



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

AGENDA

- DATE:** Tuesday, March 22, 2022
- TIME:** 5:00 p.m.
- LOCATION:** *In accordance with AB 361 and HCSD Resolution 2022-03, 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: 823 9975 3903
Passcode: 316830*

Participation protocol:

- *Please use the MUTE function when not speaking*
- *Please use the "RAISE HAND" feature when wishing to be acknowledged for participation. Raise Hand feature is located in the lower right portion of the screen via the "REACTIONS" icon.*
- *Please do not speak out of turn; wait for the Board President to call upon you to share.*

A. CALL TO ORDER AND ROLL CALL

B. CONSENT CALENDAR

1. Approval of March 22, 2022 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of March 8, 2022 *Pgs 3-6*

C. ACWA/JPIA PRESENTATION

1. Executive Committee Member Bruce Rupp Refund Check Presentation

D. REPORTS

1. General Manager
 - a) GM Report *Pgs 7-8*
2. Engineering
 - a) Engineering Update *Pgs 9-10*

3. Superintendent

a) February 2022 Operations/Maintenance Report

Pg 11

4. Finance Department

a) February 2022 Budgetary Statement

Pgs 13-22

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 by way of a Zoom meeting. Please use the information set forth above to participate. 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. NON-AGENDA

G. NEW BUSINESS

H. OLD BUSINESS

I. CLOSED SESSION

1. Public Employee Appointment (§ 54957)

Title: Special Counsel

J. ADJOURNMENT

Next Res: 2022-04

Next Ord: 2022-02

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, March 8, 2022, via tele/video conference in accordance with AB 361 and HCSD Resolution 2022-02.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call were Directors Benzonelli, Bongio, Gardiner, Hansen, and Matteoli. Staff in attendance: General Manager Williams (GM), Superintendent Latham, Finance Manager Montag (FM), Assistant Engineer Adams (AE).

B. CONSENT CALENDAR

1. Approval of March 8, 2022 Agenda
2. Approval of Minutes of the Regular Meeting of February 22, 2022

DIRECTOR GARDINER MOVED, DIRECTOR MATTEOLI SECONDED, TO ACCEPT AND APPROVE THE MARCH 8, 2022 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

C. REPORTS

1. General Manager
 - a) GM Report

Summarizing his March 8, 2022 report, the GM advised:

- Rate Study – Staff is working diligently to gather and organize data requested by the rate consultant.
- HMGP – CalOES extended the deadline for submission of detailed applications to April 8, 2022. The District is on track to submit \$6.1 Million in grant funding to mitigate known hazards to vulnerable District infrastructure and services.
- South Broadway Forcemain – The Final Public Notice for public comment responding to FEMA’s intent to fund the project closes March 9, 2022. Provided no significant objections are submitted, the District will proceed with finalizing project designs and begin the construction planning process.
- City of Eureka (COE) CIP – The COE Council recently accepted a FY 2022/23 CIP. District staff continues to review the overall plan as it relates to the District. Although specified in the existing expired wastewater treatment agreement with COE, District staff was not included in the process prior to adoption.

Discussion stressed the necessity to secure outside legal counsel to assist with renegotiating the various agreements with COE and rebuilding relationships

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; March 8, 2022

between management staff of both agencies, and the possibilities of COE receiving grants to reduce project expenses. Director Hansen advised the new DRAFT NPDES permit for operating the regional wastewater treatment plant is expected to be released by the State Water Board soon and it is believed that the Enclosed Bays and Estuaries exemption will be linked into the conditions of the NPDES.

Public Jerry Martien expressed surprise that the State Water Board would agree to such conditions considering the District does not have any parks or recreational powers but will be required to participate in the funding and pass the costs to District ratepayers accordingly.

2. Engineering

a) Engineering Update

AE reviewed his March 4, 2022 report summarizing:

- Park Street SMR – Completion of the project is anticipated within 2 weeks.
- Brier Lane Tank Engineering – The engineering diving inspection was completed February 24 and development of a bid package for tank rehabilitation scheduled during FY 2022/23 is now in process.
- District Office Building Exterior Repairs – Upon completion of the Park Street SMR, construction staff will begin replacing dilapidated siding and existing single-pane windows.

3. Superintendent

a) February 2022 Construction Operations Report

Superintendent reviewed his February 28, 2022 Memorandum addressing the department's standard activities and elaborating upon the February 27 water mainline break at London and Wycliff.

4. Finance Department

a) February 2022 Check Register

FM reviewed the report. Director Gardiner (DG) questioned the continuing expenses for temporary help wherein FM and GM advised the staff vacancy has been filled. DG then expressed concern about PG&E price increases wherein FM added he expects the District to be able to absorb immediate increases without much difficulty and the long-term projections will be incorporated into the rate study calculations.

