



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

AGENDA

- DATE:** Tuesday, March 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: 833 4097 5060
Passcode: 414439*

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 23, 2021 Agenda P. 1-2
2. Approval of Minutes of the Regular Meeting of March 9, 2021 P. 3-7

C. REPORTS

1. General Manager
 - a) Status Report P. 9-10
2. Community Services
3. Superintendent
 - a) February 2021 Construction Operations Report P. 11
 - b) February 2021 Operations/Maintenance Report P. 13

4. Finance Department

a) February 2021 Budget Statement

P. 15-26

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 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.

E. NON-AGENDA

F. NEW BUSINESS

1. Correspondence (Email) J.A. Savage Suggesting Board Meeting Process Modifications
P. 27-29

G. OLD BUSINESS

H. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (two cases)

I. 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, March 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 Benzonelli, Bongio, Gardiner, Hansen, and Matteoli. 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 March 9, 2021 Agenda
2. Approval of Minutes of the Meeting of February 23, 2021
3. Correspondence – Customer Request for Sewer Rate Discount/HCSO Response

DIRECTOR GARDINER MOVED, DIRECTOR HANSEN SECONDED, TO ACCEPT AND APPROVE THE MARCH 9, 2021 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) Status Report

GM reviewed his March 4, 2021 Memorandum advising the Board of:

- Surplus Vehicle and Equipment Bid: The District received two bids for the C312 Excavator, and the award went to the highest bidder at \$73,001.00. No bids were received for the Peterbilt or the Ford Ranger and will be slated for a new bidding process.
- Assistant Engineer Recruitment: Several qualified applications have been received, and Interviews are scheduled for March 10.
- Customer Satisfaction: District staff received a surprise gift of cookies, croissants, and cake from a satisfied rate payer who was affected by the Princeton well failure.

4. Finance Department

- a) January 2021 Budget Statement

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

FM reviewed the report offering explanation for the few unusual expenses without question.

6. Director Reports

- Director Gardiner advised he and Director Bongio met as the AdHoc for the GM review. Director Bongio added that staff hopes to coordinate a Zoom closed session for the next regular meeting of March 23, 2021.
- Director Benzonelli advised she participated in the CSDA Workshop Board Member Best Practices and highly recommended it as a leadership training. She also indicated that she learned that State Legislators 'love' district board members during this training. She stated that the Board members are elected officials that are voted on by the same people that elect the State Legislators.

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 requested clarification from Director Bongio as she believed he said he was skeptical about grants for renewable energy. Director Bongio reiterated his previous comment that he does not agree with the process that the State uses to award funds. To him it is biased to the wealthier communities that can afford to hire grant writers and the less fortunate districts have a more difficult time accessing the needed funds. Ms. Savage continued with a request for the District to accept email communications for inclusion into Board Packs and eliminate the policy/ordinance requiring public to provide adequate copies for distribution. A brief discussion ensued where the GM reiterated his offer to discuss agenda requests with Board Members for inclusion if Ms. Savage emails them to the GM. Ms. Savage then requested all staff email addresses be reflected on the District website. The GM responded indicating that email addresses are not included on the website because of the inordinate amount of SPAM that generates. He further elaborated on the fact that the "Email Administration" button had been broken and was recently fixed, and that she had received a response to her use of that button from the GM personally after it was fixed.

F. NEW BUSINESS

1. Consideration of Support for ACWA-Sponsored SB-323

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

GM reviewed the report summarizing the purpose of the Bill is to establish a statute of limitations of 120 days for agencies or interested persons to bring a validation action in a superior court to determine the validity of a fee charged, or changed, for water or sewer services.

PUBLIC COMMENT: None

Director Benzonelli asked the GM if he thought this bill would be beneficial to the district. The GM responded that he believes it would be and that he recommended supporting the bill. IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR BENZONELLI, TO AUTHORIZE THE GENERAL MANAGER TO SIGN HCSD ONTO THE COALITION LETTER SUPPORTING SB-323 (CABALLERO). MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Consideration of Issuing a Letter to the Department of Toxic Substances Control Supporting HBMWD's Efforts to Increase Funding for the Clean-up of Former McNamara & Peepe Lumber Mill Site

GM summarized the corresponding Agenda Report emphasizing the contamination plume is migrating toward HBMWD's Raney wells that supply drinking water to two-thirds of the County's residents including HCSD.

PUBLIC COMMENT: HBMWD General Manager Friedenbach personally requested support for the issue affirming all of their wholesale customers have, or are in the process, of issuing official support. Bruce Rupp, Board Director of the HBMWD voiced appreciation of support and consideration as it is a very important issue in order to maintain clean water.

IT WAS THEN MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR GARDINER, TO AUTHORIZE THE BOARD PRESIDENT TO SIGN A LETTER OF SUPPORT ON BEHALF OF THE BOARD OF DIRECTORS FOR HBMWD'S EFFORTS TO PUSH THE DTSC TO ALLOCATE MORE RESOURCES TO CLEANING UP THE FORMER McNAMERA AND PEEPE MILL SITE. 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 9, 2021

3. Review of 2021/2022 City of Eureka Capital Improvement Plan and the Impacts to HCSD

President Bongio announced there is a possible issue of conflict of interest with regard to Director Hansen who is the Deputy Public Works Director for the City of Eureka (COE) and his role as an HCSD Director for District matters involving the COE. After pointing out the decision is ultimately Director Hansen's to make, President Bongio requested Board comment.

