspective; sees and communicates the big picture
- Uses good judgement, reads a situation accurately and acts appropriately
- Develops effective management team

Rating: _____

Comments:

3. Management Controls

- Maintains financial management and cost containment
- Applies principles of employee selection, training, development and evaluation
- Optimizes productivity with financial resources
- Identifies and becomes appropriately involved in conflict resolution
 - Maximizes staff and material resources to increase efficiency
 - Adapts to changing circumstances
 - Displays originality and resourcefulness

Rating: _____

Comments:

4. Decision Making/Problem Solving

- Makes timely decisions
- Identifies possible alternative solutions
- Realizes possible ramifications and impact of each decision
- Makes effective judgments
- Uses common sense and discretion

Rating: _____

Comments:

5. Financial Management

- Maintains financial management and cost containment
- Prepares accurate budget and keeps expenditures within the budget
- Effectively administers the District budget
- Keeps Board informed about the fiscal impact of policy decisions
- Employs management practices and policies that are designed to achieve and maintain a sound, long-range financial condition

Rating: _____

Comments:

6. Professional Competence

- Understands complex technical information
- Holds own on discussion with peers, members and the Board of Directors on policy issues
- Has solid understanding of the water and sewer industry

Rating: _____

Comments:

7. Customer Service

- Responds in a timely manner to requests and complaints
- Serves customers with impartiality and fairness at all times
- Maintains effective relationships with customers
- Encourages and holds employees accountable for high standards and customer service

Rating: _____

Comments:

8. Accomplishment of Key Objectives (list):

•

Rating: _____

•

Overall Rating (total): _____

Comments:

9. OBJECTIVES/GOALS FOR UPCOMING YEAR:

-
-
-
-
-
-

10. AREAS FOR IMPROVEMENT

-
-

11. Compensation/Benefit Changes

General Manager Signature

Date:

President, Board of Directors

Date:

General Manager comments: Attach a separate page with comments if applicable.

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: February 23, 2021

AGENDA ITEM: F.2 (New Business)

TITLE: Fiscal Year 2021/2022 Draft Capital Improvement Program (CIP) -
Review and Discussion

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss and comment on this first rough draft of the District's Capital Improvement Plan (CIP) detailed projection pages.

Summary:

A complete CIP includes several pages of discussion, narrative, background and analysis that support and explain the detailed projection pages. Those pages will be included in future drafts for review when they have been sufficiently developed. At this point, we have completed a first draft of the detailed projection pages for your review and comment. These pages represent the nuts and bolts of the plan and detail the District's intended capital expenditures for the next five years. Also included with these projection pages are a ten- and twenty-year projection of major expenses currently known to the District. The projected values reflected in these pages are in 2021 dollars with no consideration of potential inflation.

The CIP will inform and assist with the development of the District's annual budget as well as the upcoming Rate Study. The ten- and twenty-year projections are intended for planning purposes. I strongly recommend implementing a grant writing program in the coming fiscal year, similar to the very successful programs implemented by Humboldt Bay Municipal Water District and McKinleyville CSD, to address these long-term expenses and take the burden off of the rate payers.

Large ticket items on the 10- and 20-year planning horizon were neglected in the most recent rate study and the subsequent setting of rates. As such, the District has not been saving for items like the City of Eureka Waste Water Treatment Plant Upgrade expected in 2030 or the aging water and sewer mains, some of which will be 100 years old at the end of the 20-year horizon.

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Fiscal Impact:

Fiscal Year 2021-2022 shows a projected Capital Expenditure of \$2,470,240

The projected 20-year impact is on the order of \$200,000,000 which translates to about \$10,000,000 annually. Thus, the motivation for adopting a grant-writing program as mentioned above.