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; March 8, 2022

FM added that the District has completed its Wastewater Arrearages Application and hope to begin receiving disbursements from the State between April and May.

6. Director Reports

Director Gardiner advised of a negative Facebook complaint against the District related to water storage and commended GM and staff for their efforts to educate the customer but would like full details of the District's policies and regulations related to rain catchment, back-flow devices, and cross-contamination placed on the District website for community education on the subject.

E. 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.

Jerry Martien commented that he agrees with Director Benzonelli and public member J.A. Savage that District staff should do more to encourage public participation and involvement of ratepayers in decisions especially related to the upcoming rate study.

F. NEW BUSINESS

1. Consideration of Resolution 2022-03 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings

GM reviewed the requirement of establishing a resolution to enable virtual meetings for the next 30 days as stipulated by AB 361 on September 30, 2021 and affirmed the possibilities of conducting hybrid meetings by April 12, 2022.

Public Comment: None

IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR HANSEN, TO ADOPT RESOLUTION 2022-03 MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL MEETINGS. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; March 8, 2022

2. COVID-19 Update – Discussion and Review of Recommended Process to Align District Operations with Recent Changes to State Policy

GM elaborated upon the five recommended modifications to existing policy:

- 1) Open the District office to the public April 4, 2022 and require all staff assisting members of the public to wear a mask.
- 2) Staff without updated vaccination status will continue to be required to wear a mask while inside District facilities or in District vehicles when other people are present.
- 3) Hybrid Board meetings (in-person Board and tele-conference) will commence once all necessary equipment is installed and functioning with all “live” participants wearing masks unless speaking.
- 4) District offices will close and return to teleconference meetings in the event a COVID outbreak occurs, or state and/or county officials require doing so.
- 5) Requirements will relax further once the CalOSHA board relaxes their guidelines.

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR HANSEN TO ACCEPT THE GM’S RECOMMENDED PROCESS TO RE-OPEN DISTRICT OFFICES TO THE PUBLIC AND MAINTAIN MEASURES TO PROTECT DISTRICT STAFF. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

H. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF MARCH 8, 2022 AT 5:43 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: March 18, 2022

SUBJECT: General Manager Report for March 22, 2022 Board Meeting

Broken Water Mains

In recent weeks the District has experienced five separate water leaks associated with aging asbestos cement piping. Although these aging systems do fail periodically and are scheduled for replacement in the coming years; this accelerated rate of failure is alarming. The District currently maintains over 50 miles of asbestos cement water mains, all of which were installed during the 1960s and '70s. The cost of watermain replacement is between \$300 and \$500 per linear foot depending on terrain, depth, pipe diameter, number of connections, access and other factors. District staff is working to identify the cause of the recent rash of failures. This will hopefully lead to a mitigation that will extend the useful life of the mains to such a time that the District can schedule and budget for their replacement.

Historically, one of the primary causes of this type of failure has been water hammer. Water hammer occurs when a valve controlling a very high flowrate is closed too quickly; like a fire hydrant, not a sink or hose bib. Firefighters are well aware of this issue and so we do not suspect the Humboldt Bay Fire District, although we have reached out. We have been looking for evidence of water theft or other unauthorized use of District hydrants and have not identified anything to date. One possibility is that contractors using construction meters connected to hydrants are opening and closing full flow valves too quickly. This scenario is unlikely because contractors are thoroughly trained whenever construction meters are deployed. As a preventative measure, we have replaced the isolation valves on the District's construction meters with slow actuating gate valves. This will reduce the likelihood of contractors closing full flow valves too quickly.

Theft

On February 26, and again on March 9, the District yard was broken into and vehicles were damaged. During the first incident, two vehicles had their catalytic converters stolen. During the second incident a vehicle door handle was damaged by somebody trying to gain access to the cab but nothing was stolen. Police reports were made and camera footage provided to the Humboldt County Sheriffs but the perpetrators were un-recognizable. As a result of

General Manager's Report to the Board of Directors for
March 22, 2022 Board Meeting

these and other local incidents, the Sheriffs have increased patrols in the Cutten area. Additionally, District staff have installed additional cameras and motion lights in and around the District yard.

An unrelated incident occurred on March 9, near the Ryan Slough Bridge on Myrtle Avenue. A piece of District equipment (backhoe) was parked overnight near the roadway as part of an ongoing emergency water main repair. Overnight, the fuel tank was broken into and about 30 gallons of diesel was siphoned out. District staff is investigating methods to make equipment more secure in the field to deter future incidents.

ACWA Region One

Humboldt Bay Municipal Water District will be hosting the Association of California Water Agencies (ACWA) annual Region One meeting in July. ACWA Region One includes Del Norte, Siskiyou, Humboldt, Trinity, Mendocino, Lake, Sanoma, Napa and Marin Counties. Water professionals and district board members from all over the region will be traveling to attend the meeting. Events include technical presentations, networking opportunities, and facilities tours at the various local member districts. I will provide more information as it is made available.