Director Hansen advised he spoke with District Legal Counsel who advised it is appropriate for him to participate in this discussion item. Addressing the subsequent Agenda Item F.4, Director Hansen clarified that the discussion is not a contractual matter with COE, but with a third party, thus, there is no conflict for him to participate in that discussion either. GM affirmed his understanding of Legal Counsel advice to be the same as that of Director Hansen wherein there is not a conflict of interest for Agenda Items F.3 because the item is informational only and the City's CIP is already a public document and F.4 because the item is not contemplating a contract with the City. Discussion ensued resulting in A MOTION BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, TO TABLE THE ITEM TO AN UNCERTAIN DATE. MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

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

4. Consideration of Entering into a Joint Request for Proposals for a Rate Study in Cooperation with the City of Eureka (COE)

President Bongio inquired if the Board's desire is to continue this item as well. GM added the potential contract will ultimately be placed with a consultant, not COE, however, direct clarification from Legal Counsel may be beneficial. Discussion ensued resulting in A MOTION BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, TO CONTINUE THE MATTER TO A DATE UNCERTAIN AND AS SOON AS POSSIBLE AFTER LEGAL COUNSEL'S PRESENTATION.

PUBLIC COMMENT: None

MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

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

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

5. Renewable Energy and Energy Efficiency

GM presented various options available to the District and recommended enrollment in the Redwood Coast Energy Watch Program-Local Government Partnership Contract (LGP) that provides special services to public agencies such as energy assessments/analysis and recommendations at no additional cost. For the District to conduct a feasibility study addressing possible onsite renewable energy generation, the GM estimated a cost to ratepayers of \$50,000 for the feasibility study and \$30,000 for the CEQA analysis. Discussion ensued exploring several ideas and possibilities. By consensus, the Board concurred with the GM's recommendation to enroll in the LGP.

H. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF March 9, 2021 AT 6:16 P.M.

Submitted, Board Secretary

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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, 2021

SUBJECT: General Manager Report for March 23, 2021 Board Meeting

Engineer Employment Solicitation: The solicitation for applications for the open Engineering position closed on March 5. We held interviews on March 10 and we identified a clear top candidate unanimously. Thank you, Steve Davidson (former HCSD District Engineer and GM) and Pat Kaspari (McKinleyville CSD GM) for assisting with the interview process. I am currently in the process of speaking with references and reviewing writing samples. I expect to have made a formal offer before you read these words.

COVID Vaccines: Recently the state changed the priority for water and wastewater workers in the vaccination queue. Water and wastewater workers were originally scheduled to receive vaccines with the Phase 1C tier behind healthcare workers, childcare workers, farmers, inmates and homeless people. Recently, the California Department of Public Health (CDPH) indicated that water and wastewater workers have been moved to the current phase 1B and are eligible for vaccines. Through coordination with the County, I am working to establish an invite only vaccination clinic where District staff can receive their dose. The District does not have a policy to require staff to be vaccinated; I have advocated on behalf of water and wastewater workers to gain access to vaccinations so that the option is available.

Pine Hill Bridge Project: All agency notifications have been made. Staff is coordinating with the County for the road closure. Construction is scheduled to begin on April 5.

Ridgewood Temporary Tank: The tank project is moving along. Construction is nearly complete at the tank site. Integration of the third pump at the pump station is ongoing. There was a hang up by the pump manufacturer regarding the pump impeller but that has been resolved. Once the pump is fully integrated and the control system wired, we will be able to begin testing the temporary system.

McNamera and Peepe: John Friednebach General Manager of the Humboldt Bay Municipal Water District sent a hand written thank you card to all of us for assistance with and support of the effort to get the McNamera and Peepe mill site cleaned up.

General Manager's Report to the Board of Directors for
March 23, 2021 Board Meeting

Thank You



From
The Humboldt Bay
Municipal Water District

Hi TK,
Thank you and your Board's support
for our cleanup efforts at the McNamara
& Pease mill site in Glendale. I
am hopeful that as a group we can
finally get it cleaned up.
Sincerely,
Joe Schubach

Humboldt Community Services District

Post Office Box 158 Cutten, CA 95534 (707) 443-4558 Fax (707) 443-1490

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

Date: March 15, 2021

From: Tim Latham, District Superintendent 

Subject: February 2021 Construction Operations Report

General business for the month of February included water service line leak repairs on “D” Street and Walnut Drive, completing a 2” hot tap on a water main line on Union Street for Hooven and Company, the replacement of a meter-stop on a water service line on Trinity Street, raising and concreting in a water meter box on Higgins Avenue, the installation of a new 2” water service and a new sewer lateral on Harrison Avenue and hot asphalt trench paving on Walnut Drive, Christopher Drive, Lori Lane and Gary Lane.

Other business included continued construction of the temporary storage tank portion of the Ridgewood Tank Off-line Project in preparation of the complete rehabilitation of the Ridgewood water storage tank beginning May 2021, cleaning the gutters and making minor roof repairs on the lower shop, sweeping all water storage tank access roads, locating the sewer main line on Madrone Street and developing access for investigative filming in preparation of the Hemlock Sewer Line Reversal Project, assisting the Customer Service Department with service orders as necessary and completing Underground Service Alerts (USA’s).

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

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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: March 15, 2021

From: Tim Latham, District Superintendent *TL*

Subject: February 2021 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, 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 17,391 feet of sewer main line in various areas throughout the District, filming 1,825 feet of sewer main line in the Myrtle town area and cleaning sewer wet wells at the "D" Street, Spruce Street, Alder Street, Cedar Ridge, Liberty Bell, Foxwood Drive, Hidden Meadows, Beechwood Drive, Christine Drive and Sea Avenue sewer lift stations.

