



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

**AGENDA**

**DATE:** Tuesday, May 24, 2022

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

**LOCATION:** *In accordance with Assembly Bill 361 and District Resolution 2022-05, public meetings will be conducted both in person at 5055 Walnut Drive in Eureka, California, and telephonically through Zoom.*

*The HCSD Boardroom is open to the public during open session segment(s) of the meeting. If you cannot attend in person and would like to speak on an agenda item including Public Participation, please join through the Zoom website (<https://zoom.us>) then clicking "Join A Meeting" and enter the following Meeting ID and 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: 870 4553 8523 Passcode: 232189*

*Zoom 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. PLEDGE OF ALLEGIANCE**

**C. CONSENT CALENDAR**

1. Approval of May 24, 2022 Agenda Pgs 1-2
2. Approval of Minutes of the Regular Meeting of May 10, 2022 Pgs 3-6

**D. REPORTS**

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

3. Superintendent

a) April 2022 Operations/Maintenance Report

Pg 11

4. Finance Department

a) April 2022 Budget Report

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

**F. NON-AGENDA**

**G. NEW BUSINESS**

1. Consideration of Approving Fiscal Year 2022/23 Capital Improvement Plan (CIP)

Pgs 23-42

**H. OLD BUSINESS**

**I. ADJOURNMENT**

Next Res: 2022-07

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, May 10, 2022, in person and via tele/video conference in accordance with AB 361 and HCSD Resolution 2022-04.

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

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

**B. PLEDGE OF ALLEGIANCE**

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

**C. CONSENT CALENDAR**

1. Approval of May 10, 2022 Agenda
2. Approval of Minutes of the Regular Meeting of April 26, 2022

Director Bongio announced a correction to Item I.3 in the April 26, 2022 minutes wherein the record should reflect Director Gardiner moved, and Director Matteoli seconded the motion.

DIRECTOR HANSEN MOVED, DIRECTOR MATTEOLI SECONDED, TO ACCEPT AND APPROVE THE MAY 10 2022 CONSENT CALENDAR WITH THE NOTED CORRECTION TO THE APRIL 26, 2022 MINUTES. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**D. REPORTS**

1. General Manager
  - a) GM Report

- ACWA Region One North Coast Water Forum will occur July 7 and 8, 2022. GM requested those Directors wishing to attend coordinate with himself or the Board Secretary to arrange for registration.
- Technical Presentation SCADA – GM reviewed the CIP project’s extensive summary of activity and results to date toward implementation of a new SCADA system necessary to remotely monitor and manipulate the District’s various water and sewer sites. GM elaborated upon the significant cost savings to District customers (from ~\$2.5 million to ~\$1 million) and the many advantages inherent with internal management of the SCADA system versus outside third-party organizations.

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; May 10, 2022

President Bongio reviewed comments presented by Director Gardiner in anticipation of his absence emphasizing his concern about the high cost to be passed on to rate payers. Directors Hansen, Benzonelli, and Matteoli expressed appreciation for the GM's approach and dedication to undertake the many critical issues involved when designing/building a SCADA system.

2. Engineering

a) Engineering Department Update

- Staff is diligently working to update the District Sample Siting Plan as required by the State Waterboard. The plan incorporates details of the bacteriological sample locations and distribution system pressure zones.
- Inquiries requesting infrastructure information from an engineering firm contracted by the County for the installation of a traffic signal at F & Oak as well as from Caltrans with regard to its Broadway/101 project are complete.
- The first annual Pre-Qualification of Contractors for Informal Bidding public works projects is underway. Those interested in being on the District's list of pre-qualified contractors are requested to submit the questionnaire by May 31, 2022
- County Building & Planning Referrals – In April, staff processed and responded to 18 referrals.
- Underground Service Alert (USA) Tickets – Staff responded to 161 USA requests in April.

3. Superintendent

a) April 2022 Construction Operations Report

Without comment or question, Superintendent summarized the report advising:

- Water service line leak repairs on Mitchell Road and C Street
- Water main line repairs on Crane and Elk River crossing
- Continued construction of the new water main line CIP project on Park Street
- Routine duties of vehicle and equipment maintenance, water meter reading, customer service orders, hauling dirt to fill sites, valve exercising, yard clean-up/organization, cross training with the Operations/Maintenance Department
- Annual Respiratory Fit testing

4. Finance Department

a) March 2022 Budget Statement

FM reviewed the budget advising the District is progressing through the current fiscal year as anticipated.

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; May 10, 2022

b) April 2022 Check Register

Without question, FM reviewed the April 2022 register.

**G. 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.

Joe Wilwerding requested the Board re-evaluate its rate policy of charging higher fixed water fees based upon meter size when required to upsize in order to meet fire suppression regulations and expressed preference for the City of Eureka's methodology of one flat fee regardless of meter size. GM advised the District's current rate structure was adopted in 2017 and a new rate study is currently under review. The process will include presenting various options/methodology to the Board and the public through a series of workshops, and the GM offered to meet personally with Mr. Wilwerding to hear his specific ideas related to billing rates.

**G. NEW BUSINESS**

1. Consideration of Resolution No, 2022-05 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and authorizing the Continue Use of Virtual Meetings for Another 30 Days

GM reviewed the report emphasizing the necessity in order to conduct virtual meetings until the Governor rescinds the State of Emergency.

Public Comment: None

IT WAS THEN MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR HANSEN TO ADOPT RESOLUTION NO. 2022-05 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, HANSEN, MATTEOLI  
NOES: NONE  
ABSENT: GARDINER

2. Consideration of Resolution No. 2022-06 Reinstating Utility Service Disconnection for Non-Payment of Water and Sewer Charges

FM summarized the report and recommendation to resume disconnection of services for those customers with delinquent balances emphasizing such customers will be provided a detailed notification letter offering to establish a payment plan

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; May 10, 2022

including suggestions of possible assistance sources, and 30-days to respond prior to shut-off.

Public Comment: None

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR HANSEN TO ADOPT RESOLUTION 2022-06 REINSTATING THE TEMPORARY SUSPENSION OF UTILITY SERVICE DISCONNECTION FOR NON-PAYMENT OF WATER AND SEWER CHARGES.

Discussion ensued providing clarification that customers with verified medical necessity are excluded from the disconnection process, that District payment plans can be as long as twelve months as well as extended if needed, and the hardship to the District to carry a past due balance from customer debt of more than \$716,000.

MOTION CARRIED UPON THE FOLLOWING ROLL-CALL VOTE:

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

**I. ADJOURNMENT**

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF MAY 10, 2022 AT 5:51 P.M.

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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: May 20, 2022  
SUBJECT: General Manager Report for May 24, 2022 Board Meeting

### COVID

On May 18, the Humboldt County Department of Public Health reported 430 new COVID-19 cases over the preceding week. This is an average of 61 new cases per day. The week we re-opened the office, the COVID-19 case count was 40. The current case count is over 10 times the case count from the week of April 4, which is the week we opened the office.

### Humboldt Bay Municipal Water District (HBMWD)

The Humboldt Bay Municipal Water District (HBMWD) is considering joining the governing board for the Samoa Peninsula Enhanced Infrastructure Financing District (EIFD) called the Public Finance Authority (PFA). The EIFD is a newly approved financing district that will promote development and help finance infrastructure on the Samoa Peninsula. Joining the PFA has the benefits of providing HBMWD with a seat at the table regarding what infrastructure is financed and therefore developed on the Peninsula. This seat would displace one of the County Board of Supervisor's seats on the PFA. Additionally, HBMWD would be allowed to appoint a member of the public to the PFA. The public member currently appointed by the County Board of Supervisor seat that would be displaced is Chris Drop from the Manila CSD. HBMWD General Manager John Friedenbach indicated that he expects the HBMWD board to continue this appointment if HBMWD takes the PFA position.

There is a cost associated with joining the PFA. HBMWD will give up 75% of their property tax revenue from parcels within the EIFD boundary for the next 30 years. This currently amounts to about \$820/year. The projection with the anticipated property value increase, is that this will amount to about \$125K at year 30. Over thirty years, HBMWD would contribute about \$2.5M to the EIFD from property taxes collected within the EIFD over the 30-year period.

This conversation at the HBMWD May 5 board meeting caused one of the board members to ask what currently happens with HBMWD's property tax revenue. The answer is that HBMWD passes their 1% property tax allocation proportionally to their Muni Customers, of which HCSD is one. HBMWD's 1% property tax allocation is about \$800,000 per year. The HBMWD board then asked if they could take the 1% property tax allocation from the Muni Customers and apply it directly to their CIP projects. Muni Customers are currently billed proportionally for HBMWD CIP projects. This action would result in a reduction in property tax revenue being passed on to HCSD but should also result in an equivalent reduction in HCSD's contribution to HBMWD's CIP projects.





# Humboldt Community Services District

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## Engineering Memorandum

**TO:** Board of Directors  
**FROM:** Benjamin Adams, Assistant Engineer  
**DATE:** May 20, 2022  
**SUBJECT:** Engineering Dept. Status Report for May 24, 2022 Board Meeting

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### District Fire Hydrant Flow Data

The District maintains fire hydrant flow data for 494 hydrants dispersed within the Distribution system. Hydrants are flow tested and data is collected for each hydrant including static pressure measured in pounds per square inch (psi), flow measured in gallons per minute (GPM), and residual system pressure measured in psi. Static pressure corresponds with the elevation difference between the hydrant and the supplying water storage tank. Flow corresponds with the ability to convey water from the storage tanks through the distribution system to the hydrants. System residual pressure corresponds to the distribution system's ability to provide uninterrupted water service to surrounding customers, while water is being drawn for firefighting purposes.

The vast majority of District hydrants were last tested in 2013. As damaged hydrants are replaced or new hydrants installed, District staff test the new hydrants and update the dataset. Specific system details such as supply tank level, booster pump operational status, or distribution valving configurations, were not captured in the 2013 data collection sheets. Engineering staff has coordinated with the Operations and Maintenance Foreman to revise the hydrant data collection sheets in order to better capture the status of the distribution system during the flow test. Coordination of hydrant tests and understanding the status of the system is crucial in obtaining accurate and reliable hydrant data. Additionally, reliable data can be used to validate output from the District's Hydraulic Water model.

Fire hydrant data is most often requested by contractors for new residential and commercial construction. In most cases, new construction requires automatic fire sprinkler systems be installed in accordance with the current California Building Code. District Engineering staff have provided hydrant flow data for eight private projects this year, and four projects this month.

### County Building Department Referral

District Engineering staff received a Humboldt County building department referral for a proposed four-unit apartment complex on Erie Street, just off Harrison Avenue. This property is served by a District water main, and a District pressure sewer main, which

drains directly to the City's gravity sewer main in Harrison Avenue. An existing intermingled sewer services agreement between the District and the City requires coordination and approval by the City in order to provide an appropriate response to the County for the building permit. The District has received approval for this new intermingled sewer connection, for this proposed project.