Humboldt Community Services District

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

Engineering Memorandum

TO: Board of Directors
FROM: Benjamin Adams, Assistant Engineer
DATE: March 18, 2022
SUBJECT: Engineering Dept. Status Report for March 22, 2022 Board Meeting

Capital Improvement Projects

Park Street Steel Main Replacement

The Park Street SMR Project is progressing, although not as quickly as anticipated. District forces responded to five water main breaks in the last two weeks, one of which was in the section of steel pipe being removed by this SMR project.

All services have been connected to the new C900 main, and the leaking, and broken steel main has been removed from service. One side of the steel main has been cut and capped and the other side is currently valved off. After all trenching and tie-in work is complete, final paving will commence. The project should be completed in the next two weeks barring any other emergency work.

Tower Lane Steel Main Replacement

The Tower Lane SMR project drawings are being revised by District staff to reflect the means and methods for work in the culvert area that were agreed upon with California Department of Fish & Wildlife. The revised drawings will be reviewed for approval by SHN; SHN developed the original design and signed the original project plans in April of 2020. Construction is expected to begin in June of this year.

Upper Humboldt Hill Hydro-pneumatic System

The existing 5,000-gallon hydro-pneumatic storage tank is scheduled for replacement this fiscal year (21/22). The tank provides water service to approximately 130 homes at the top of Humboldt Hill that do not receive the minimum water service pressure by gravity alone. The Tank has been in service at the Donna Reservoir for the last 35 years, and it has served the District well.

District staff is developing a hydraulic model in order to evaluate the use of a smaller 1,000-gallon hydro-pneumatic storage tank in a temporary configuration to maintain water service to the residents, during the tank replacement project.

If the concept works, the 1000-gallon tank will be temporarily installed at the Donna Drive location. Once the installation of the new 5000-gallon hydro-pneumatic tank is complete, the 1000-gallon tank will be permanently relocated to the District Yard where it will replace the existing aged 1000-gallon hydro-pneumatic tank, which is not currently in service and needs to be replaced. Installation at the District Yard location will attenuate the effects of water hammer in the Cutten/Ridgewood distribution area.

Humboldt Community Services District

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

BOARD MEMORANDUM

To: H.C.S.D. Board of Directors
From: Tim Latham, District Superintendent
Date: March 17, 2022
Subject: February 2022 Operations/Maintenance Report

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

Sewer related business included cleaning 9,837 feet of sewer main line in various areas throughout the District, repairing a sewer pump at the Cedar Ridge sewer lift station, removing an obstruction from a sewer pump at the "F" Street sewer lift station, cleaning and modifications to the Pine Hill sewer lift station wet well, and reviewing sewer filming reports.

Other business included assisting Harper and Associates Engineering with the diving inspection of the Brier Lane water storage tank in preparation of the upcoming rehabilitation project, responding to a power outage in the Pine Hill area, and continued in-house training on the new Vac-con hydro cleaner.