Other business included working on the Ridgewood Tank Off-line Project, investigative filming for the Hemlock Sewer Line Reversal Project, taking a required Perchlorate water sample at the Spruce Point well, completing Underground Service Alerts (USA's) and assisting the Construction Department on Harrison Avenue.

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

February 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	391,071	3,613,816	3,385,541	228,275	6.7	
Water Charges - Pass Through	236,395	16,045	147,562	157,597	(10,035)	(6.4)	1
Sewer Service Charges	4,952,219	408,748	3,188,309	3,301,479	(113,170)	(3.4)	
Sewer Service Charges - Pass Through	1,018,622	70,885	496,629	679,081	(182,452)	(26.9)	1
Water & Sewer Construction Fees	32,000	124	41,254	21,333	19,920	93.4	
Account Fees	150,000	12,535	93,723	100,000	(6,277)	(6.3)	
Inspection Fees	5,000	-	-	3,333	(3,333)	(100.0)	
Reimbursable Maintenance Fees	1,000	-	25	667	(642)	(96.3)	
Miscellaneous	10,000	15	1,152	6,667	(5,514)	(82.7)	
TOTAL OPERATING REVENUE	11,483,547	899,423	7,582,470	7,655,698	(73,228)	(1.0)	
NON-OPERATING REVENUE							
Capital Connection Fees	158,000	200	227,136	105,333	121,802	115.6	2
Interest/General	30,000	-	-	20,000	(20,000)	(100.0)	2
Discounts Earned	2,000	147	1,127	1,333	(207)	(15.5)	
Sales:Fixed Assets/Scrap Metal	75,400	-	670	50,267	(49,597)	(98.7)	2
Bad Debt Recovery	2,200	204	5,376	1,467	3,909	266.5	
Property Taxes & Assessments	490,000	-	14,580	326,667	(312,087)	(95.5)	2
TOTAL NON-OPERATING REVENUE	757,600	550	248,887	505,067	(256,179)	(50.7)	2
TOTAL DISTRICT REVENUE	12,241,147	899,974	7,831,357	8,160,765	(329,407)	(4.0)	
OPERATING EXPENSES							
Wages Direct	1,500,000	110,824	928,980	1,000,000	71,020	7.1	
Benefits: PERS	450,000	33,894	276,127	300,000	23,873	8.0	
Group Ins	1,130,000	85,988	652,192	753,333	101,141	13.4	
Workers Comp Ins	36,000	-	15,364	24,000	8,636	36.0	
FICA/Medicare	120,000	8,509	71,360	80,000	8,640	10.8	
Misc Benefits	1,200	-	100	800	700	87.5	
Total Wages and Benefits	3,237,200	239,214	1,944,123	2,158,133	214,010		
Less: wages & ben charged to Capital Proj.	(161,800)	(14,801)	(120,977)	(107,867)	13,111	(12.2)	
Total Operating Wages and benefits	3,075,400	224,413	1,823,146	2,050,267	227,121		
Water Purchase HBMWD	1,086,800	89,333	716,766	724,533	7,767	1.1	3
Water Purchase Eureka	673,920	49,621	509,400	449,280	(60,120)	(13.4)	3
Sewage Treatment Operations & Maint.	1,529,995	119,525	956,200	1,019,997	63,797	6.3	
Water/Sewer Analysis	10,000	580	4,581	6,667	2,086	31.3	
Supplies/ Construction	170,000	7,306	73,601	113,333	39,733	35.1	
Supplies/ Office-Administration	16,000	1,043	11,931	10,667	(1,264)	(11.9)	4
Supplies/ Engineering	2,500	-	492	1,667	1,175	70.5	
Supplies/ Maintenance	100,000	3,159	37,942	66,667	28,725	43.1	
Invoicing	52,476	4,291	35,954	34,984	(970)	(2.8)	
Web Payment Portal	6,000	-	-	4,000	4,000	100.0	
Temporary Labor	27,200	-	-	18,133	18,133	100.0	
Repairs & Maintenance/Trucks	60,000	5,970	31,538	40,000	8,462	21.2	
Equipment Rental	8,000	-	300	5,333	5,034	94.4	
Building & Grounds Maintenance	24,000	1,654	16,439	16,000	(439)	(2.7)	
Electrical Power	290,000	20,118	191,334	193,333	1,999	1.0	
Street Lights	70,000	5,234	42,037	46,667	4,629	9.9	
Telephone	14,250	906	9,561	9,500	(61)	(0.6)	
Postage	3,000	(1)	2,499	2,000	(499)	(24.9)	5
Freight	1,600	74	149	1,067	918	86.1	
Chemicals	12,000	444	6,172	8,000	1,828	22.9	
Liability Insurance	65,000	-	54,488	43,333	(11,155)	(25.7)	6
Legal	30,000	655	3,484	20,000	16,517	82.6	
Accounting	16,000	4,465	5,819	10,667	4,848	45.4	
Engineering	15,000	255	6,124	10,000	3,877	38.8	7