### **California Uniform Construction Cost Accounting Commission**

District Engineering staff received two additional packets from contractors applying to participate in the pre-qualified bidders list for public works projects during the Fiscal Year 22/23. In accordance with the Uniform Public Construction Cost Accounting Act, District projects costing between \$60,000 and \$200,000 can be approached with a simplified bidding procedure utilizing the pre-qualified bidders list. Deadline for applications is 4:00 pm on May 31, 2022.

### **City of Eureka Elk River Estuary and Tidal Enhancement Project**

The City of Eureka has recently awarded the construction phase of area 1 & 2 of their Elk River Estuary Enhancement Project. Approximately 4 to 5 feet below and traversing the project area, is the District's largest sewer force main. The force main originates at the South Broadway Sewage Lift station, and conveys all sewage originating in Fields Landing, King Salmon, and Humboldt Hill, to the Wastewater Treatment Plant. The 14-inch asbestos cement force main lies in parallel with the existing railroad tracks, and crosses underneath the Elk River. The force main has been largely undisturbed since its construction, in the 1970's. The area is regularly inundated by coastal flooding, king tides, and storm surges. Replacement of this aging force main is scheduled to start as reflected in the District's FY 23/24 CIP, pending an ongoing Hazard Mitigation Grant application.

District Staff met key project personnel onsite to discuss the project methods and approach for working in close proximity to the District's force main. City Engineering Staff, the Project Manager, and the Excavation and Grading contractor were in attendance.

In the event the force main is damaged during construction, all parties agree that, with District oversight, project equipment could be used to provide access to and expose damaged pipe sections, significantly reducing response mobilization time. District staff identified the need for additional spare parts and materials to be inventoried, palletized, and ready for quick deployment. Additionally, District staff have contacted local wastewater haulers that are able to provide wastewater hauling capacity between the South Broadway sewer lift station and the wastewater treatment if needed.

# 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: May 19, 2022  
Subject: April 2022 Operations/Maintenance Report

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The Operations/Maintenance Department was busy in April 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 230 feet of sewer main line and 634 feet of sewer lateral line in various areas throughout the District, cleaning sewer wet wells at the Perch Street, Buhne Drive, King Salmon, Fields Landing, Spruce Street, "D" Street, Alder Street, Artino Street, Sea Avenue, Hidden Meadows, Bailey Street, Beechwood Drive, Christine Drive, Cedar Ridge, Liberty Bell, Roth Court, Foxwood and Hoover sewer lift stations and reviewing sewer filming reports. Crews also replaced the outer enclosure to the Buhne Drive sewer lift station's electrical control panel due to deterioration.

Water related business included pulling and inspecting the Spruce Point well pump, filming the well, and then resetting the pump, returning the station to normal in preparation of an upcoming CIP project.



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

**April 2022**

|  | Budgeted<br>2021-22 | Current<br>Month-to-Date | Actual<br>Year-to-Date | Budgeted<br>Year-to-Date | Y.T.D. Variance<br>Actual to Budget | %<br>Variance | Note |
|--|---------------------|--------------------------|------------------------|--------------------------|-------------------------------------|---------------|------|
| <b>OPERATING REVENUE</b>                   |                     |                          |                        |                          |                                     |               |      |
| Metered Water Sales                        | 5,200,000           | 403,359                  | 4,449,882              | 4,333,333                | 116,548                             | 2.7           |      |
| Water Charges - Pass Through               | -                   | -                        | 17,150                 | -                        | 17,150                              | -             |      |
| Sewer Service Charges                      | 5,015,000           | 435,199                  | 4,355,741              | 4,179,167                | 176,574                             | 4.2           |      |
| Sewer Service Charges - Pass Through       | 1,447,800           | 131,018                  | 1,263,911              | 1,206,500                | 57,411                              | 4.8           |      |
| Water & Sewer Construction Fees            | 32,000              | 793                      | 31,674                 | 26,667                   | 5,007                               | 18.8          |      |
| Account Fees                               | 140,000             | 1,164                    | 121,609                | 116,667                  | 4,942                               | 4.2           |      |
| Reimbursable Maintenance Fees              | 1,000               | -                        | 761                    | 833                      | (72)                                | (8.6)         | 1    |
| Miscellaneous                              | 2,000               | -                        | 5,644                  | 1,667                    | 3,978                               | 238.7         | 1    |
| <b>TOTAL OPERATING REVENUE</b>             | <b>11,837,800</b>   | <b>971,534</b>           | <b>10,246,373</b>      | <b>9,864,833</b>         | <b>381,539</b>                      | <b>3.9</b>    |      |
| <b>NON-OPERATING REVENUE</b>               |                     |                          |                        |                          |                                     |               |      |
| Capital Connection Fees                    | 180,000             | 19,684                   | 124,285                | 150,000                  | (25,715)                            | (17.1)        | 1    |
| Interest/General                           | 42,000              | -                        | -                      | 35,000                   | (35,000)                            | (100.0)       | 1    |
| Discounts Earned                           | 2,000               | 396                      | 1,885                  | 1,667                    | 218                                 | 13.1          |      |
| Sales:Fixed Assets/Scrap Metal             | 15,700              | -                        | 652                    | 13,083                   | (12,432)                            | (95.0)        | 1    |
| Bad Debt Recovery                          | 10,000              | 97                       | 3,361                  | 8,333                    | (4,972)                             | (59.7)        |      |
| Property Taxes & Assessments               | 490,000             | -                        | -                      | 408,333                  | (408,333)                           | (100.0)       | 1    |
| Insurance Rebate                           | 20,000              | 7,207                    | 7,207                  | 16,667                   | (9,460)                             | (56.8)        |      |
| Other Non-Operating Revenue                | 6,500               | -                        | -                      | 5,417                    | (5,417)                             | (100.0)       |      |
| <b>TOTAL NON-OPERATING REVENUE</b>         | <b>766,200</b>      | <b>27,384</b>            | <b>137,390</b>         | <b>638,500</b>           | <b>(501,110)</b>                    | <b>(78.5)</b> | 1    |
| <b>TOTAL DISTRICT REVENUE</b>              | <b>12,604,000</b>   | <b>998,917</b>           | <b>10,383,763</b>      | <b>10,503,333</b>        | <b>(119,571)</b>                    | <b>(1.1)</b>  |      |
| <b>OPERATING EXPENSES</b>                  |                     |                          |                        |                          |                                     |               |      |
| Wages Direct                               | 1,510,000           | 123,518                  | 1,206,383              | 1,258,333                | 51,950                              | 4.1           |      |
| Benefits: PERS                             | 460,000             | 38,591                   | 376,712                | 383,333                  | 6,621                               | 1.7           |      |
| Group Ins                                  | 1,210,000           | 108,226                  | 888,771                | 1,008,333                | 119,562                             | 11.9          |      |
| Workers Comp Ins                           | 23,000              | 4,688                    | 19,526                 | 19,167                   | (360)                               | (1.9)         |      |
| FICA/Medicare                              | 117,000             | 9,504                    | 92,716                 | 97,500                   | 4,784                               | 4.9           |      |
| Misc Benefits                              | 600                 | 40                       | 400                    | 500                      | 100                                 | 20.0          |      |
| <b>Total Wages and Benefits</b>            | <b>3,320,600</b>    | <b>284,567</b>           | <b>2,584,508</b>       | <b>2,767,167</b>         | <b>182,659</b>                      | <b>6.6</b>    |      |
| Less: wages & ben charged to Capital Proj. | (166,000)           | (21,955)                 | (163,795)              | (138,333)                | 25,461                              | (18.4)        |      |
| <b>Total Operating Wages and benefits</b>  | <b>3,154,600</b>    | <b>262,612</b>           | <b>2,420,713</b>       | <b>2,628,833</b>         | <b>208,120</b>                      |               |      |
| Water Purchase HBMWD                       | 1,075,000           | 87,343                   | 891,749                | 895,833                  | 4,084                               | 0.5           |      |
| Water Purchase Eureka                      | 810,000             | 53,504                   | 651,363                | 675,000                  | 23,637                              | 3.5           |      |
| Sewage Treatment Operations & Maint.       | 1,465,000           | 122,104                  | 1,221,040              | 1,220,833                | (207)                               | (0.0)         |      |
| Water/Sewer Analysis                       | 20,000              | 527                      | 6,987                  | 16,667                   | 9,680                               | 58.1          |      |
| Supplies/ Construction                     | 134,000             | 26,519                   | 151,249                | 111,667                  | (39,582)                            | (35.4)        | 2    |
| Supplies/ Office-Administration            | 19,000              | 1,860                    | 11,628                 | 15,833                   | 4,205                               | 26.6          |      |
| Supplies/ Engineering                      | 2,500               | 50                       | 497                    | 2,083                    | 1,586                               | 76.1          |      |
| Supplies/ Maintenance                      | 97,500              | 1,971                    | 87,146                 | 81,250                   | (5,896)                             | (7.3)         | 2    |
| Invoicing                                  | 52,476              | 3,307                    | 46,476                 | 43,730                   | (2,746)                             | (6.3)         |      |
| Temporary Labor                            | 25,600              | -                        | 21,196                 | 21,333                   | 138                                 | 0.6           |      |
| Repairs & Maintenance/Trucks               | 55,000              | 1,929                    | 49,085                 | 45,833                   | (3,252)                             | (7.1)         |      |
| Equipment Rental                           | 5,000               | -                        | -                      | 4,167                    | 4,167                               | 100.0         |      |
| Building & Grounds Maintenance             | 32,000              | 2,046                    | 24,485                 | 26,667                   | 2,182                               | 8.2           |      |
| Electrical Power                           | 295,800             | 25,402                   | 235,774                | 246,500                  | 10,726                              | 4.4           |      |
| Street Lights                              | 65,000              | 5,682                    | 56,385                 | 54,167                   | (2,218)                             | (4.1)         |      |
| Telephone                                  | 19,000              | 885                      | 10,757                 | 15,833                   | 5,076                               | 32.1          |      |
| Postage                                    | 3,000               | (1)                      | (1)                    | 2,500                    | 2,501                               | 100.0         |      |
| Freight                                    | 500                 | -                        | 106                    | 417                      | 310                                 | 74.5          |      |
| Chemicals                                  | 12,000              | 707                      | 6,857                  | 10,000                   | 3,143                               | 31.4          |      |
| Liability Insurance                        | 65,000              | -                        | 58,474                 | 54,167                   | (4,307)                             | (8.0)         |      |