SEWER		Completed	Projected FY 21-22	Projected FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected 10 year*	Projected 20 year**	Comments
SEWER FACILITIES			1	2	3	4	5			
V=Vendor										
C=Contract										
M=Martin Slough Reversal										
Fields Landing SLS	C	\$20,000								Completed - Transfer switch
South Broadway SLS	C	\$20,000								Completed - Transfer switch
Sea Avenue SLS	M	\$70,000								Completed - Upgrade/Reversal
South Broadway SLS	V	\$20,000								Completed - Spare 10HP pump
Perch SLS		\$5,000								Panel Enclosure
Buhne SLS		\$5,000								Panel Enclosure
Sewer Rate Study			\$50,000							
Sequoia SLS			\$10,000							SLS rehab/pumps
Blackberry SLS			\$100,000							SLS rehab/pumps
Bailey SLS	V		\$100,000							Stationary Generator
Artino SLS	C			\$75,000						Stationary generator
Allard Access Vault					\$10,000					Meter vault upgrade
Roth Court SLS					\$70,000					SLS rehab/pumps
Pine Hill SLS Generator	V				\$75,000					Stationary generator
Christine SLS						\$40,000				New electrical control panel
Hoover SLS Upgrade						\$100,000				Upgrade SLS and flow meter
Pine Hill SLS Rehab							\$200,000			SLS conversion/rehab
Beechwood SLS Panel							\$40,000			New electrical control panel
King Salmon SLS	V						\$75,000			Stationary generator
SCADA Upgrade	C							\$500,000		
WWTP Upgrades								\$10,000,000		Per estimatees by COE
CIP Contribution to COE		\$1,030,095	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$4,500,000	\$9,000,000	Based on 5 years of actuals
Sewage Facilities		\$1,170,095	\$1,160,000	\$975,000	\$1,055,000	\$1,040,000	\$1,215,000	\$15,000,000	\$9,000,000	\$30,615,095

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

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

SEWER		Previous Complete	Projected FY 21-22	Projected FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected 10 years*	Projected 20 years**	Comments
SEWER MAINS			1	2	3	4	5			
MAIN EXTENSION & REPLACEMENTS										
C=Contract										
M=Martin Slough Reversal										
V=Vendor										
Sea Ave FM Reversal Project	M, C	\$14,000								Easement acquisitions/Permits
Golf Course Sewer Crossing		\$30,000								
New Connections		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			
Hemlock	M	4500	\$5,000	\$250,000	\$250,000	\$250,000				Per footage and manhole count
Dr. Office Lane		370		\$80,000						\$200.00 LF additional trucking
Hartman Lane	M	900		\$65,000	\$325,000					MSR/\$340.00 LF additional trucking
Walnut Drive Trouble Spot		525				\$150,000				Upsize/\$250.00 LF add'l trucking
Walnut Drive Laterals						\$40,000				
Mesa /Bell Terrace	C	700				\$230,000				\$300 LF Plus Trucking
F Street	M	900				\$25,000	\$275,000			MSR/\$200.00 LF plus trucking
London Drive at Burns		220					\$50,000			Sewer main replacement \$200/LF
Ridgewood Drive		200					\$60,000			Sewer main replacement/\$250.00 LF
Summit Ridge to David		265					\$57,000			Sewer main replacement \$200/LF
Martin Slough Reversals	M							\$1,500,000		MSR/\$250 LF plus additional trucking
Trouble Spots								\$1,500,000		
South Broadway FM		11700	\$10,000					\$3,500,000		\$300/LF
Fields Landing FM		7150						\$2,145,000		\$300/LF
Humboldt Hill Sewer Sys								\$7,500,000		
Gravity Main Replacement		267537						\$15,606,309	\$31,212,619	\$175/LF District Wide AC and Clay
Forcemain Replacement		12883						\$1,717,733	\$3,435,466	\$400/LF District Wide Aging Forcemains
Sewer Main		\$64,000	\$65,000	\$400,000	\$580,000	\$700,000	\$447,000	\$33,469,043	\$34,648,085	\$70,373,128