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

February 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	1,400	10,063	12,000	1,937	16.1	
Bank Service Charges	42,000	3,669	31,264	28,000	(3,264)	(11.7)	8
Transportation	66,000	2,987	28,310	44,000	15,690	35.7	
Office Equip. Maintenance	22,500	132	6,293	15,000	8,707	58.0	
Computer Software Maintenance	36,000	114	26,732	24,000	(2,732)	(11.4)	9
Memberships & Subscriptions	21,200	(727)	17,101	14,133	(2,968)	(21.0)	10
Bad Debts & Minimum Balance Writeoff	12,000	300	9,622	8,000	(1,622)	(20.3)	11
Conference & Continuing Ed	17,000	75	75	11,333	11,258	99.3	
Certifications	5,400	200	1,907	3,600	1,693	47.0	
State/County & LAFCO Fees and Charges	40,000	777	27,305	26,667	(638)	(2.4)	
Hydraulic Water Model Maintenance	5,000	-	-	3,333	3,333	100.0	
Elections Expense	3,500	-	-	2,333	2,333	100.0	
Human Resources	24,300	50	5,226	16,200	10,974	67.7	
Miscellaneous	12,000	(172)	2,375	8,000	5,625	70.3	
Director's Fees	16,000	650	6,650	10,667	4,017	37.7	
TOTAL OPERATING EXPENSES	7,700,041	548,500	4,712,879	5,133,361	420,482	8.2	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	177,429	-	88,844	118,286	29,442	24.9	12
2012 CIP & Refi.	359,220	177,870	359,220	239,480	(119,740)	(50.0)	12
Davis-Grunsky Loan	6,051	-	5,707	4,034	(1,673)	(41.5)	12
VacCon Truck Loan	80,341	-	80,341	53,561	(26,780)	(50.0)	12
2014 Wastewater Revenue Bonds	485,575	-	142,785	323,717	180,931	55.9	12
TOTAL LONG TERM DEBT PAYMENTS	1,108,616	177,870	676,896	739,077	62,181	8.4	12
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	456,000	-	1,471	304,000	302,529	99.5	
Building, Yard & Paving Improvements	72,500	2,275	14,778	48,333	33,556	69.4	
Capital Improvements Water	1,525,000	19,654	871,902	1,016,667	144,765	14.2	
Capital Improvements Sewer	220,000	2,175	50,351	146,667	96,316	65.7	
Engineering & Studies	133,750	8,895	3,369	89,167	85,798	96.2	7
TOTAL CAPITAL EXPENDITURES	2,407,250	33,000	941,870	1,604,833	662,963	41.3	
OTHER							
City of Eureka Projects:							
Treatment Plant	1,030,095	-	5,502	686,730	681,228	99.2	13
Martin Slough Gravity Interceptor	-	-	1,653	-	(1,653)	-	
TOTAL City of Eureka Projects	1,030,095	-	7,155	686,730	679,575	99.0	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(4,855)	140,604	1,492,557	(3,237)	1,495,794	46,214.0	14

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

February 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	899,423	7,582,470	7,655,698	(73,228)	(1.0)
TOTAL OPERATING EXPENSES	(7,700,041)	(548,500)	(4,712,879)	(5,133,361)	420,482	8.2
NET SURPLUS/(DEFICIT) FROM OPERATIONS	3,783,506	350,923	2,869,591	2,522,337	347,254	13.8
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	757,600	550	248,887	505,067	(256,179)	(50.7)
TOTAL LONG TERM DEBT SERVICE	(1,108,616)	(177,870)	(676,896)	(739,077)	62,181	8.4
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	3,432,490	173,604	2,441,582	2,288,327	28,894	1.3
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(2,407,250)	(33,000)	(941,870)	(1,604,833)	662,963	41.3
CITY of EUREKA PROJECT REIMBURSEMENT	(1,030,095)	-	(7,155)	(686,730)	679,575	99.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(4,855)</u>	<u>140,604</u>	<u>1,492,557</u>	<u>(3,237)</u>	<u>1,495,794</u>	<u>46,214.0</u>