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

February 2022

	Budgeted 2021-22	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	5,200,000	403,918	3,602,120	3,466,667	135,453	3.9	
Water Charges - Pass Through	-	-	17,150	-	17,150	-	
Sewer Service Charges	5,015,000	436,808	3,483,322	3,343,333	139,988	4.2	
Sewer Service Charges - Pass Through	1,447,800	131,974	1,000,981	965,200	35,781	3.7	
Water & Sewer Construction Fees	32,000	-	28,050	21,333	6,717	31.5	
Account Fees	140,000	14,147	102,011	93,333	8,678	9.3	
Reimbursable Maintenance Fees	1,000	285	761	667	95	14.2	1
Miscellaneous	2,000	-	5,517	1,333	4,184	313.8	1
TOTAL OPERATING REVENUE	11,837,800	987,131	8,239,913	7,891,867	348,046	4.4	
NON-OPERATING REVENUE							
Capital Connection Fees	180,000	-	94,944	120,000	(25,056)	(20.9)	1
Interest/General	42,000	-	-	28,000	(28,000)	(100.0)	1
Discounts Earned	2,000	130	1,198	1,333	(136)	(10.2)	
Sales:Fixed Assets/Scrap Metal	15,700	-	652	10,467	(9,815)	(93.8)	1
Bad Debt Recovery	10,000	352	3,250	6,667	(3,416)	(51.2)	1
Property Taxes & Assessments	490,000	-	-	326,667	(326,667)	(100.0)	1
Insurance Rebate	20,000	-	-	13,333	(13,333)	(100.0)	
Other Non-Operating Revenue	6,500	-	-	4,333	(4,333)	(100.0)	
TOTAL NON-OPERATING REVENUE	766,200	482	100,044	510,800	(410,756)	(80.4)	1
TOTAL DISTRICT REVENUE	12,604,000	987,614	8,339,957	8,402,667	(62,710)	(0.7)	
OPERATING EXPENSES							
Wages Direct	1,510,000	119,452	970,829	1,006,667	35,838	3.6	
Benefits: PERS	460,000	38,002	301,319	306,667	5,348	1.7	
Group Ins	1,210,000	83,783	713,768	806,667	92,899	11.5	
Workers Comp Ins	23,000	-	14,839	15,333	495	3.2	
FICA/Medicare	117,000	9,189	74,590	78,000	3,410	4.4	
Misc Benefits	600	40	320	400	80	20.0	
Total Wages and Benefits	3,320,600	250,465	2,075,664	2,213,733	138,069		
Less: wages & ben charged to Capital Proj.	(166,000)	(29,508)	(118,438)	(110,667)	7,772	(7.0)	
Total Operating Wages and benefits	3,154,600	220,957	1,957,226	2,103,067	145,841		
Water Purchase HBMWD	1,075,000	87,445	716,647	716,667	20	0.0	
Water Purchase Eureka	810,000	55,926	534,576	540,000	5,424	1.0	
Sewage Treatment Operations & Maint.	1,465,000	122,104	976,832	976,667	(165)	(0.0)	
Water/Sewer Analysis	20,000	694	6,018	13,333	7,315	54.9	
Supplies/ Construction	134,000	11,992	103,481	89,333	(14,147)	(15.8)	2
Supplies/ Office-Administration	19,000	580	7,255	12,667	5,412	42.7	
Supplies/ Engineering	2,500	-	36	1,667	1,630	97.8	
Supplies/ Maintenance	97,500	7,444	71,835	65,000	(6,835)	(10.5)	2
Invoicing	52,476	4,721	38,569	34,984	(3,585)	(10.2)	3
Temporary Labor	25,600	2,244	21,196	17,067	(4,129)	(24.2)	4
Repairs & Maintenance/Trucks	55,000	10,167	47,419	36,667	(10,752)	(29.3)	5
Equipment Rental	5,000	-	-	3,333	3,333	100.0	