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WATER		Previous	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Comments	
		Completed	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	10 years*	20 years**		
			1	2	3	4	5				
WATER SYSTEM IMPROVEMENTS											
	C=Contract										
PUMPING FACILITY UPGRADES											
	Walnut Drive 1.0 MG Tank	C	\$600,000							Tank Rehab	
	Ridgewood Water Booster Station		\$200,000							Preparation for Ridgewood Offline	
	AMR Program		\$25,000	\$141,000	\$141,000	\$141,000	\$141,000	\$141,000	\$705,000	6,000 remaining @ \$235/ea	
	SCADA Upgrade			\$100,000	\$100,000	\$100,000	\$100,000	\$100,000			
	Water Storage Tanks	C		\$30,000						5 tanks Cleaning Maintenance	
	South Bay School Backflow Device			\$15,000							
	Donna Drive Hydro-tank			\$75,000						DOHS required	
	South Bay well			\$20,000	\$30,000					building 21-22 Spare Pump 22-23	
	Ridgewood Tank	C		\$670,000						Tank Rehab	
	Spruce Point Well			\$15,000						Spare Pump	
	Brier Lane 0.5 MG Tank	C		\$40,000	\$660,000					21/22 Eng-24/25 Rehabilitation	
	Truesdale WBS			\$25,000	\$25,000	\$25,000	\$25,000	\$25,000		New pumps/Upgrade	
	Hubbard 3rd Pump			\$35,000						Upsize pump/ mod system	
	Pigeon Point WBS			\$10,000						Rehab/roofing/siding	
	Donna Drive 0.5 MG Tank	C		\$40,000	\$660,000					22/23 Eng-23/24Rehabilitation	
	18th & Quaker PSV				\$30,000					Resolves Fireflow Issues	
	Donna Drive WBS				\$65,000					Siding, roofing and drainage	
	Walnut Drive 0.5 MG Tank	C		\$40,000	\$40,000	\$660,000				23/24 Eng-24/25 Rehabilitation	
	New Princeton Well							\$750,000			
	Rehabilitate Remaining Tanks							\$4,500,000	\$2,500,000		
Water Pumping Facilities Totals			\$825,000	\$1,106,000	\$1,041,000	\$1,061,000	\$926,000	\$266,000	\$5,955,000	\$2,500,000	\$12,855,000

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WATER		Previous Completed	Projected FY 21-22	Projected FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected 10 years*	Projected 20 years**	Comments
CAPITAL IMPROVEMENTS - WATER			1	2	3	4	5			Water main replacements
WATER MAIN REPLACEMENTS C=Contract										\$110.00/LF except as noted
SMR=STEEL										
REPLACEMENT										
LF										
New Connections		\$6,000	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500			New connections
Christian Lane SMR	150	\$45,000								\$300/LF + addl trucking
Pine Hill Bridge WL Replacement	C 550	\$350,000								County Project
Water Rate Study			\$50,000							
18th Street SMR	400		\$65,000							\$110.00/LF plus trucking
Tower Lane SMR	600		\$65,000							
Christiansen Way SMR	120		\$16,500							\$110.00/LF plus trucking
Stanford Court	100			\$14,000						\$110.00/LF plus trucking
Temple Circle	130				\$17,300					\$110.00/LF plus trucking
Park Street SMR	200				\$30,000					\$110.00/LF plus trucking
Crane Street SMR	250				\$32,500					\$110.00/LF plus trucking
Vista Tie In Phase 1	700					\$110,000				\$110.00/LF plus trucking
Shady Lane SMR	400					\$54,000				\$110.00/LF plus trucking
Vista Tie In Phase 2	700						\$110,000			\$110.00/LF plus trucking
Meadowood SMR	400	\$1,145					\$54,000			\$110.00/LF plus trucking
AC Water Main Replacement Program	272694							\$18,179,598	\$36,359,196	AC Mains @ \$200/LF
Water Main Replacement Totals		\$402,145	\$204,000	\$21,500	\$87,300	\$171,500	\$171,500	\$18,179,598	\$36,359,196	\$55,194,595

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REVENUE FUNDED		Previous	Projected	Comments						
CAPITAL PROGRAM PROJECTIONS		Complete	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	10 Year*	20 Year**	
BUILDING, YARD & PAVING IMPROVEMENTS			1	2	3	4	5			
Office Building Exterior phase 1	C	\$20,000	\$80,000							Front of Office
Yard Paving Repairs			\$35,000							
Office ADA	C			\$12,000	\$16,000	\$20,000				20% of building remodel cost
Office Building and breakroom Roof	C			\$60,000						Roof Replacement/Age
Office Building Exterior phase 2	C				\$80,000					North and back of Office
Small Truck Garage Rehab	C					\$100,000				
Seal Coat Parking Lot	C						\$20,000			Front parking lot
Future Yard Paving	C							\$100,000		
Office and Yard Facility Upgrades									\$500,000	
Building and Yard		\$20,000	\$115,000	\$72,000	\$96,000	\$120,000	\$20,000	\$100,000	\$500,000	\$1,043,000

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