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

February 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	391,071	3,613,816	3,385,541	228,275	6.7
Water Pass Through	236,395	16,045	147,562	157,597	(10,035)	(6.4)
Water Construction Fees	20,000	124	27,694	13,333	14,360	107.7
Account Fees	85,500	7,145	53,422	57,000	(3,578)	(6.3)
Inspection Fees	2,150	-	-	1,433	(1,433)	(100.0)
Reimbursable Maintenance Fees	800	-	25	533	(508)	(95.3)
Miscellaneous	5,000	8	656	3,333	(2,678)	(80.3)
TOTAL OPERATING REVENUE	5,428,156	414,393	3,843,174	3,618,771	224,404	6.2
NON-OPERATING REVENUE						
Water Capital Connection Fees	80,000	200	128,314	53,333	74,980	140.6
Interest/General	23,547	-	-	15,698	(15,698)	(100.0)
Discounts Earned	1,280	84	642	853	(211)	(24.8)
Sales:Fixed Assets/Scrap Metal	42,918	-	382	28,612	(28,230)	(98.7)
Bad Debt Recovery	1,254	116	3,064	836	2,228	266.5
FW/MR Assessment	140,000	-	-	93,333	(93,333)	(100.0)
TOTAL NON-OPERATING REVENUE	288,999	400	132,401	192,666	(60,265)	(31.3)
TOTAL DISTRICT REVENUE	5,717,155	414,793	3,975,576	3,811,437	164,139	4.3
OPERATING EXPENSES						
Wages Direct	705,000	52,515	443,119	470,000	26,881	5.7
Wages & Benefits: Allocated	571,490	41,883	307,789	380,993	73,204	19.2
Benefits: PERS	162,000	8,174	68,512	108,000	39,488	36.6
Group Ins	350,300	27,182	201,266	233,533	32,267	13.8
Workers Comp Ins	19,440	-	7,213	12,960	5,747	44.3
FICA/Medicare	56,400	4,004	33,773	37,600	3,827	10.2
Total Wages and Benefits	1,864,630	133,758	1,061,671	1,243,087	181,415	14.6
Less: wages & ben charged to Capital Proj.	(119,732)	(7,703)	(68,946)	(79,821)	(10,875)	13.6
Total Operating Wages and benefits	1,744,898	126,055	992,726	1,163,265	170,540	14.7
Water Purchase HBMWD	1,086,800	89,333	716,766	724,533	7,767	1.1
Water Purchase Eureka	673,920	49,621	509,400	449,280	(60,120)	(13.4)
Water Analysis	5,000	580	4,581	3,333	(1,248)	(37.4)
Supplies/ Construction	125,800	5,927	48,962	83,867	34,905	41.6
Supplies/Office-Administration	4,800	529	3,149	3,200	51	1.6
Supplies/ Engineering	1,425	-	-	950	950	100.0
Supplies/ Maintenance	50,000	2,238	29,089	33,333	4,244	12.7
Temporary Labor	11,288	-	-	7,525	7,525	100.0
Repairs & Maintenance/Trucks	33,600	3,403	17,660	22,400	4,740	21.2
Equipment Rental	5,920	-	171	3,947	3,776	95.7
Building & Grounds Maintenance	1,440	-	159	960	802	83.5
Electrical Power	159,500	9,634	114,412	106,333	(8,079)	(7.6)
Telephone	4,560	289	2,284	3,040	756	24.9
Postage	1,290	(0)	212	860	648	75.4
Freight	912	-	4	608	604	99.3
Chemicals	12,000	444	6,172	8,000	1,828	22.9
Engineering	5,850	-	5,869	3,900	(1,969)	(50.5)
Other Professional Services	3,600	-	1,928	2,400	472	19.7
Transportation	37,620	1,703	16,137	25,080	8,943	35.7
Office Equip. Maintenance	3,375	-	595	2,250	1,655	73.6
Computer Software Maintenance	17,280	-	14,061	11,520	(2,541)	(22.1)
Memberships & Subscriptions	1,272	(443)	977	848	(129)	(15.2)
Bad Debts & Minimum Balance Writeoff	-	171	9,494	-	(9,494)	-
Conference & Continuing Ed	5,950	-	-	3,967	3,967	100.0
Certifications	1,620	-	772	1,080	308	28.5
State/County & LAFCO Fees and Charges	13,600	443	21,204	9,067	(12,137)	(133.9)
Hydraulic Water Model Maintenance	5,000	-	-	3,333	3,333	100.0
Human Resources	9,477	-	-	6,318	6,318	100.0
Miscellaneous	2,640	-	-	1,760	1,760	100.0

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

February 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	225,130	10,671	122,962	150,087	27,124	18.1
TOTAL OPERATING EXPENSES	4,255,567	300,599	2,639,743	2,837,045	197,301	7.0
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	-	88,844	118,286	29,442	24.9
2012 CIP & Refi.	115,560	-	-	77,040	77,040	100.0
Davis-Grunsky Loan	6,051	-	5,707	4,034	(1,673)	(41.5)
VacCon Truck Loan	60,256	-	60,256	40,171	(20,085)	(50.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	359,296	-	154,806	239,531	84,724	35.4
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	111,720	-	1,471	74,480	73,009	98.0
Building & Yard Improvements	41,325	-	-	27,550	27,550	100.0
Capital Improvements Water	1,525,000	19,654	871,902	1,016,667	144,765	14.2
Engineering & Studies	54,150	5,050	(2,083)	36,100	38,183	105.8
TOTAL CAPITAL EXPENDITURES	1,732,195	24,704	871,290	1,154,797	283,507	24.6
INTERFUND TRANSFERS IN	-	-	-	-	-	-
BUDGET SURPLUS (DEFICIT)	(629,903)	89,489	309,736	(419,935)	729,672	173.8