Building & Grounds Maintenance	32,000	2,498	19,669	21,333	1,664	7.8	
Electrical Power	295,800	22,350	184,999	197,200	12,201	6.2	
Street Lights	65,000	5,259	45,215	43,333	(1,882)	(4.3)	
Telephone	19,000	907	8,964	12,667	3,703	29.2	
Postage	3,000	-	-	2,000	2,000	100.0	
Freight	500	-	106	333	227	68.1	
Chemicals	12,000	1,029	5,861	8,000	2,139	26.7	
Liability Insurance	65,000	-	58,474	43,333	(15,140)	(34.9)	6

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

February 2022

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Legal	30,000	416	2,711	20,000	17,290	86.4	
Accounting	15,000	-	2,321	10,000	7,679	76.8	
Engineering	1,000	-	526	667	141	21.2	9
Other Professional Services	38,000	-	2,185	25,333	23,148	91.4	
Bank Service Charges	35,000	1,812	18,058	23,333	5,276	22.6	3
Transportation	60,000	-	33,732	40,000	6,268	15.7	
Office Equip. Maintenance	14,000	156	1,749	9,333	7,584	81.3	
Computer Software Maintenance	45,000	114	27,056	30,000	2,944	9.8	
Memberships & Subscriptions	22,300	295	23,071	14,867	(8,205)	(55.2)	7
Bad Debts & Minimum Balance Writeoff	200,000	-	72	133,333	133,262	99.9	
Conference & Continuing Ed	20,000	-	1,310	13,333	12,024	90.2	
Certifications	5,400	-	757	3,600	2,843	79.0	
State/County & LAFCO Fees and Charges	50,000	-	9,637	33,333	23,696	71.1	
Hydraulic Water Model Maintenance	6,000	-	-	4,000	4,000	100.0	
Human Resources	20,000	334	3,764	13,333	9,569	71.8	
Miscellaneous	9,000	85	3,829	6,000	2,171	36.2	
Director's Fees	16,000	1,050	7,300	10,667	3,367	31.6	
TOTAL OPERATING EXPENSES	7,994,676	560,580	4,942,453	5,329,784	387,331	7.3	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	177,429	-	88,715	118,286	29,571	25.0	8
2012 CIP & Refi.	227,100	113,550	227,100	151,400	(75,700)	(50.0)	8
Davis-Grunsky Loan	5,912	-	5,772	3,941	(1,831)	(46.5)	8
VacCon Truck Loan	117,441	-	117,441	78,294	(39,147)	(50.0)	8
2014 Wastewater Revenue Bonds	487,575	-	138,786	325,050	186,264	57.3	8
TOTAL LONG TERM DEBT PAYMENTS	1,015,457	113,550	577,814	676,971	99,157	14.6	8
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	58,000	350	1,943	38,667	36,724	95.0	
Building, Yard & Paving Improvements	170,000	5,293	13,018	113,333	100,316	88.5	
Capital Improvements Water	1,260,000	108,191	770,526	840,000	69,474	8.3	
Capital Improvements Sewer	275,000	7,338	18,730	183,333	164,603	89.8	
Engineering & Studies	100,000	863	1,118	66,667	65,549	98.3	9
District Design Standards	-	-	1,036	-	(1,036)	-	
TOTAL CAPITAL EXPENDITURES	1,863,000	122,035	806,370	1,242,000	435,630	35.1	
OTHER							
City of Eureka Projects: Treatment Plant	1,336,000	572,308	572,308	890,667	318,359	35.7	
TOTAL City of Eureka Projects	1,336,000	572,308	572,308	890,667	318,359	35.7	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	394,867	(380,860)	1,441,011	263,245	1,177,766	(447.4)	