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

**April 2022**

|   | Budgeted<br>2021-22 | Current<br>Month-to-Date | Actual<br>Year-to-Date | Budgeted<br>Year-to-Date | Y.T.D. Variance<br>Actual to Budget | %<br>Variance  | Note     |
|---|---------------------|--------------------------|------------------------|--------------------------|-------------------------------------|----------------|----------|
| Legal                                       | 30,000              | 64                       | 2,903                  | 25,000                   | 22,098                              | 88.4           |          |
| Accounting                                  | 15,000              | -                        | 2,321                  | 12,500                   | 10,179                              | 81.4           |          |
| Engineering                                 | 1,000               | -                        | 526                    | 833                      | 308                                 | 36.9           | 9        |
| Other Professional Services                 | 38,000              | 24,056                   | 26,241                 | 31,667                   | 5,426                               | 17.1           |          |
| Bank Service Charges                        | 35,000              | 1,823                    | 21,787                 | 29,167                   | 7,379                               | 25.3           |          |
| Transportation                              | 60,000              | 4,962                    | 52,298                 | 50,000                   | (2,298)                             | (4.6)          |          |
| Office Equip. Maintenance                   | 14,000              | 277                      | 2,326                  | 11,667                   | 9,340                               | 80.1           |          |
| Computer Software Maintenance               | 45,000              | 4,221                    | 31,391                 | 37,500                   | 6,109                               | 16.3           |          |
| Memberships & Subscriptions                 | 22,300              | -                        | 23,393                 | 18,583                   | (4,809)                             | (25.9)         | 6        |
| Bad Debts & Minimum Balance Writeoff        | 200,000             | -                        | 72                     | 166,667                  | 166,595                             | 100.0          |          |
| Conference & Continuing Ed                  | 20,000              | 477                      | 1,815                  | 16,667                   | 14,851                              | 89.1           |          |
| Certifications                              | 5,400               | 850                      | 1,912                  | 4,500                    | 2,588                               | 57.5           |          |
| State/County & LAFCO Fees and Charges       | 50,000              | -                        | 30,932                 | 41,667                   | 10,735                              | 25.8           |          |
| Hydraulic Water Model Maintenance           | 6,000               | -                        | -                      | 5,000                    | 5,000                               | 100.0          |          |
| Human Resources                             | 20,000              | 1,465                    | 5,229                  | 16,667                   | 11,437                              | 68.6           |          |
| Miscellaneous                               | 9,000               | 346                      | 9,716                  | 7,500                    | (2,216)                             | (29.5)         | 7        |
| Director's Fees                             | 16,000              | 1,050                    | 9,400                  | 13,333                   | 3,933                               | 29.5           |          |
| <b>TOTAL OPERATING EXPENSES</b>             | <b>7,994,676</b>    | <b>636,039</b>           | <b>6,174,228</b>       | <b>6,662,230</b>         | <b>488,002</b>                      | <b>7.3</b>     |          |
| <b>LONG TERM DEBT PAYMENTS</b>              |                     |                          |                        |                          |                                     |                |          |
| Safe Drinking Water Bond                    | 177,429             | -                        | 88,715                 | 147,858                  | 59,143                              | 40.0           | 8        |
| 2012 CIP & Refi.                            | 227,100             | -                        | 227,100                | 189,250                  | (37,850)                            | (20.0)         | 8        |
| Davis-Grunsky Loan                          | 5,912               | -                        | 5,772                  | 4,927                    | (845)                               | (17.2)         | 8        |
| VacCon Truck Loan                           | 117,441             | -                        | 117,441                | 97,868                   | (19,573)                            | (20.0)         | 8        |
| 2014 Wastewater Revenue Bonds               | 487,575             | -                        | 138,786                | 406,313                  | 267,526                             | 65.8           | 8        |
| <b>TOTAL LONG TERM DEBT PAYMENTS</b>        | <b>1,015,457</b>    | <b>-</b>                 | <b>577,814</b>         | <b>846,214</b>           | <b>268,400</b>                      | <b>31.7</b>    | <b>8</b> |
| <b>CAPITALIZED EXPENDITURES</b>             |                     |                          |                        |                          |                                     |                |          |
| Vehicles, Rolling Stock & Equipment         | 58,000              | -                        | 1,943                  | 48,333                   | 46,391                              | 96.0           |          |
| Building, Yard & Paving Improvements        | 170,000             | 3,751                    | 20,631                 | 141,667                  | 121,036                             | 85.4           |          |
| Capital Improvements Water                  | 1,260,000           | 26,548                   | 891,843                | 1,050,000                | 158,157                             | 15.1           |          |
| Capital Improvements Sewer                  | 275,000             | 27,469                   | 51,014                 | 229,167                  | 178,153                             | 77.7           |          |
| Engineering & Studies                       | 100,000             | 3,370                    | 4,488                  | 83,333                   | 78,846                              | 94.6           | 9        |
| District Design Standards                   | -                   | 98                       | 1,133                  | -                        | (1,133)                             | -              |          |
| <b>TOTAL CAPITAL EXPENDITURES</b>           | <b>1,863,000</b>    | <b>61,235</b>            | <b>971,051</b>         | <b>1,552,500</b>         | <b>581,449</b>                      | <b>37.5</b>    |          |
| <b>OTHER</b>                                |                     |                          |                        |                          |                                     |                |          |
| City of Eureka Projects:<br>Treatment Plant | 1,336,000           | -                        | 572,308                | 1,113,333                | 541,025                             | 48.6           |          |
| <b>TOTAL City of Eureka Projects</b>        | <b>1,336,000</b>    | <b>-</b>                 | <b>572,308</b>         | <b>1,113,333</b>         | <b>541,025</b>                      | <b>48.6</b>    |          |
| Interfund Transfers In                      | -                   | -                        | -                      | -                        | -                                   | -              |          |
| Interfund Transfers Out                     | -                   | -                        | -                      | -                        | -                                   | -              |          |
| <b>BUDGET SURPLUS (DEFICIT)</b>             | <b>394,867</b>      | <b>301,643</b>           | <b>2,088,362</b>       | <b>329,056</b>           | <b>1,759,306</b>                    | <b>(534.7)</b> |          |

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

**April 2022**

|   | Budgeted<br>2021-22 | Current<br>Month-to-Date | Actual<br>Year-to-Date | Budgeted<br>Year-to Date | Y.T.D. Variance<br>Actual to Budget | %<br>Variance  |
|---|---------------------|--------------------------|------------------------|--------------------------|-------------------------------------|----------------|
| <b>OPERATING REVENUE &amp; EXPENSES</b>       |                     |                          |                        |                          |                                     |                |
| TOTAL OPERATING REVENUE                       | 11,837,800          | 971,534                  | 10,246,373             | 9,864,833                | 381,539                             | 3.9            |
| TOTAL OPERATING EXPENSES                      | (7,994,676)         | (636,039)                | (6,174,228)            | (6,662,230)              | 488,002                             | 7.3            |
| NET SURPLUS/(DEFICIT) FROM OPERATIONS         | 3,843,124           | 335,495                  | 4,072,145              | 3,202,603                | 869,542                             | 27.2           |
| <b>NON-OPERATING REVENUE &amp; EXPENSES</b>   |                     |                          |                        |                          |                                     |                |
| TOTAL NON-OPERATING REVENUE                   | 766,200             | 27,384                   | 137,390                | 638,500                  | (501,110)                           | (78.5)         |
| TOTAL LONG TERM DEBT SERVICE                  | (1,015,457)         | -                        | (577,814)              | (846,214)                | 268,400                             | 31.7           |
| SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES | 3,593,867           | 362,879                  | 3,631,721              | 2,994,889                | 100,031                             | 3.3            |
| HCSD CAPITAL IMPROVEMENT EXPENDITURES         | (1,863,000)         | (61,235)                 | (971,051)              | (1,552,500)              | 581,449                             | 37.5           |
| CITY of EUREKA PROJECT REIMBURSEMENT          | (1,336,000)         | -                        | (572,308)              | (1,113,333)              | 541,025                             | 48.6           |
| NEW DEBT ISSUE                                |                     |                          |                        |                          |                                     |                |
| NET INTERFUND TRANSFERS IN/OUT                |                     | -                        | -                      |                          |                                     |                |
| BUDGET SURPLUS (DEFICIT)                      | <u>394,867</u>      | <u>301,643</u>           | <u>2,088,362</u>       | <u>329,056</u>           | <u>1,759,306</u>                    | <u>(534.7)</u> |