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

February 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	408,748	3,188,309	3,301,479	(113,170)	(3.4)
Sewer Service Charges - Pass Through	1,018,622	70,885	496,629	679,081	(182,452)	(26.9)
Sewer Construction Fees	12,000	-	13,560	8,000	5,560	69.5
Account Fees	64,500	5,390	40,301	43,000	(2,699)	(6.3)
Inspection Fees	2,850	-	-	1,900	(1,900)	(100.0)
Reimbursable Maintenance Fees	200	-	-	133	(133)	(100.0)
Miscellaneous	5,000	8	497	3,333	(2,837)	(85.1)
TOTAL OPERATING REVENUE	6,055,391	485,030	3,739,296	4,036,927	(297,632)	(7.4)
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	78,000	-	98,822	52,000	46,822	90.0
Interest/General	6,453	-	-	4,302	(4,302)	(100.0)
Discounts Earned	720	63	484	480	4	0.9
Sales:Fixed Assets/Scrap Metal	32,482	-	288	21,655	(21,367)	(98.7)
Bad Debt Recovery	946	88	2,312	631	1,681	266.5
TOTAL NON-OPERATING REVENUE	118,601	151	101,906	79,067	22,839	28.9
TOTAL DISTRICT REVENUE	6,173,992	485,181	3,841,202	4,115,995	(274,793)	(6.7)
OPERATING EXPENSES						
Wages Direct	435,000	33,875	320,557	290,000	(30,557)	(10.5)
Wages & Benefits: Allocated	571,490	41,883	307,789	380,993	73,204	19.2
Benefits: PERS	103,500	5,039	47,320	69,000	21,680	31.4
Group Ins	214,700	19,672	160,780	143,133	(17,647)	(12.3)
Workers Comp Ins	11,880	-	6,557	7,920	1,363	17.2
FICA/Medicare	36,000	2,581	24,419	24,000	(419)	(1.7)
Total Wages and Benefits	1,372,570	103,049	867,422	915,047	47,625	5.2
Less: wages & ben charged to Capital Proj.	(42,068)	(4,691)	(37,002)	(28,045)	8,957	(31.9)
Total Operating Wages and benefits	1,330,502	98,358	830,420	887,001	56,581	6.4
Sewage Treatment: Operating & Maint.	1,529,995	119,525	956,200	1,019,997	63,797	6.3
Sewer Analysis	5,000	-	-	3,333	3,333	100.0
Supplies/ Construction	44,200	1,380	24,639	29,467	4,828	16.4
Supplies/ Office-Administration	4,800	399	2,375	3,200	825	25.8
Supplies/ Engineering	1,075	-	195	717	522	72.8
Supplies/ Maintenance	50,000	879	8,811	33,333	24,522	73.6
Temporary Labor	5,912	-	-	3,941	3,941	100.0
Repairs & Maintenance/Trucks	26,400	2,567	13,879	17,600	3,721	21.1
Equipment Rental	2,080	-	129	1,387	1,258	90.7
Building & Grounds Maintenance	1,200	-	120	800	680	85.0
Electrical Power	69,600	5,783	36,676	46,400	9,724	21.0
Telephone	2,280	218	1,723	1,520	(203)	(13.4)
Postage	960	(0)	160	640	480	75.1
Freight	688	74	144	459	314	68.5
Engineering	1,500	-	-	1,000	1,000	100.0
Other Professional Services	3,600	1,400	2,885	2,400	(485)	(20.2)
Transportation	28,380	1,285	12,173	18,920	6,747	35.7
Office Equip. Maintenance	2,475	-	449	1,650	1,201	72.8
Computer Software Maintenance	12,960	-	10,607	8,640	(1,967)	(22.8)
Memberships & Subscriptions	848	(334)	737	565	(172)	(30.4)
Conference & Continuing Ed	7,480	-	-	4,987	4,987	100.0

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

February 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	828	693	83.7
State/County & LAFCO Fees and Charges	7,200	334	5,550	4,800	(750)	(15.6)
Human Resources	7,047	-	-	4,698	4,698	100.0
Miscellaneous	1,920	-	(1)	1,280	1,281	100.1
General & Admin Expense Allocation	225,130	10,671	122,963	150,087	27,124	18.1
TOTAL OPERATING EXPENSES	3,374,474	242,667	2,031,098	2,249,649	218,551	9.7
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	485,575	-	142,785	323,717	180,931	55.9
2012 CIP & Refi.	243,660	-	-	162,440	162,440	100.0
VacCon Truck Loan	20,085	-	20,085	13,390	(6,695)	(50.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	749,320	-	162,870	499,547	336,676	67.4
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	344,280	-	-	229,520	229,520	100.0
Building, Yard & Paving Improvements	31,175	-	-	20,783	20,783	100.0
Capital Improvements Sewer	220,000	2,175	50,351	146,667	96,316	65.7
Engineering & Studies	79,600	3,714	4,925	53,067	48,141	90.7
TOTAL CAPITAL EXPENDITURES	675,055	5,889	55,276	450,037	394,761	87.7
OTHER						
City of Eureka Projects:						
Treatment Plant	1,030,095	-	5,502	686,730	681,228	99.2
Martin Slough Easements	-	-	1,653	-	(1,653)	-
TOTAL OTHER	1,030,095	-	7,155	686,730	679,575	99.0
BUDGET SURPLUS (DEFICIT)	345,048	236,625	1,584,802	230,032	1,354,770	(588.9)