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

February 2022

	Budgeted 2021-22	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	11,837,800	987,131	8,239,913	7,891,867	348,046	4.4
TOTAL OPERATING EXPENSES	(7,994,676)	(560,580)	(4,942,453)	(5,329,784)	387,331	7.3
NET SURPLUS/(DEFICIT) FROM OPERATIONS	3,843,124	426,551	3,297,459	2,562,083	735,377	28.7
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	766,200	482	100,044	510,800	(410,756)	(80.4)
TOTAL LONG TERM DEBT SERVICE	(1,015,457)	(113,550)	(577,814)	(676,971)	99,157	14.6
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	3,593,867	313,483	2,819,689	2,395,911	225,463	9.4
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(1,863,000)	(122,035)	(806,370)	(1,242,000)	435,630	35.1
CITY of EUREKA PROJECT REIMBURSEMENT	(1,336,000)	(572,308)	(572,308)	(890,667)	318,359	35.7
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>394,867</u>	<u>(380,860)</u>	<u>1,441,011</u>	<u>263,245</u>	<u>1,177,766</u>	<u>(447.4)</u>

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

February 2022

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Actual to Budget	Variance	% Variance
OPERATING REVENUE							
Metered Water Sales	5,200,000	403,918	3,602,120	3,466,667	135,453		3.9
Water Pass Through	-	-	17,150	-	17,150		-
Water Construction Fees	20,000	-	23,350	13,333	10,017		75.1
Account Fees	79,800	8,064	58,146	53,200	4,946		9.3
Inspection Fees	-	-	-	-	-		-
Reimbursable Maintenance Fees	800	285	761	533	228		42.7
Miscellaneous	1,000	-	640	667	(27)		(4.0)
TOTAL OPERATING REVENUE	5,301,600	412,267	3,702,168	3,534,400	167,768		4.7
NON-OPERATING REVENUE							
Water Capital Connection Fees	90,000	-	46,615	60,000	(13,385)		(22.3)
Interest/General	32,966	-	-	21,977	(21,977)		(100.0)
Discounts Earned	1,280	74	683	853	(171)		(20.0)
Sales:Fixed Assets/Scrap Metal	8,844	-	371	5,896	(5,525)		(93.7)
Bad Debt Recovery	5,700	201	1,853	3,800	(1,947)		(51.2)
FW/MR Assessment	140,000	-	-	93,333	(93,333)		(100.0)
Other Non-Operating Revenue	2,200	-	-	1,467	(1,467)		(100.0)
TOTAL NON-OPERATING REVENUE	280,990	275	49,522	187,327	(137,805)		(73.6)
TOTAL DISTRICT REVENUE	5,582,590	412,542	3,751,690	3,721,727	29,963		0.8
OPERATING EXPENSES							
Wages Direct	709,700	58,216	461,125	473,133	12,008		2.5
Wages & Benefits: Allocated	593,250	43,943	369,917	395,500	25,583		6.5
Benefits: PERS	165,600	8,754	66,200	110,400	44,200		40.0
Group Ins	375,100	29,721	224,740	250,067	25,327		10.1
Workers Comp Ins	12,420	-	7,353	8,280	927		11.2
FICA/Medicare	54,990	4,438	35,161	36,660	1,499		4.1
Misc Benefits	-	-	-	-	-		-
Total Wages and Benefits	1,911,060	145,072	1,164,496	1,274,040	109,544		8.6
Less: wages & ben charged to Capital Proj.	(122,840)	(23,507)	(97,611)	(81,893)	15,718		(19.2)
Total Operating Wages and benefits	1,788,220	121,565	1,066,884	1,192,147	125,262		10.5
Water Purchase HBMWD	1,075,000	87,445	716,647	716,667	20		0.0
Water Purchase Eureka	810,000	55,926	534,576	540,000	5,424		1.0
Water Analysis	15,000	694	6,018	10,000	3,982		39.8
Supplies/ Construction	99,160	9,647	80,020	66,107	(13,914)		(21.0)
Supplies/Office-Administration	5,700	490	3,372	3,800	428		11.3
Supplies/ Engineering	1,425	-	-	950	950		100.0
Supplies/ Maintenance	48,750	3,186	27,669	32,500	4,831		14.9
Temporary Labor	11,544	1,279	12,082	7,696	(4,386)		(57.0)
Repairs & Maintenance/Trucks	30,800	5,723	26,190	20,533	(5,656)		(27.5)
Equipment Rental	3,700	-	-	2,467	2,467		100.0
Building & Grounds Maintenance	1,920	278	2,857	1,280	(1,577)		(123.2)
Electrical Power	162,690	12,997	112,046	108,460	(3,586)		(3.3)
Telephone	6,080	-	-	4,053	4,053		100.0
Postage	1,290	-	-	860	860		100.0
Freight	285	-	25	190	165		86.6
Chemicals	12,000	1,029	5,861	8,000	2,139		26.7
Engineering	390	-	526	260	(266)		(102.2)
Other Professional Services	7,600	-	-	5,067	5,067		100.0
Transportation	34,200	-	19,227	22,800	3,573		15.7
Office Equip. Maintenance	2,100	-	314	1,400	1,086		77.6
Computer Software Maintenance	21,600	-	14,702	14,400	(302)		(2.1)
Memberships & Subscriptions	1,338	-	1,384	892	(492)		(55.2)
Bad Debts & Minimum Balance Writeoff	114,000	-	41	76,000	75,959		99.9
Conference & Continuing Ed	7,000	-	750	4,667	3,917		83.9
Certifications	1,620	-	452	1,080	628		58.2
State/County & LAFCO Fees and Charges	17,000	-	3,706	11,333	7,627		67.3
Hydraulic Water Model Maintenance	6,000	-	-	4,000	4,000		100.0