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

**April 2022**

|  | Budgeted<br>2021-22 | Current<br>Month-to-Date | Actual<br>Year-to-Date | Budgeted<br>Year-to-Date | Y.T.D. Variance<br>Actual to Budget | %<br>Variance |
|--|---------------------|--------------------------|------------------------|--------------------------|-------------------------------------|---------------|
| <b>OPERATING REVENUE</b>                   |                     |                          |                        |                          |                                     |               |
| Metered Water Sales                        | 5,200,000           | 403,359                  | 4,449,882              | 4,333,333                | 116,548                             | 2.7           |
| Water Pass Through                         | -                   | -                        | 17,150                 | -                        | 17,150                              | -             |
| Water Construction Fees                    | 20,000              | 793                      | 26,974                 | 16,667                   | 10,307                              | 61.8          |
| Account Fees                               | 79,800              | 664                      | 69,317                 | 66,500                   | 2,817                               | 4.2           |
| Inspection Fees                            | -                   | -                        | -                      | -                        | -                                   | -             |
| Reimbursable Maintenance Fees              | 800                 | -                        | 761                    | 667                      | 95                                  | 14.2          |
| Miscellaneous                              | 1,000               | -                        | 3,217                  | 833                      | 2,384                               | 286.1         |
| <b>TOTAL OPERATING REVENUE</b>             | <b>5,301,600</b>    | <b>404,815</b>           | <b>4,567,302</b>       | <b>4,418,000</b>         | <b>149,302</b>                      | <b>3.4</b>    |
| <b>NON-OPERATING REVENUE</b>               |                     |                          |                        |                          |                                     |               |
| Water Capital Connection Fees              | 90,000              | 13,398                   | 66,712                 | 75,000                   | (8,288)                             | (11.1)        |
| Interest/General                           | 32,966              | -                        | -                      | 27,472                   | (27,472)                            | (100.0)       |
| Discounts Earned                           | 1,280               | 225                      | 1,074                  | 1,067                    | 8                                   | 0.7           |
| Sales:Fixed Assets/Scrap Metal             | 8,844               | -                        | 371                    | 7,370                    | (6,999)                             | (95.0)        |
| Bad Debt Recovery                          | 5,700               | 55                       | 1,916                  | 4,750                    | (2,834)                             | (59.7)        |
| FW/MR Assessment                           | 140,000             | -                        | -                      | 116,667                  | (116,667)                           | (100.0)       |
| Other Non-Operating Revenue                | 2,200               | -                        | -                      | 1,833                    | (1,833)                             | (100.0)       |
| <b>TOTAL NON-OPERATING REVENUE</b>         | <b>280,990</b>      | <b>13,679</b>            | <b>70,074</b>          | <b>234,158</b>           | <b>(164,084)</b>                    | <b>(70.1)</b> |
| <b>TOTAL DISTRICT REVENUE</b>              | <b>5,582,590</b>    | <b>418,494</b>           | <b>4,637,376</b>       | <b>4,652,158</b>         | <b>(14,783)</b>                     | <b>(0.3)</b>  |
| <b>OPERATING EXPENSES</b>                  |                     |                          |                        |                          |                                     |               |
| Wages Direct                               | 709,700             | 61,896                   | 577,695                | 591,417                  | 13,722                              | 2.3           |
| Wages & Benefits: Allocated                | 593,250             | 55,602                   | 461,069                | 494,375                  | 33,306                              | 6.7           |
| Benefits: PERS                             | 165,600             | 9,287                    | 83,541                 | 138,000                  | 54,459                              | 39.5          |
| Group Ins                                  | 375,100             | 29,838                   | 284,637                | 312,583                  | 27,946                              | 8.9           |
| Workers Comp Ins                           | 12,420              | 2,378                    | 9,731                  | 10,350                   | 619                                 | 6.0           |
| FICA/Medicare                              | 54,990              | 4,721                    | 44,048                 | 45,825                   | 1,777                               | 3.9           |
| Misc Benefits                              | -                   | -                        | -                      | -                        | -                                   | -             |
| <b>Total Wages and Benefits</b>            | <b>1,911,060</b>    | <b>163,722</b>           | <b>1,460,720</b>       | <b>1,592,550</b>         | <b>131,830</b>                      | <b>8.3</b>    |
| Less: wages & ben charged to Capital Proj. | (122,840)           | (17,062)                 | (133,288)              | (102,367)                | 30,921                              | (30.2)        |
| <b>Total Operating Wages and benefits</b>  | <b>1,788,220</b>    | <b>146,661</b>           | <b>1,327,433</b>       | <b>1,490,183</b>         | <b>162,751</b>                      | <b>10.9</b>   |
| Water Purchase HBMWD                       | 1,075,000           | 87,343                   | 891,749                | 895,833                  | 4,084                               | 0.5           |
| Water Purchase Eureka                      | 810,000             | 53,504                   | 651,363                | 675,000                  | 23,637                              | 3.5           |
| Water Analysis                             | 15,000              | 527                      | 6,987                  | 12,500                   | 5,513                               | 44.1          |
| Supplies/ Construction                     | 99,160              | 19,610                   | 116,805                | 82,633                   | (34,172)                            | (41.4)        |
| Supplies/Office-Administration             | 5,700               | 107                      | 3,707                  | 4,750                    | 1,043                               | 22.0          |
| Supplies/ Engineering                      | 1,425               | -                        | 234                    | 1,188                    | 953                                 | 80.3          |
| Supplies/ Maintenance                      | 48,750              | 586                      | 32,025                 | 40,625                   | 8,600                               | 21.2          |
| Temporary Labor                            | 11,544              | -                        | 12,082                 | 9,620                    | (2,462)                             | (25.6)        |
| Repairs & Maintenance/Trucks               | 30,800              | 1,116                    | 26,511                 | 25,667                   | (844)                               | (3.3)         |
| Equipment Rental                           | 3,700               | -                        | -                      | 3,083                    | 3,083                               | 100.0         |
| Building & Grounds Maintenance             | 1,920               | 289                      | 3,507                  | 1,600                    | (1,907)                             | (119.2)       |
| Electrical Power                           | 162,690             | 15,480                   | 142,862                | 135,575                  | (7,287)                             | (5.4)         |
| Telephone                                  | 6,080               | -                        | -                      | 5,067                    | 5,067                               | 100.0         |
| Postage                                    | 1,290               | (0)                      | (0)                    | 1,075                    | 1,075                               | 100.0         |
| Freight                                    | 285                 | -                        | 25                     | 238                      | 212                                 | 89.3          |
| Chemicals                                  | 12,000              | 707                      | 6,857                  | 10,000                   | 3,143                               | 31.4          |
| Engineering                                | 390                 | -                        | 526                    | 325                      | (201)                               | (61.7)        |
| Other Professional Services                | 7,600               | -                        | -                      | 6,333                    | 6,333                               | 100.0         |
| Transportation                             | 34,200              | 2,828                    | 29,810                 | 28,500                   | (1,310)                             | (4.6)         |
| Office Equip. Maintenance                  | 2,100               | 70                       | 510                    | 1,750                    | 1,240                               | 70.9          |
| Computer Software Maintenance              | 21,600              | 1,676                    | 16,378                 | 18,000                   | 1,622                               | 9.0           |
| Memberships & Subscriptions                | 1,338               | -                        | 1,567                  | 1,115                    | (452)                               | (40.6)        |
| Bad Debts & Minimum Balance Writeoff       | 114,000             | -                        | 41                     | 95,000                   | 94,959                              | 100.0         |
| Conference & Continuing Ed                 | 7,000               | 50                       | 800                    | 5,833                    | 5,033                               | 86.3          |
| Certifications                             | 1,620               | 105                      | 862                    | 1,350                    | 488                                 | 36.2          |
| State/County & LAFCO Fees and Charges      | 17,000              | -                        | 25,001                 | 14,167                   | (10,834)                            | (76.5)        |
| Hydraulic Water Model Maintenance          | 6,000               | -                        | -                      | 5,000                    | 5,000                               | 100.0         |



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

**April 2022**

|  | Budgeted<br>2021-22 | Current<br>Month-to-Date | Actual<br>Year-to-Date | Budgeted<br>Year-to-Date | Y.T.D. Variance<br>Actual to Budget | %<br>Variance |
|--|---------------------|--------------------------|------------------------|--------------------------|-------------------------------------|---------------|
| Human Resources                          | 7,800               | 459                      | 459                    | 6,500                    | 6,041                               | 92.9          |
| Miscellaneous                            | 1,980               | -                        | 114                    | 1,650                    | 1,536                               | 93.1          |
| General & Admin Expense Allocation       | 217,981             | 25,138                   | 148,218                | 181,651                  | 33,432                              | 18.4          |
| <b>TOTAL OPERATING EXPENSES</b>          | <b>4,514,173</b>    | <b>356,255</b>           | <b>3,446,434</b>       | <b>3,761,811</b>         | <b>315,377</b>                      | <b>8.4</b>    |
| <b>LONG TERM DEBT PAYMENTS</b>           |                     |                          |                        |                          |                                     |               |
| Safe Drinking Water Bond                 | 177,429             | -                        | 88,715                 | 147,858                  | 59,143                              | 40.0          |
| 2012 CIP & Refi.                         | 49,500              | -                        | 24,750                 | 41,250                   | 16,500                              | 40.0          |
| Davis-Grunsky Loan                       | 5,912               | -                        | 5,772                  | 4,927                    | (845)                               | (17.2)        |
|  |                     |                          |                        |                          | -                                   | -             |
| <b>TOTAL LONG TERM DEBT PAYMENTS</b>     | <b>232,841</b>      | <b>-</b>                 | <b>119,237</b>         | <b>194,034</b>           | <b>74,797</b>                       | <b>38.5</b>   |
| <b>CAPITALIZED EXPENDITURES</b>          |                     |                          |                        |                          |                                     |               |
| Vehicles/Rolling Stock/Capital Equipment | -                   | -                        | -                      | -                        | -                                   | -             |
| Building & Yard Improvements             | -                   | -                        | -                      | -                        | -                                   | -             |
| Capital Improvements Water               | 1,260,000           | 26,548                   | 891,843                | 1,050,000                | 158,157                             | 15.1          |
| Engineering & Studies                    | -                   | -                        | 255                    | -                        | (255)                               | -             |
| <b>TOTAL CAPITAL EXPENDITURES</b>        | <b>1,260,000</b>    | <b>26,548</b>            | <b>892,098</b>         | <b>1,050,000</b>         | <b>157,902</b>                      | <b>15.0</b>   |
| INTERFUND TRANSFERS IN                   | -                   | -                        | -                      | -                        | -                                   | -             |
| <b>BUDGET SURPLUS (DEFICIT)</b>          | <b>(424,424)</b>    | <b>35,692</b>            | <b>179,607</b>         | <b>(353,687)</b>         | <b>533,294</b>                      | <b>150.8</b>  |