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

February 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	233,333	(218,753)	(93.8)
Insurance Rebate	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	350,000	-	14,580	233,333	(218,753)	(93.8)
TOTAL DISTRICT REVENUE	350,000	-	14,580	233,333	(218,753)	(93.8)
OPERATING EXPENSES						
Wages Direct	360,000	24,434	165,304	240,000	74,696	31.1
Benefits: PERS	184,500	20,681	160,295	123,000	(37,295)	(30.3)
Group Ins	565,000	39,133	290,146	376,667	86,521	23.0
Workers Comp Ins	4,680	-	1,594	3,120	1,526	48.9
FICA/Medicare	27,600	1,924	13,169	18,400	5,231	28.4
Misc Benefits	1,200	-	100	800	700	87.5
Total Wages and Benefits	1,142,980	86,172	630,608	761,987	131,379	17.2
Less: wages & ben charged to Capital Proj.	-	(2,407)	(15,030)	-	15,030	-
Less: Allocated to Water and Sewer Funds	(1,142,980)	(83,765)	(615,578)	(761,987)	(146,408)	19.2
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Administration	6,400	114	6,407	4,267	(2,140)	(50.2)
Supplies/ Engineering	-	-	297	-	(297)	-
Invoicing	52,476	4,291	35,954	34,984	(970)	(2.8)
Web Payment Portal	6,000	-	-	4,000	4,000	9.9
Temporary Labor	10,000	-	-	6,667	6,667	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Building & Grounds Maintenance	21,360	1,654	16,161	14,240	(1,921)	(13.5)
Electrical Power	60,900	4,701	40,246	40,600	354	0.9
Street Lights	70,000	5,234	42,037	46,667	4,629	9.9
Telephone	7,410	398	5,554	4,940	(614)	(12.4)
Postage	750	-	2,128	500	(1,628)	(325.6)
Liability Insurance	65,000	-	54,488	43,333	(11,155)	(25.7)
Legal Services	30,000	655	3,484	20,000	16,517	82.6
Accounting	16,000	4,465	5,819	10,667	4,848	45.4
Engineering	7,650	255	255	5,100	4,845	95.0
Other Professional Services	10,800	-	5,250	7,200	1,950	27.1
Bank Service Charges	42,000	3,669	31,264	28,000	(3,264)	(11.7)
Office Equip. Maintenance	16,650	132	5,249	11,100	5,851	52.7
Computer Software Maintenance	5,760	114	2,064	3,840	1,776	46.2
Memberships & Subscriptions	19,080	50	15,387	12,720	(2,667)	(21.0)
Bad Debts & Minimum Balance Writeoff	12,000	-	-	8,000	8,000	100.0
Conference & Continuing Ed	3,570	75	75	2,380	2,305	96.8
Certifications	2,538	200	1,000	1,692	692	40.9
State/County & LAFCO Fees and Charges	19,200	-	551	12,800	12,249	95.7
Elections Expense	3,500	-	-	2,333	2,333	100.0
Human Resources	7,776	50	5,226	5,184	(42)	(0.8)
Miscellaneous	7,440	(172)	2,375	4,960	2,585	52.1
Director's Fees	16,000	650	6,650	10,667	4,017	37.7

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

February 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)	(21,342)	(245,925)	(300,173)	(54,248)	18.1
TOTAL OPERATING EXPENSES	70,000	5,234	42,037	46,667	4,629	9.9
LONG TERM DEBT PAYMENTS						
2012 CIP & Refi	-	177,870	359,220	-	(359,220)	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	-	177,870	359,220	-	(359,220)	-
CAPITALIZED EXPENDITURES						
Building, Yard & Paving Improvements	-	2,275	14,778	-	(14,778)	-
Engineering & Studies	-	131	527	-	(527)	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	-	2,407	15,305	-	(15,305)	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	280,000	(185,510)	(401,981)	186,667	(588,648)	(315.3)

Humboldt Community Services District
Notes
February 2021

Note 1 - 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 2 - 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 3 - 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 4 - 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 5 - Postage

The district utilizes a metered postage machine. Postage for this machine is pre-purchased. Additional postage in the amount of \$2,500 is purchased for the machine once per year, with purchase this year occurring in December 2020. No significant additional postage purchases are expected for the year, so this expense line will correspond to budgeted amount at year-end.

Note 6 - 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 7 - Engineering

Engineering Expense - a/c 6810 - Operating Expense

2/28/2021 YTD

General Fund			
	SHN Consulting Engineers	255	255
Water Fund			
	Water Model Calibration		
	SHN Consulting Engineers		1,349
	MacKay-Sposito		4,520
Sewer Fund			
	none	-	-
	Total posted to 6810	255	6,124

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	1,198	1,431
	Total Engineering posted to 9040	1,198	11,915
Non Engineering Costs Posted to 9040			
	McKay Annexation	-	396
	McKay Ranch Water Study	-	2,261
	McKay Ranch Water Study-Billed to Kramer	-	(19,879)
	Eitzen Annexation (to be reimbursed)	5,000	5,000
	So Broadway FM Test/Dsgn		979
		5,000	(11,243)
	Grand Total posted to 9040	6,198	672

Engineering Costs charged to other CIPs:

Pine Hill Bridge Water Line			
	SHN Consulting Engineers	1,257	12,455
Ridgewood WBS			
	SHN Consulting Engineers	-	1,710
Ridgewood Tank Reahab			
	SHN Consulting Engineers		965
Sea Ave FM Reversal			
	SHN Consulting Engineers		2,574
Walnut 1MG Tank			
	North Coast Labs	-	355
	Haper and Associates	-	59,564
Tower Lane SMR			
	SHN Consulting Engineers	85	85
Christian Ln Water Main			
	SHN Consulting Engineers		363
Golf Course Sewer Slough Xing			
	SHN Consulting Engineers		3,978
	Total Engineering costs charged to other CIPs	1,342	82,049

Note 8 - 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 9 - 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 10 - 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 11 - Bad Debt

Bad debt occurs when a customer's account balance is sent to collections, such as when a customer with a balance moves out of the area without paying. The district has experienced an increase in such situations due to the Covid-19 pandemic.

Note 12 - 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 13 - 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 14 - 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: March 23, 2021

AGENDA ITEM: F.1 (New Business)

TITLE: Correspondence (Email) J.A. Savage Suggesting Board Meeting Process Modifications

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Review and discuss the suggestions of ratepayer J.A. Savage, and by consensus, direct staff on the desired response.

Summary:

Attached is a copy of Ms. Savage's March 10, 2021 email addressed to each Board Member with a copy to the General Manager.