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

February 2022

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Human Resources	7,800	-	-	5,200	5,200	100.0
Miscellaneous	1,980	-	114	1,320	1,206	91.4
General & Admin Expense Allocation	217,981	8,144	111,243	145,321	34,078	23.4
TOTAL OPERATING EXPENSES	4,514,173	308,404	2,746,706	3,009,449	262,742	8.7
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	-	88,715	118,286	29,571	25.0
2012 CIP & Refi.	49,500	-	24,750	33,000	8,250	25.0
Davis-Grunsky Loan	5,912	-	5,772	3,941	(1,831)	(46.5)
TOTAL LONG TERM DEBT PAYMENTS	232,841	-	119,237	155,227	35,991	23.2
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	1,260,000	108,191	770,526	840,000	69,474	8.3
Engineering & Studies	-	-	255	-	(255)	-
TOTAL CAPITAL EXPENDITURES	1,260,000	108,191	770,781	840,000	69,219	8.2
INTERFUND TRANSFERS IN	-	-	-	-	-	-
BUDGET SURPLUS (DEFICIT)	(424,424)	(4,053)	114,965	(282,949)	397,914	140.6

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

February 2022

	Budgeted 2021-22	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	5,015,000	436,808	3,483,322	3,343,333	139,988	4.2
Sewer Service Charges - Pass Through	1,447,800	131,974	1,000,981	965,200	35,781	3.7
Sewer Construction Fees	12,000	-	4,700	8,000	(3,300)	(41.3)
Account Fees	60,200	6,083	43,865	40,133	3,731	9.3
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	200	-	-	133	(133)	(100.0)
Miscellaneous	1,000	-	483	667	(184)	(27.6)
TOTAL OPERATING REVENUE	6,536,200	574,864	4,533,350	4,357,467	175,884	4.0
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	90,000	-	48,329	60,000	(11,671)	(19.5)
Interest/General	9,034	-	-	6,023	(6,023)	(100.0)
Discounts Earned	720	56	515	480	35	7.3
Sales: Fixed Assets/Scrap Metal	6,856	-	280	4,571	(4,290)	(93.9)
Bad Debt Recovery	4,300	152	1,398	2,867	(1,469)	(51.2)
Other Non-Operating Revenue	4,300	-	-	2,867	(2,867)	(100.0)
TOTAL NON-OPERATING REVENUE	115,210	207	50,522	76,807	(26,285)	(34.2)
TOTAL DISTRICT REVENUE	6,651,410	575,072	4,583,872	4,434,273	149,599	3.4
OPERATING EXPENSES						
Wages Direct	437,900	33,358	300,956	291,933	(9,023)	(3.1)
Wages & Benefits: Allocated	593,250	43,943	369,917	395,500	25,583	6.5
Benefits: PERS	105,800	5,004	43,674	70,533	26,859	38.1
Group Ins	229,900	15,274	154,337	153,267	(1,071)	(0.7)
Workers Comp Ins	7,590	-	5,639	5,060	(579)	(11.4)
FICA/Medicare	35,100	2,542	22,943	23,400	457	2.0
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,409,540	100,121	897,466	939,693	42,227	4.5
Less: wages & ben charged to Capital Proj.	(43,160)	(729)	(7,177)	(28,773)	(21,597)	75.1
Total Operating Wages and benefits	1,366,380	99,392	890,289	910,920	20,631	2.3
Sewage Treatment: Operating & Maint.	1,465,000	122,104	976,832	976,667	(165)	(0.0)
Sewer Analysis	5,000	-	-	3,333	3,333	100.0
Supplies/ Construction	34,840	2,345	23,461	23,227	(234)	(1.0)
Supplies/ Office-Administration	5,700	369	2,544	3,800	1,256	33.1
Supplies/ Engineering	1,075	-	36	717	680	94.9
Supplies/ Maintenance	48,750	4,258	44,165	32,500	(11,665)	(35.9)
Temporary Labor	4,056	965	9,114	2,704	(6,410)	(237.1)
Repairs & Maintenance/Trucks	24,200	4,444	21,229	16,133	(5,096)	(31.6)
Equipment Rental	1,300	-	-	867	867	100.0
Building & Grounds Maintenance	1,600	210	2,155	1,067	(1,089)	(102.1)
Electrical Power	70,992	4,687	35,231	47,328	12,097	25.6
Telephone	3,040	-	-	2,027	2,027	100.0
Postage	960	-	-	640	640	100.0
Freight	215	-	19	143	124	86.6
Legal	-	-	-	-	-	-
Engineering	100	-	-	67	67	100.0
Other Professional Services	7,600	-	1,485	5,067	3,582	70.7
Transportation	25,800	-	14,505	17,200	2,695	15.7
Office Equip. Maintenance	1,540	-	237	1,027	790	76.9

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

February 2022

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Computer Software Maintenance	16,200	-	11,091	10,800	(291)	(2.7)
Memberships & Subscriptions	892	-	1,044	595	(450)	(75.6)
Bad Debts & Minimum Balance Writeoff	86,000	-	31	57,333	57,302	99.9
Conference & Continuing Ed	8,800	-	-	5,867	5,867	100.0
Certifications	1,242	-	135	828	693	83.7
State/County & LAFCO Fees and Charges	9,000	-	5,546	6,000	454	7.6
Human Resources	5,800	-	-	3,867	3,867	100.0
Miscellaneous	1,440	-	85	960	875	91.1
General & Admin Expense Allocation	217,981	8,144	111,243	145,321	34,078	23.4
TOTAL OPERATING EXPENSES	3,415,503	246,918	2,150,479	2,277,002	126,523	5.6
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	487,575	-	138,786	325,050	186,264	57.3
2012 CIP & Refi.	177,600	-	88,800	118,400	29,600	25.0
VacCon Truck Loan	117,441	-	117,441	78,294	(39,147)	(50.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	782,616	-	345,027	521,744	176,717	33.9
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	350	350	-	(350)	-
Building, Yard & Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	275,000	7,338	18,730	183,333	164,603	89.8
Engineering & Studies	-	863	863	-	(863)	-
TOTAL CAPITAL EXPENDITURES	275,000	8,551	19,943	183,333	163,390	89.1
OTHER						
City of Eureka Projects:						
Treatment Plant	1,336,000	572,308	572,308	890,667	318,359	35.7
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	1,336,000	572,308	572,308	890,667	318,359	35.7
BUDGET SURPLUS (DEFICIT)	842,291	(252,705)	1,496,115	561,527	934,588	(166.4)