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

**April 2022**

|  | Budgeted<br>2021-22 | Current<br>Month-to-Date | Actual<br>Year-to-Date | Budgeted<br>Year-to-Date | Y.T.D. Variance<br>Actual to Budget | %<br>Variance |
|--|---------------------|--------------------------|------------------------|--------------------------|-------------------------------------|---------------|
| <b>OPERATING REVENUE</b>                   |                     |                          |                        |                          |                                     |               |
| Sewer Service Charges                      | 5,015,000           | 435,199                  | 4,355,741              | 4,179,167                | 176,574                             | 4.2           |
| Sewer Service Charges - Pass Through       | 1,447,800           | 131,018                  | 1,263,911              | 1,206,500                | 57,411                              | 4.8           |
| Sewer Construction Fees                    | 12,000              | -                        | 4,700                  | 10,000                   | (5,300)                             | (53.0)        |
| Account Fees                               | 60,200              | 501                      | 52,292                 | 50,167                   | 2,125                               | 4.2           |
| Inspection Fees                            | -                   | -                        | -                      | -                        | -                                   | -             |
| Reimbursable Maintenance Fees              | 200                 | -                        | -                      | 167                      | (167)                               | (100.0)       |
| Miscellaneous                              | 1,000               | -                        | 2,427                  | 833                      | 1,594                               | 191.3         |
| <b>TOTAL OPERATING REVENUE</b>             | <b>6,536,200</b>    | <b>566,718</b>           | <b>5,679,071</b>       | <b>5,446,833</b>         | <b>232,238</b>                      | <b>4.3</b>    |
| <b>NON-OPERATING REVENUE</b>               |                     |                          |                        |                          |                                     |               |
| Sewer Capital Connection Fees              | 90,000              | 6,286                    | 57,573                 | 75,000                   | (17,427)                            | (23.2)        |
| Interest/General                           | 9,034               | -                        | -                      | 7,528                    | (7,528)                             | (100.0)       |
| Discounts Earned                           | 720                 | 170                      | 811                    | 600                      | 211                                 | 35.1          |
| Sales: Fixed Assets/Scrap Metal            | 6,856               | -                        | 280                    | 5,713                    | (5,433)                             | (95.1)        |
| Bad Debt Recovery                          | 4,300               | 42                       | 1,445                  | 3,583                    | (2,138)                             | (59.7)        |
| Other Non-Operating Revenue                | 4,300               | -                        | -                      | 3,583                    | (3,583)                             | (100.0)       |
| <b>TOTAL NON-OPERATING REVENUE</b>         | <b>115,210</b>      | <b>6,498</b>             | <b>60,109</b>          | <b>96,008</b>            | <b>(35,899)</b>                     | <b>(37.4)</b> |
| <b>TOTAL DISTRICT REVENUE</b>              | <b>6,651,410</b>    | <b>573,216</b>           | <b>5,739,180</b>       | <b>5,542,842</b>         | <b>196,338</b>                      | <b>3.5</b>    |
| <b>OPERATING EXPENSES</b>                  |                     |                          |                        |                          |                                     |               |
| Wages Direct                               | 437,900             | 34,265                   | 364,253                | 364,917                  | 664                                 | 0.2           |
| Wages & Benefits: Allocated                | 593,250             | 55,602                   | 461,069                | 494,375                  | 33,306                              | 6.7           |
| Benefits: PERS                             | 105,800             | 5,182                    | 53,327                 | 88,167                   | 34,840                              | 39.5          |
| Group Ins                                  | 229,900             | 17,633                   | 188,693                | 191,583                  | 2,890                               | 1.5           |
| Workers Comp Ins                           | 7,590               | 1,689                    | 7,328                  | 6,325                    | (1,003)                             | (15.9)        |
| FICA/Medicare                              | 35,100              | 2,614                    | 27,768                 | 29,250                   | 1,482                               | 5.1           |
| Misc Benefits                              | -                   | -                        | -                      | -                        | -                                   | -             |
| <b>Total Wages and Benefits</b>            | <b>1,409,540</b>    | <b>116,984</b>           | <b>1,102,438</b>       | <b>1,174,617</b>         | <b>72,179</b>                       | <b>6.1</b>    |
| Less: wages & ben charged to Capital Proj. | (43,160)            | (1,033)                  | (9,210)                | (35,967)                 | (26,757)                            | 74.4          |
| <b>Total Operating Wages and benefits</b>  | <b>1,366,380</b>    | <b>115,951</b>           | <b>1,093,228</b>       | <b>1,138,650</b>         | <b>45,422</b>                       | <b>4.0</b>    |
| Sewage Treatment: Operating & Maint.       | 1,465,000           | 122,104                  | 1,221,040              | 1,220,833                | (207)                               | (0.0)         |
| Sewer Analysis                             | 5,000               | -                        | -                      | 4,167                    | 4,167                               | 100.0         |
| Supplies/ Construction                     | 34,840              | 6,908                    | 34,444                 | 29,033                   | (5,411)                             | (18.6)        |
| Supplies/ Office-Administration            | 5,700               | 81                       | 2,797                  | 4,750                    | 1,953                               | 41.1          |
| Supplies/ Engineering                      | 1,075               | -                        | 213                    | 896                      | 683                                 | 76.2          |
| Supplies/ Maintenance                      | 48,750              | 1,385                    | 55,121                 | 40,625                   | (14,496)                            | (35.7)        |
| Temporary Labor                            | 4,056               | -                        | 9,114                  | 3,380                    | (5,734)                             | (169.6)       |
| Repairs & Maintenance/Trucks               | 24,200              | 813                      | 22,574                 | 20,167                   | (2,408)                             | (11.9)        |
| Equipment Rental                           | 1,300               | -                        | -                      | 1,083                    | 1,083                               | 100.0         |
| Building & Grounds Maintenance             | 1,600               | 218                      | 2,646                  | 1,333                    | (1,313)                             | (98.4)        |
| Electrical Power                           | 70,992              | 4,641                    | 44,836                 | 59,160                   | 14,324                              | 24.2          |
| Telephone                                  | 3,040               | -                        | -                      | 2,533                    | 2,533                               | 100.0         |
| Postage                                    | 960                 | (0)                      | (0)                    | 800                      | 800                                 | 100.0         |
| Freight                                    | 215                 | -                        | 19                     | 179                      | 160                                 | 89.3          |
| Legal                                      | -                   | -                        | -                      | -                        | -                                   | -             |
| Engineering                                | 100                 | -                        | -                      | 83                       | 83                                  | 100.0         |
| Other Professional Services                | 7,600               | -                        | 1,485                  | 6,333                    | 4,848                               | 76.6          |
| Transportation                             | 25,800              | 2,134                    | 22,488                 | 21,500                   | (988)                               | (4.6)         |
| Office Equip. Maintenance                  | 1,540               | 53                       | 385                    | 1,283                    | 899                                 | 70.0          |

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

**April 2022**

|  | Budgeted<br>2021-22 | Current<br>Month-to-Date | Actual<br>Year-to-Date | Budgeted<br>Year-to-Date | Y.T.D. Variance<br>Actual to Budget | %<br>Variance  |
|--|---------------------|--------------------------|------------------------|--------------------------|-------------------------------------|----------------|
| Computer Software Maintenance            | 16,200              | -                        | 11,091                 | 13,500                   | 2,409                               | 17.8           |
| Memberships & Subscriptions              | 892                 | -                        | 1,182                  | 743                      | (439)                               | (59.1)         |
| Bad Debts & Minimum Balance Writeoff     | 86,000              | -                        | 31                     | 71,667                   | 71,635                              | 100.0          |
| Conference & Continuing Ed               | 8,800               | 427                      | 427                    | 7,333                    | 6,906                               | 94.2           |
| Certifications                           | 1,242               | -                        | 135                    | 1,035                    | 900                                 | 86.9           |
| State/County & LAFCO Fees and Charges    | 9,000               | -                        | 5,546                  | 7,500                    | 1,954                               | 26.0           |
| Human Resources                          | 5,800               | 346                      | 346                    | 4,833                    | 4,487                               | 92.8           |
| Miscellaneous                            | 1,440               | -                        | 85                     | 1,200                    | 1,115                               | 92.9           |
| General & Admin Expense Allocation       | 217,981             | 25,138                   | 148,218                | 181,651                  | 33,433                              | 18.4           |
| <b>TOTAL OPERATING EXPENSES</b>          | <b>3,415,503</b>    | <b>280,199</b>           | <b>2,677,454</b>       | <b>2,846,253</b>         | <b>168,799</b>                      | <b>5.9</b>     |
| <b>LONG TERM DEBT PAYMENTS</b>           |                     |                          |                        |                          |                                     |                |
| 2014 Wastewater Revenue Bonds            | 487,575             | -                        | 138,786                | 406,313                  | 267,526                             | 65.8           |
| 2012 CIP & Refi.                         | 177,600             | -                        | 88,800                 | 148,000                  | 59,200                              | 40.0           |
| VacCon Truck Loan                        | 117,441             | -                        | 117,441                | 97,868                   | (19,573)                            | (20.0)         |
| Debt Service: Allocated                  | -                   | -                        | -                      | -                        | -                                   | -              |
| <b>TOTAL LONG TERM DEBT PAYMENTS</b>     | <b>782,616</b>      | <b>-</b>                 | <b>345,027</b>         | <b>652,180</b>           | <b>307,153</b>                      | <b>47.1</b>    |
| <b>CAPITALIZED EXPENDITURES</b>          |                     |                          |                        |                          |                                     |                |
| Vehicles/Rolling Stock/Capital Equipment | -                   | -                        | 350                    | -                        | (350)                               | -              |
| Building, Yard & Paving Improvements     | -                   | -                        | -                      | -                        | -                                   | -              |
| Capital Improvements Sewer               | 275,000             | 27,469                   | 51,014                 | 229,167                  | 178,153                             | 77.7           |
| Engineering & Studies                    | -                   | -                        | 863                    | -                        | (863)                               | -              |
| <b>TOTAL CAPITAL EXPENDITURES</b>        | <b>275,000</b>      | <b>27,469</b>            | <b>52,226</b>          | <b>229,167</b>           | <b>176,940</b>                      | <b>77.2</b>    |
| <b>OTHER</b>                             |                     |                          |                        |                          |                                     |                |
| City of Eureka Projects:                 |                     |                          |                        |                          |                                     |                |
| Treatment Plant                          | 1,336,000           | -                        | 572,308                | 1,113,333                | 541,025                             | 48.6           |
| Martin Slough                            | -                   | -                        | -                      | -                        | -                                   | -              |
| <b>TOTAL OTHER</b>                       | <b>1,336,000</b>    | <b>-</b>                 | <b>572,308</b>         | <b>1,113,333</b>         | <b>541,025</b>                      | <b>48.6</b>    |
| <b>BUDGET SURPLUS (DEFICIT)</b>          | <b>842,291</b>      | <b>265,548</b>           | <b>2,092,165</b>       | <b>701,909</b>           | <b>1,390,255</b>                    | <b>(198.1)</b> |