Specific comments aligning with each of the items in J.A. Savage's email are addressed as follows:

1. The Mute/Un-Mute functionality has never been taken away from any participant in a Board meeting. Some participants were temporarily muted by District staff (including Director Bongio) during the meeting on February 23, because of severe feedback issues. All participants have always retained the ability to un-mute themselves. Going forward, every participant at an HCSD Board meeting is being asked to use the "Raised Hand" function in Zoom to indicate that they would like to speak. These enhanced instructions can be found on the current Agenda.
2. Establishing a permanent tele/video conference system for use within the Board Room during regular meetings has been investigated in the past. Several years ago, the estimated cost was in excess of \$25,000. The District will address continuing teleconference participation of Board meetings at such time when legislative restrictions for gathering in the Board Room have been lifted.
3. Board policies are set for a reason. Compliance with Brown Act provisions is a requirement of legislative law. Meeting Agendas are required to be publicly posted

at least 72 hours preceding the meeting. As HCSD regular Board Meetings are held on a Tuesday, District staff finalizes agendas by the close of business the Thursday before the Tuesday meeting for distribution and posting on the Friday preceding the Tuesday meeting. The policy to require reports or other printed material to be prepared, with 14 copies, by the requesting party, is designed to protect the District's ratepayers from the costs and temporal burden associated with the production and distribution of the copies (staff time, paper, wear and tear on printing/copying equipment, distribution etc.). All public agencies (County, City, State) adhere to such guidelines. This may seem trivial, but imagine a developer requesting a 200-page report be published in the Board packet about the economic benefits of a new subdivision. This would result in the District producing and distributing 2,800 pages of printed material for the benefit of a private, for profit organization. The GM has offered to consider email requests to include items on the agenda multiple times. The District also, regularly includes communication from ratepayers in the Board packets as is evidenced in the packet for the March 9 meeting (P. 7 and 8) as well as the packet for the September 8 meeting (P. 16 and 17). For reference, these packets are available on the District's website in the Board Packet Archive (humboldtcsd.org/library). Additionally, a member of the public can request to be added to an agenda for various reasons, provided their comments/report, etc. is presented prior to the close of business the Thursday preceding the regular Tuesday meeting on the 2nd and 4th Tuesdays of each month.

4. As stated during the March 9 meeting, staff email addresses are not included on the website because of the inordinate amount of spam that doing so generates. The spam that the District receives is not only voluminous but also mimics official government communication from various State and Federal agencies. These emails are often malicious containing links or attachments intended to infect the District's networks. Many of the District's computers include sensitive information as well as access to the control systems that monitor and control critical infrastructure associated with a Public Water System. This means that keeping the District's network secure is a matter of public health and safety (as evidenced by the recent cyber-attacks on Public Water Systems in CA and FL). Further, the District website does have an "Email Administration" button that can be used to contact District staff. A recent mal-function was detected resulting in several communications having delayed delivery. The "Email Administration" box is monitored daily by several staff members.

Fiscal Impact:

Unknown

From: ja savage <jasavagehonest@gmail.com>
Sent: Wednesday, March 10, 2021 7:51 AM
To: Heidi Benzonelli <HBenzonelli@humboldtcsd.org>; Gregg@101things.com; Alan Bongio, HCSD Director <abongio@humboldtcsd.org>; hansen4HCSD@gmail.com; joematteoli@gmail.com
Cc: Terrence Williams <twilliams@humboldtcsd.org>
Subject: Public participation considerations for next meeting

J.A. Savage
1383 Marsh Rd.
Eureka 95501
707 672-5665
jasavagehonest@gmail.com

March 10, 2021
hbenzonelli@humboldtcsd.org
abongio@humboldtcsd.org
Gregg@101things.com
hansen4HCSD@gmail.com
joematteoli@gmail.com

Re: Public Participation

Dear HCSD Board Members:

During the last few meetings I've encountered several barriers to public participation in our district. Some of those are due to a lag, or oversight, in adapting current technology. One appears to be a glitch.

- 1. Put the mute button in the hands of participants.** When the meeting chair asks for public comment, either in general or on a particular item, the ability to unmute the call for the public is not available or only marginally so. For instance, while I was able to unmute my mic for one time in each of the last two board meetings, when I tried to either comment on other items or follow up at the chair's call, I was unable to address the meeting because my unmute was being overridden. I couldn't, of course, let you know about the problem at the time because I couldn't unmute. This should be an easy fix, just allow participants to unmute on their own.
- 2. Enable the future of Zoom (or other teleconference) meetings** for both yours' and the publics' participation. Executive Orders N-25-20 and N-29-20 are only set to last until social distancing requirements are lifted. If the legislature allows, and I believe it will, keep our on-line path open to participate remotely.
- 3. Update the board's print & snail mail ordinance** to allow for electronic deliveries. This letter is being delivered in your email boxes. It should be within plenty of time to be considered in your next meeting – but it doesn't *have* to. The ordinance on the district's books probably dates from the days of rotary dial phones and pillbox hats. It still requires 11 hard copies delivered by postal service, courier, pony, or other means to board members. This outdated ordinance can be applied to public comments in order to keep out what the board may not want. This appears unintentional and will be easy to fix if you address it. My requests at the last two board meetings during public comment by voice to do so have been ignored, so I'll keep trying and see if this email request lands any more receptively.
- 4. Publish a staff directory on the website.** While having a general drop box for ratepayers who don't know where to aim their missives is fine, but having a public directory would be useful in many situations. Your response at the board meeting was: "too much spam." That's simply not true. If requests from that Nigerian Prince get through to our mailboxes, we all know how to sift them out from real ratepayer concerns. The easy way is to simply ask staff – if anyone doesn't want to be included (avoiding stalkers, debt collectors) they can opt out.

Thank you for your electronic consideration,
J.A. Savage