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

February 2022

	Budgeted 2021-22	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	-	-	4,395	-	4,395	-
TOTAL OPERATING REVENUE	-	-	4,395	-	4,395	-
NON-OPERATING REVENUE						
Property Taxes	350,000	-	-	233,333	(233,333)	(100.0)
Insurance Rebate	20,000	-	-	13,333	(13,333)	(100.0)
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	370,000	-	-	246,667	(246,667)	(100.0)
TOTAL DISTRICT REVENUE	370,000	-	4,395	246,667	(242,272)	(98.2)
OPERATING EXPENSES						
Wages Direct	362,400	27,877	208,747	241,600	32,853	13.6
Benefits: PERS	188,600	24,243	191,445	125,733	(65,711)	(52.3)
Group Ins	605,000	38,788	334,691	403,333	68,643	17.0
Workers Comp Ins	2,990	-	1,846	1,993	147	7.4
FICA/Medicare	26,910	2,209	16,487	17,940	1,453	8.1
Misc Benefits	600	40	320	400	80	20.0
Total Wages and Benefits	1,186,500	93,157	753,536	791,000	37,464	4.7
Less: wages & ben charged to Capital Proj.	-	(5,272)	(13,651)	-	13,651	-
Less: Allocated to Water and Sewer Funds	(1,186,500)	(87,885)	(739,834)	(791,000)	(51,166)	6.5
Total Unallocated Wages and Benefits	-	-	52	-	(52)	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,400	(279)	1,339	4,267	2,928	68.6
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	-	-	-	-	-	-
Invoicing	52,476	4,721	38,569	34,984	(3,585)	(10.2)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	10,000	-	-	6,667	6,667	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	28,480	2,010	14,657	18,987	4,330	22.8
Electrical Power	62,118	4,666	37,723	41,412	3,689	8.9
Street Lights	65,000	5,259	45,215	43,333	(1,882)	(4.3)
Telephone	9,880	907	8,964	6,587	(2,377)	(36.1)
Postage	750	-	-	500	500	100.0
Freight	-	-	62	-	(62)	-
Liability Insurance	65,000	-	58,474	43,333	(15,140)	(34.9)
Legal Services	30,000	416	2,711	20,000	17,290	86.4
Accounting	15,000	-	2,321	10,000	7,679	76.8
Engineering	510	-	-	340	340	100.0
Other Professional Services	22,800	-	700	15,200	14,500	95.4
Bank Service Charges	35,000	1,812	18,058	23,333	5,276	22.6
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	10,360	156	1,199	6,907	5,708	82.6
Computer Software Maintenance	7,200	114	1,262	4,800	3,538	73.7
Memberships & Subscriptions	20,070	295	20,643	13,380	(7,263)	(54.3)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	4,200	-	560	2,800	2,240	80.0
Certifications	2,538	-	170	1,692	1,522	90.0

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

February 2022

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
State/County & LAFCO Fees and Charges	24,000	-	384	16,000	15,616	97.6
Elections Expense	-	-	-	-	-	-
Human Resources	6,400	334	3,764	4,267	502	11.8
Miscellaneous	5,580	85	3,629	3,720	91	2.5
Director's Fees	16,000	1,050	7,300	10,667	3,367	31.6
General & Admin Expense Allocation	(434,762)	(16,287)	(222,486)	(289,841)	(67,355)	23.2
TOTAL OPERATING EXPENSES	65,000	5,259	45,268	43,333	(1,934)	(4.5)
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	113,550	113,550	-	(113,550)	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	-	113,550	113,550	-	(113,550)	-
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	58,000	-	1,593	38,667	37,074	95.9
Building, Yard & Paving Improvements	170,000	5,293	13,018	113,333	100,316	88.5
Engineering & Studies	100,000	-	-	66,667	66,667	100.0
District Design Standards	-	-	1,036	-	(1,036)	-
TOTAL CAPITAL EXPENDITURES	328,000	5,293	15,646	218,667	203,021	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	(23,000)	(124,102)	(170,069)	(15,333)	(154,735)	1,009.1

**Humboldt Community Services District
Notes
February 2022**

Note 1 - Non Operating and Miscellaneous Revenue

Most non-operating and Miscellaneous income occurs occasionally throughout the year, or at the very end of the fiscal year.

Note 2 - Supplies - Construction and Supplies - Maintenance

Supplies for construction and maintenance were higher than expected primarily due to two unexpected necessary expenditures: Hot asphalt paving was an unplanned construction expense due to a large water main break on Lucia Ave, and the Pine Hill pump was an unplanned maintenance expense due to pump failure.

Note 3 - Invoicing and Bank Service Charges

Invoicing costs have increased in the current fiscal year due in part to a 7.25% increase in postage prices, as well as additional services allowing District ratepayers to easily view their bills online. These cost increases have been fully offset by reductions in payment processing fees, as shown in the Bank Service Charges expense line.

Note 4 - Temporary labor

The district has had to utilize the services of temporary labor provided through an employment agency due to staff shortage in the Maintenance department. This Temporary labor expense has been offset by reduction in regular wage expenses.

Note 5 - Repairs and Maintenance: Trucks

Higher than normal expenses due to unexpected repairs needed on units #1, Unit #18, and Unit #15, In addition to normal expected maintenance expenses.

Note 6 - Liability 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 7 - Memberships & Subscriptions

Annual dues to ACWA paid in October. Very little additional expenses expected to Memberships & Dues for remainder of FY.

Note 8 - Loan Payments

Loan payments occur periodically throughout the year. Payments for the full year will match budgeted amount for the full year.

Note 9 - Engineering

Engineering Expense - a/c 6810 - Operating Expense	Feb 2022	YTD
Water Fund		
Compaction Testing		
SHN Consulting Engineers	-	526
Total posted to 6810	-	526
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Engineering & Studies - a/c 9040 - Capital Improvement Projects		
Non Engineering Costs Posted to 9040		
S Broadway FM	863	863
Eitzen Annexation	-	116
Grand Total posted to 9040	-	116
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