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

**April 2022**

|  | Budgeted<br>2021-22 | Current<br>Month-to-Date | Actual<br>Year-to-Date | Budgeted<br>Year-to-Date | Y.T.D. Variance<br>Actual to Budget | %<br>Variance |
|--|---------------------|--------------------------|------------------------|--------------------------|-------------------------------------|---------------|
| <b>OPERATING REVENUE</b>                   |                     |                          |                        |                          |                                     |               |
| Interest (will be allocated to w/s @ y/e)  | -                   | -                        | -                      | -                        | -                                   | -             |
| Miscellaneous                              | -                   | -                        | -                      | -                        | -                                   | -             |
| <b>TOTAL OPERATING REVENUE</b>             | <b>-</b>            | <b>-</b>                 | <b>-</b>               | <b>-</b>                 | <b>-</b>                            | <b>-</b>      |
| <b>NON-OPERATING REVENUE</b>               |                     |                          |                        |                          |                                     |               |
| Property Taxes                             | 350,000             | -                        | -                      | 291,667                  | (291,667)                           | (100.0)       |
| Insurance Rebate                           | 20,000              | 7,207                    | 7,207                  | 16,667                   | (9,460)                             | (56.8)        |
| Miscellaneous Income                       | -                   | -                        | -                      | -                        | -                                   | -             |
| <b>TOTAL NON-OPERATING REVENUE</b>         | <b>370,000</b>      | <b>7,207</b>             | <b>7,207</b>           | <b>308,333</b>           | <b>(301,126)</b>                    | <b>(97.7)</b> |
| <b>TOTAL DISTRICT REVENUE</b>              | <b>370,000</b>      | <b>7,207</b>             | <b>7,207</b>           | <b>308,333</b>           | <b>(301,126)</b>                    | <b>(97.7)</b> |
| <b>OPERATING EXPENSES</b>                  |                     |                          |                        |                          |                                     |               |
| Wages Direct                               | 362,400             | 27,356                   | 264,435                | 302,000                  | 37,565                              | 12.4          |
| Benefits: PERS                             | 188,600             | 24,121                   | 239,844                | 157,167                  | (82,678)                            | (52.6)        |
| Group Ins                                  | 605,000             | 60,755                   | 415,441                | 504,167                  | 88,726                              | 17.6          |
| Workers Comp Ins                           | 2,990               | 621                      | 2,468                  | 2,492                    | 24                                  | 1.0           |
| FICA/Medicare                              | 26,910              | 2,169                    | 20,899                 | 22,425                   | 1,526                               | 6.8           |
| Misc Benefits                              | 600                 | 40                       | 400                    | 500                      | 100                                 | 20.0          |
| Total Wages and Benefits                   | 1,186,500           | 115,064                  | 943,487                | 988,750                  | 45,263                              | 4.6           |
| Less: wages & ben charged to Capital Proj. | -                   | (3,860)                  | (21,297)               | -                        | 21,297                              | -             |
| Less: Allocated to Water and Sewer Funds   | (1,186,500)         | (111,203)                | (922,138)              | (988,750)                | (66,612)                            | 6.7           |
| Total Unallocated Wages and Benefits       | -                   | -                        | 52                     | -                        | (52)                                | -             |
| Supplies/ Construction                     | -                   | -                        | -                      | -                        | -                                   | -             |
| Supplies/ Administration                   | 6,400               | 1,672                    | 5,124                  | 5,333                    | 209                                 | 3.9           |
| Supplies/ Engineering                      | -                   | 50                       | 50                     | -                        | (50)                                | -             |
| Supplies/ Maintenance                      | -                   | -                        | -                      | -                        | -                                   | -             |
| Invoicing                                  | 52,476              | 3,307                    | 46,476                 | 43,730                   | (2,746)                             | (6.3)         |
| Web Payment Portal                         | -                   | -                        | -                      | -                        | -                                   | -             |
| Temporary Labor                            | 10,000              | -                        | -                      | 8,333                    | 8,333                               | 100.0         |
| Repairs & Maintenance/Trucks               | -                   | -                        | -                      | -                        | -                                   | -             |
| Equipment Rental                           | -                   | -                        | -                      | -                        | -                                   | -             |
| Building & Grounds Maintenance             | 28,480              | 1,540                    | 18,332                 | 23,733                   | 5,402                               | 22.8          |
| Electrical Power                           | 62,118              | 5,282                    | 48,076                 | 51,765                   | 3,689                               | 7.1           |
| Street Lights                              | 65,000              | 5,682                    | 56,385                 | 54,167                   | (2,218)                             | (4.1)         |
| Telephone                                  | 9,880               | 885                      | 10,757                 | 8,233                    | (2,524)                             | (30.7)        |
| Postage                                    | 750                 | -                        | -                      | 625                      | 625                                 | 100.0         |
| Freight                                    | -                   | -                        | 62                     | -                        | (62)                                | -             |
| Liability Insurance                        | 65,000              | -                        | 58,474                 | 54,167                   | (4,307)                             | (8.0)         |
| Legal Services                             | 30,000              | 64                       | 2,903                  | 25,000                   | 22,098                              | 88.4          |
| Accounting                                 | 15,000              | -                        | 2,321                  | 12,500                   | 10,179                              | 81.4          |
| Engineering                                | 510                 | -                        | -                      | 425                      | 425                                 | 100.0         |
| Other Professional Services                | 22,800              | 24,056                   | 24,756                 | 19,000                   | (5,756)                             | (30.3)        |
| Bank Service Charges                       | 35,000              | 1,823                    | 21,787                 | 29,167                   | 7,379                               | 25.3          |
| Transportation                             | -                   | -                        | -                      | -                        | -                                   | -             |
| Office Equip. Maintenance                  | 10,360              | 153                      | 1,432                  | 8,633                    | 7,201                               | 83.4          |
| Computer Software Maintenance              | 7,200               | 2,545                    | 3,921                  | 6,000                    | 2,079                               | 34.7          |
| Memberships & Subscriptions                | 20,070              | -                        | 20,643                 | 16,725                   | (3,918)                             | (23.4)        |
| Bad Debts & Minimum Balance Writeoff       | -                   | -                        | -                      | -                        | -                                   | -             |
| Conference & Continuing Ed                 | 4,200               | -                        | 588                    | 3,500                    | 2,912                               | 83.2          |
| Certifications                             | 2,538               | 745                      | 915                    | 2,115                    | 1,200                               | 56.7          |

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

**April 2022**

|  | Budgeted<br>2021-22 | Current<br>Month-to-Date | Actual<br>Year-to-Date | Budgeted<br>Year-to-Date | Y.T.D. Variance<br>Actual to Budget | %<br>Variance |
|--|---------------------|--------------------------|------------------------|--------------------------|-------------------------------------|---------------|
| State/County & LAFCO Fees and Charges    | 24,000              | -                        | 384                    | 20,000                   | 19,616                              | 98.1          |
| Elections Expense                        | -                   | -                        | -                      | -                        | -                                   | -             |
| Human Resources                          | 6,400               | 660                      | 4,424                  | 5,333                    | 909                                 | 17.0          |
| Miscellaneous                            | 5,580               | 346                      | 9,516                  | 4,650                    | (4,866)                             | (104.6)       |
| Director's Fees                          | 16,000              | 1,050                    | 9,400                  | 13,333                   | 3,933                               | 29.5          |
| General & Admin Expense Allocation       | (434,762)           | (50,276)                 | (296,437)              | (362,302)                | (65,865)                            | 18.2          |
| <b>TOTAL OPERATING EXPENSES</b>          | <b>65,000</b>       | <b>(415)</b>             | <b>50,340</b>          | <b>54,167</b>            | <b>3,827</b>                        | <b>7.1</b>    |
| <b>LONG TERM DEBT PAYMENTS</b>           |                     |                          |                        |                          |                                     |               |
| 2014 PGE Energy Efficiency Loan          | -                   | -                        | -                      | -                        | -                                   | -             |
| 2012 CIP & Refi                          | -                   | -                        | 113,550                | -                        | (113,550)                           | -             |
| Less: Allocated to Water & Sewer Funds   | -                   | -                        | -                      | -                        | -                                   | -             |
| <b>TOTAL LONG TERM DEBT PAYMENTS</b>     | <b>-</b>            | <b>-</b>                 | <b>113,550</b>         | <b>-</b>                 | <b>(113,550)</b>                    | <b>-</b>      |
| <b>CAPITALIZED EXPENDITURES</b>          |                     |                          |                        |                          |                                     |               |
| Vehicles/Rolling Stock/Capital Equipment | 58,000              | -                        | 1,593                  | 48,333                   | 46,741                              | 96.7          |
| Building, Yard & Paving Improvements     | 170,000             | 3,751                    | 20,631                 | 141,667                  | 121,036                             | 85.4          |
| Engineering & Studies                    | 100,000             | 3,370                    | 3,370                  | 83,333                   | 79,964                              | 96.0          |
| District Design Standards                | -                   | 98                       | 1,133                  | -                        | (1,133)                             | -             |
| <b>TOTAL CAPITAL EXPENDITURES</b>        | <b>328,000</b>      | <b>7,219</b>             | <b>26,727</b>          | <b>273,333</b>           | <b>246,607</b>                      |               |
| <b>INTERFUND TRANSFER OUT</b>            |                     | <b>-</b>                 | <b>-</b>               | <b>-</b>                 |                                     |               |
| <b>BUDGET SURPLUS (DEFICIT)</b>          | <b>(23,000)</b>     | <b>403</b>               | <b>(183,410)</b>       | <b>(19,167)</b>          | <b>(164,243)</b>                    | <b>856.9</b>  |

# Humboldt Community Services District

## Notes April 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 6 - Memberships & Subscriptions

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

### Note 7 - Miscellainious

Primary source of miscellainious expense overage is from repairs after recent vandalism

### 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**

Apr 2022      YTD

Water Fund

    Compaction Testing

        SHN Consulting Engineers

        -           526

**Total posted to 6810**

        -           **526**

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

Non Engineering Costs Posted to 9040

    S Broadway FM

        -           863

    Eitzen Annexation

        -           116

**Grand Total posted to 9040**

        -           **116**

# 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: May 24, 2022

**AGENDA ITEM:** G.1 (New Business)

**TITLE:** Consideration of Approving Fiscal Year 2022/23 Capital Improvement Program (CIP)

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

---

### **Recommendation:**

Discussion followed by a motion to approve the FY 2022-23 Capital Improvement Program. Roll Call vote.

### **Summary:**

The FY 2022-23 Capital Improvement Program (CIP) includes five years of scheduled capital projects that have been prioritized based on a cost benefit analysis for each project, available budget and other criteria pertinent to each situation. The FY 2022-23 CIP also includes 10 and 20-year projections for capital expenditures. These projections indicate that the District has not been keeping pace with the deterioration rate of the District's infrastructure. Effectively, the District has been spending down the infrastructure and accelerated spending will be necessary in the coming years.

There are several options for accommodating this necessary infrastructure renewal. First, District has initiated a grant funding program whereby the District is actively seeking grant funding to support critical infrastructure rehabilitation and replacement. We have applied for \$3.6M to date which will directly offset the capital expenditures associated with specific projects. Second, some of the infrastructure that has reached the end of useful life based solely on age may be able to be repaired or rehabilitated for less than the replacement cost. This may effectively extend the useful life and enable the District to defer some of the costs. Third, infrastructure projects that cannot be deferred or delayed may need to be financed so that the District can continue to provide high quality water and wastewater services to the community.

### **Fiscal Impact:**

\$4,251,700 which in FY 2022-23 includes \$524,170 in funds rolled over from FY 2021-22. The net impact is \$3,727,530 in FY 2022-23.



DRAFT

## Humboldt Community Services District

Fiscal Year 2022/23

Capital Improvement Program

With Details for

Fiscal Year 2022/23 – 2026/27

Adopted \_\_\_\_\_

(Anticipated Adoption Date May 24,2022)



## EXECUTIVE SUMMARY

The Humboldt Community Services District Fiscal Year 2022/23 Capital Improvement Plan (CIP) details the cost and scheduling for the anticipated capital projects and expenditures for the five-year period beginning with Fiscal Year 2022/23 and ending with Fiscal Year 2026/27. The plan also includes less detailed projections for anticipatable expenditures to the ten and twenty-year planning horizon. A table summarizing the capital expenses can be found below (Table 1). The FY 22-23 totals include \$524,170 that was budgeted for CIP projects that were planned for FY 21-22 and were not completed. These funds were rolled into FY 22-23. Additionally, the District has applied for \$3.6M in grant funding that will directly offset costs associated with various proposed CIP projects in future years.

Table 1: Summary of Humboldt Community Service District anticipated capital expenses out to the 20-year planning horizon.

|                        | Current<br>FY 21-22 | Scheduled<br>FY 22-23 | Projected<br>FY 23-24 | Projected<br>FY 24-25 | Projected<br>FY 25-26 | Projected<br>FY 26-27 | Projected<br>10 year*                          | Projected<br>20 year**        |
|------------------------|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--|-------------------------------|
|                        |                     | 1                     | 2                     | 3                     | 4                     | 5                     |  |                               |
| Sewer Facilities       | \$1,538,000         | <b>\$1,570,000</b>    | \$1,590,000           | \$1,685,000           | \$2,110,000           | \$2,000,000           | \$17,075,000                                   | \$13,350,000                  |
| Sewer Mains            | \$22,000            | <b>\$630,000</b>      | \$755,000             | \$1,810,000           | \$1,689,000           | \$1,591,000           | \$32,184,043                                   | \$34,648,085                  |
| Water Facilities       | \$954,571           | <b>\$1,170,200</b>    | \$356,000             | \$966,000             | \$966,000             | \$881,000             | \$7,705,000                                    | \$3,910,000                   |
| Water Mains            | \$180,859           | <b>\$447,500</b>      | \$137,100             | \$304,500             | \$304,500             | \$1,367,600           | \$18,179,598                                   | \$36,359,196                  |
| Building and Yard      | \$141,000           | <b>\$94,000</b>       | \$96,000              | \$120,000             | \$20,000              | \$30,000              | \$100,000                                      | \$500,000                     |
| Vehicles and Equipment | \$50,000            | <b>\$340,000</b>      | \$350,000             | \$60,000              | \$130,000             | \$60,000              | \$1,500,000                                    | \$3,000,000                   |
| <br>                   |                     |                       |                       |                       |                       |                       |  |                               |
| Sewer Total            | \$1,655,500.0       | <b>\$2,417,000.0</b>  | \$2,568,000.0         | \$3,585,000.0         | \$3,874,000.0         | \$3,636,000.0         | \$50,059,042.6                                 | \$49,748,085.1                |
| Water Total            | \$1,230,930.0       | <b>\$1,834,700.0</b>  | \$716,100.0           | \$1,360,500.0         | \$1,345,500.0         | \$2,293,600.0         | \$26,684,598.2                                 | \$42,019,196.4                |
| <br>                   |                     |                       |                       |                       |                       |                       |  |                               |
| Total                  | \$2,886,430         | <b>\$4,251,700</b>    | \$3,284,100           | \$4,945,500           | \$5,219,500           | \$5,929,600           | \$76,743,641                                   | \$91,767,281                  |
|                        |                     |                       |                       |                       |                       |                       | Annual averages for 10 and 20 year projections | \$15,348,728      \$9,176,728 |
|                        |                     |                       |                       |                       |                       |                       | 20 Year Projected Grand Total                  | \$195,027,752                 |

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

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

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## INTRODUCTION

The Fiscal Year (FY) 2022/2023 Capital Improvement Program/Plan (CIP) is a five-year plan for budgeting and planning of District water and sewer facility and infrastructure improvements. The CIP is used to identify, prioritize and schedule necessary improvements. The CIP is also a tool to assist with rate setting and identification of funding sources for future projects. The CIP consists of projects that require major financial and human resources in a scheduled format. Interdependency of year-to-year project selections is a major consideration to ensure an efficient and orderly progression of improvements. Routine maintenance is not considered a capital improvement expense.

Criteria for CIP project selection includes projects that reduce maintenance and cost to the District, improve service and reliability, and provide for water security and infrastructure resiliency. The CIP is also used as the master plan for scheduled infrastructure replacements based on performance and useful life expectancy.

The CIP will inform and assist with the District's annual budgeting process as well as the upcoming rate study. The ten- and twenty-year projections are intended for planning purposes. These estimates represent known expenses that will impact the District's finances on a longer-term planning horizon than a standard five-year CIP can. These long-term projections do not represent an exhaustive list or project schedule. The ten- and twenty-year projections are intended to inform financial planning, rate setting and grant writing efforts so that the District can remain financially sustainable into the future.

The projected values reflected in these pages are in 2022 dollars with no consideration of potential inflation.

## BACKGROUND

The District was formed in 1952 to provide water and wastewater services to the unincorporated areas of Eureka. Since that time, the District has expanded the service area to include Myrtle town, Pine Hill, Humboldt Hill, Fields Landing, King Salmon, and Freshwater. Expansion was accomplished both by District construction of facilities, such as in Myrtle town and Cutten, and by acquisition of existing facilities such as the Pjalorsi water system in Humboldt Hill and the County Service Area No. 3 in King Salmon and Fields Landing.

Between 1974 and 1980, the Capital Improvement Program consisted mainly of equipment and plant purchases. From 1980 to 1990, the CIP included revenue bond financing of major water supply, distribution and storage projects. From 1990 onward, the District adopted a formal five-year CIP process that focused on steel main replacement and sewage lift station upgrades. The structured program has resulted in increases in production and project completion. Capital expenditures have also increased from an average of 10% to nearly 30% of total budget as the District's aging system requires replacement and improvements.

Ten- and twenty-year projections, developed for this plan, indicate that the District's capital expenditures will need to accelerate again to keep pace with the aging infrastructure that will be coming to the end of useful life during those timeframes. This includes over 100 miles of water and sewer mains, some of which will be approaching 100 years old at the end of the 20-year planning horizon. There is also a North Coast Regional Water Quality Control Board Cease and Desist Order in effect for the Elk River Regional Wastewater Treatment Facility that will require significant capital expenditure for compliance by 2030. The current estimated economic impact of this project to the District is \$10M.

## WATER

The District's water distribution and storage system is complex, consisting of twenty-two (22) different pressure zones, ten (10) water storage tanks containing 5.0 million gallons of storage capacity, and twelve (12) water booster pumping stations. The District's water related capital expenditure plan is detailed in Table 3 and Table 4.

Water supply is furnished by three sources. Approximately one half of the District's consumption is purchased from the Humboldt Bay Municipal Water District (HBMWD) through the Truesdale booster pump station; one quarter is purchased from the City of Eureka (who purchases it from HBMWD) through the Hubbard and Harris booster pump station; the final quarter is pumped from District owned wells located in the Humboldt Hill area that draw off of the Eureka Plain Groundwater Basin near the Elk River.

These three water sources supply the three major service areas of the District. Hubbard and Harris pump station (water purchased from the City of Eureka) supplies the northern area of Myrtle town, Mitchel Road, Freshwater and Pigeon Point (Freshwater/Mitchel Road Zone). Truesdale pump station (water purchased from HBMWD) supplies the central areas of Cutten, Rosewood, Pine Hill, Ridgewood and Elk River (Ridgewood Zone). District well water supplies the southern area of Humboldt Hill, King Salmon, Fields Landing and College of the Redwoods (Humboldt Hill Zone).

Using the District's current infrastructure, water can be moved from the Ridgewood zone to the Humboldt Hill Zone and to the Freshwater/Mitchel Road Zone. Water can also be moved from the Freshwater/Mitchel Road Zone to the Ridgewood Zone. Using current infrastructure, water cannot be moved from the Humboldt Hill Zone to the Ridgewood or Freshwater/Mitchel Road Zones. This could prove problematic during a regional emergency because all of the District's current wells are located in the Humboldt Hill Zone.

Interties also exist between the City of Eureka water system and the District for emergency purposes. In most places, the City of Eureka pressure grid is approximately 5 psi greater than the District pressure grid. There are areas where the District's delivered pressure is higher than the City's pressure at the District's boundary. Although these District service/supply interties exist, moving water from one service zone to another is complicated by undersized transmission mains and under capacity storage volume necessary to supply both zone demands concurrently.

### Systematic Steel Main Replacement

The systematic steel watermain replacement program was initiated in the early 1990s to replace approximately 15 miles of undersized watermain most of which was installed in the 1950s. There are a total of 15 steel main replacement (SMR) projects remaining with a total length of about a half a mile that are scheduled over the next several years. These projects are listed in Table 4, marked with an SMR for Steel Main Replacement.

### Water Tank Rehab

During FY 2017-18, the District performed an assessment of three water storage tanks; Walnut Drive 1MG, Ridgewood and Donna Drive. The inspections revealed that all three tanks required rehabilitation including recoating, structural rehabilitation and were in need of safety upgrades for fall protection, venting and cathodic protection. The Walnut Drive and Ridgewood tanks were the highest priority. The Walnut Drive 1MG tank rehabilitation was completed during FY 2020-2021 and the Ridgewood Tank rehabilitation was completed during FY 2021-2022. Due to the age and condition of the remaining

District water storage tanks, all of the District’s tanks will be evaluated and rehabilitation will be scheduled accordingly.

During the five-year term of this Capital Improvement Plan, the following water storage tanks are scheduled for rehabilitation; Brier Lane 0.5MG, Donna Drive 0.5MG, Walnut Drive 0.5MG tank and the Cummings Road tank. The District will rehabilitate the remaining tanks within the ten-year planning horizon. The following table provides some detailed information regarding the District’s water storage facilities (Table 2).

Table 2: The tabulated data shows details regarding the District's water storage tanks.

| Water Storage Tank Data |             |               |                 |                  |                  |
|-------------------------|-------------|---------------|-----------------|------------------|------------------|
| Location/Name           | Volume (MG) | Height (Feet) | Diameter (Feet) | Date Constructed | Date Refurbished |
| Blue Spruce             | 1           | 35            | 72              | 2002             | --               |
| Brier Lane              | 0.5         | 32            | 52              | 1982             | --               |
| Cummings                | 0.12        | 24            | 30              | 1991             | --               |
| Dana Lane               | 0.375       | 30            | 48              | 1992             | --               |
| Donna Drive             | 0.5         | 24            | 61              | 1988             | --               |
| Lentell                 | 0.15        | 20            | 37              | 1992             | --               |
| Pigeon Point            | 0.17        | 24            | 35.5            | 1996             | --               |
| Ridgewood               | 0.5         | 52            | 40              | 1982             | 2021             |
| Walnut Drive            | 1           | 40            | 67              | 1971             | 2020             |
| Walnut Drive            | 0.5         | 34            | 50              | 1952             | 1996             |

### Pump Station Rehab/Upgrade

The District maintains twelve (12) water booster or pump stations. These include South Bay Well, Spruce Point Well, Blue Spruce Booster, Donna Drive Booster, Truesdale Pump Station, Ridgewood Pump Station, Hubbard Pump Station, Cummings Road Booster, Mitchel Road Booster, Lentell Booster, Kluck Booster, and Pigeon Point Booster. Some of these stations pump water out of the ground and up to a tank (South Bay Well and Spruce Point Well). Other stations move water from a low elevation up to a tank at a higher elevation and operate under level control (Blue Spruce Booster, Truesdale Pump Station, Ridgewood Pump Station, Cummings Road Booster, Mitchel Road Booster, Pigeon Point Booster, and Hubbard Pump Station). The remaining stations pressurize water using hydropneumatics to deliver water with sufficient pressure to connections whose elevation cannot be reached by the nearest pressure zone (Donna Drive Booster, Lentell Booster, and Kluck Booster).

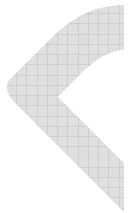
HUMBOLDT CSD FISCAL YEAR 2022/2023 CAPITAL IMPROVEMENT PLAN (CIP)

Table 3: Capital improvements planned for Humboldt Community Services District water pumping and storage facilities.

| WATER                                  | Current<br>FY 21-22 | Scheduled<br>FY 22-23 | Projected<br>FY 23-24 | Projected<br>FY 24-25 | Projected<br>FY 25-26 | Projected<br>FY 26-27 | Projected<br>10 years* | Projected<br>20 years** | Comments   |
|--|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|-------------------------|--|
|  |                     |                       |                       |                       |                       |                       |                        |                         |  |
| <b>WATER SYSTEM IMPROVEMENTS</b>       |                     |                       |                       |                       |                       |                       |                        |                         |  |
| <b>C=Contract</b>                      |                     |                       |                       |                       |                       |                       |                        |                         |  |
| <b>PUMPING FACILITY UPGRADES</b>       |                     |                       |                       |                       |                       |                       |                        |                         |  |
| AMR Program                            | \$141,000           | \$141,000             | \$141,000             | \$141,000             | \$141,000             | \$141,000             | \$705,000              | \$1,410,000             | 6,000 remaining @ \$235/ea                               |
| SCADA Upgrade                          | \$25,000            | \$100,000             | \$100,000             | \$100,000             |                       |                       |                        |                         |  |
| Humboldt County ADA Access             | \$0                 | \$5,000               |                       |                       |                       |                       |                        |                         | Rolled over form 21-22                                   |
| Water Storage Tanks                    | \$9,281             |                       |                       |                       |                       |                       |                        |                         | 5 tanks Cleaning Maintenance                             |
| South Bay School Backflow Device       | \$0                 | \$15,000              |                       |                       |                       |                       |                        |                         | Rolled over form 21-22                                   |
| Donna Drive Hydro-tank                 | \$95,000            | \$55,000              |                       |                       |                       |                       |                        |                         | DOHS required  |
| Ridgewood Tank                         | \$615,800           | \$54,200              |                       |                       |                       |                       |                        |                         | Tank Rehab   |
| Spruce Point Well                      | \$3,490             | \$30,000              |                       |                       |                       |                       |                        |                         | Well Cleaning and New Column Pipe                        |
| South Bay well                         | \$10,000            | \$10,000              |                       |                       |                       |                       |                        |                         | Building   |
| Brier Lane 0.5 MG Tank                 | \$40,000            | \$660,000             |                       |                       |                       |                       |                        |                         | Engineering 21/22 Rehabilitation 22/23                   |
| Hubbard 3rd Pump                       | \$15,000            | \$35,000              |                       |                       |                       |                       |                        |                         | Upsize pump/ mod system                                  |
| Truesdale WBS                          |                     | \$25,000              | \$25,000              |                       |                       |                       |                        |                         | New pumps/Upgrade  |
| Donna Drive 0.5 MG Tank                |                     | \$40,000              | \$660,000             |                       |                       |                       |                        |                         | Engineering 22/23 Temp System 23/24 Rehabilitation 24/25 |
| Ridgewood Water Booster Station        |                     | \$30,000              | \$30,000              |                       |                       |                       |                        |                         | Third Pump Assembly                                      |
| 18th & Quaker PSV                      |                     | \$30,000              | \$30,000              |                       |                       |                       |                        |                         | Resolves Fireflow Issues                                 |
| Walnut Drive 0.5 MG Tank               |                     |                       | \$40,000              | \$660,000             |                       |                       |                        |                         | Engineering 24/25 Rehabilitation 25/26                   |
| Cummings Road Tank                     |                     |                       | \$40,000              | \$40,000              | \$660,000             |                       |                        |                         | Engineering 25/26 Rehabilitation 26/27                   |
| Pigeon Point WBS                       |                     |                       |                       |                       | \$15,000              |                       |                        |                         | Rehab/roofing/siding                                     |
| Donna Drive WBS                        |                     |                       |                       |                       | \$65,000              |                       |                        |                         | Siding, roofing and drainage                             |
| Water Resiliency at Little CA. St.     |                     |                       |                       |                       |                       |                       | \$1,000,000            |                         | Booster Station and Well                                 |
| Meyers Well                            |                     |                       |                       |                       |                       |                       | \$750,000              |                         | Reestablish a well on District owned property            |
| Princeton Well                         |                     |                       |                       |                       |                       |                       | \$750,000              |                         | Replace failed well on District owned property           |
| Rehabilitate Remaining Tanks           |                     |                       |                       |                       |                       |                       | \$4,500,000            | \$2,500,000             |  |
| <b>Water Pumping Facilities Totals</b> | \$954,571           | \$1,170,200           | \$356,000             | \$966,000             | \$986,000             | \$881,000             | \$7,705,000            | \$3,910,000             | \$16,908,771   |

\*10 year column represents the cumulative expenses for the 5 years between year 5 and year 10  
 \*\* 20 year column represents the cumulative expenses for the 10 years between year 10 and year 20

Table 4: Capital improvements planned for Humboldt Community Services District water main replacements.



| WATER                                |         | Current   | Scheduled | Projected | Projected | Projected   | Projected   | Projected    | Projected    | Comments                                       |
|--------------------------------------|---------|-----------|-----------|-----------|-----------|-------------|-------------|--------------|--------------|--|
| CAPITAL IMPROVEMENTS - WATER         |         | FY 21-22  | FY 22-23  | FY 23-24  | FY 24-25  | FY 25-26    | FY 26-27    | 10 years*    | 20 years**   |  |
| WATER MAIN REPLACEMENTS              |         |           |           |           |           |             |             |              |              |  |
| C=Contract                           |         |           |           |           |           |             |             |              |              |  |
| SMR=STEEL MAIN REPLACEMENT           |         |           |           |           |           |             |             |              |              |  |
|                                      | LF      |           |           |           |           |             |             |              |              |  |
| New Connections                      |         | \$7,500   | \$7,500   |           | \$7,500   | \$7,500     | \$7,500     |              |              | Water main replacements                        |
| Christian Lane                       | SMR 150 | \$28,359  | \$35,000  |           |           |             |             |              |              | \$270/LF except as noted                       |
| Water Rate Study                     |         | \$50,000  |           |           |           |             |             |              |              |  |
| Tower Lane                           | SMR 600 | \$5,000   | \$162,000 |           |           |             |             |              |              | New connections                                |
| Park Street                          | SMR 360 | \$90,000  |           |           |           |             |             |              |              | Paving 22/23                                   |
| 18th Street                          | SMR 900 |           | \$243,000 |           |           |             |             |              |              | \$270/LF Plus Culvert                          |
| Stanford Court                       | SMR 100 |           |           | \$27,000  |           |             |             |              |              | Completed \$250/LF                             |
| Temple Circle                        | SMR 130 |           |           | \$35,100  |           |             |             |              |              | \$270/LF Length increased from 400 to 900 feet |
| Crane Street                         | SMR 250 |           |           | \$67,500  |           |             |             |              |              | \$270/LF                                       |
| Vista Tie In Phase 1                 | C 700   |           |           |           | \$189,000 |             |             |              |              | \$270/LF                                       |
| Shady Lane                           | SMR 400 |           |           |           | \$108,000 |             |             |              |              | \$270/LF                                       |
| Vista Tie In Phase 2                 | C 700   |           |           |           | \$189,000 |             |             |              |              | \$270/LF                                       |
| Meadowood                            | SMR 400 |           |           |           | \$108,000 |             |             |              |              | \$270/LF                                       |
| Mitchell Road                        | C 3400  |           |           |           |           | \$1,190,000 |             |              |              | Myrtle to Cummings on Mitchell Road \$350/LF   |
| Beechwood Dr.                        | SMR 370 |           |           |           |           | \$99,900    |             |              |              | \$270/LF                                       |
| Austin Court                         | SMR 260 |           |           |           |           | \$70,200    |             |              |              | \$270/LF                                       |
| AC Water Main Replacement Program    | 272694  |           |           |           |           |             |             | \$18,179,598 | \$36,359,196 | AC Mains @ \$200/LF                            |
| <b>Water Main Replacement Totals</b> |         | \$180,859 | \$447,500 | \$137,100 | \$304,500 | \$304,500   | \$1,367,600 | \$18,179,598 | \$36,359,196 | \$57,280,854                                   |

\*10 year column represents the cumulative expenses for the 5 years between year 5 and year 10  
 \*\*20 year column represents the cumulative expenses for the 10 years between year 10 and year 20

## SEWER

The District's sewage collection system is straightforward in concept. All sewage collection gravity flows or is pumped to the City of Eureka's Elk River Wastewater Treatment Plant for treatment. By agreement, the District has purchased approximately 30% of the current plant capacity. Annually the District sends approximately \$1.5M to the City of Eureka for operation and maintenance of the regional facility. This represents approximately 19 percent of the total operating expenses budgeted for FY 2022-23.

The hilly terrain and historical piecemeal development within the District resulted in a system that includes 28 sewage lift stations. For comparison, the McKinleyville Community Services District (MCSD) operates six stations, City of Arcata operates eight stations, and City of Fortuna operates five stations. The City of Eureka, adjacent to and similar to the District topography, operates 26 stations. Needless to say, this many stations have resulted in major person-power and financial resources to operate, maintain, and replace. Under current operations, the District has no alternative but to upgrade and replace these stations to achieve reduced maintenance, emergency call-out and sewage overflow potential.

The District's sewer related capital expenditure plan is detailed in Table 5 and Table 6.

### Martin Slough Lift Station Reversals

In the early 1980's the concept of a regional sewage lift station serving both the City of Eureka and District customers in the Ridgewood, Pine Hill and City Golf Course area was explored. The stated objectives were threefold: 1) To eliminate approximately 3 major and 3 minor City and 13 minor District lift stations; 2) Reduce the large pumping and maintenance costs associated with pumping into cascading lift station systems, which pumps along an in-direct route, completely around the City through the cross-town interceptor and 3) Provide for future development of approximately 5,000 new residential units in the non-sewered areas of Westgate and Ridgewood.

Another stated benefit of this project is to redirect the City of Eureka's "O" Street sewage lift station to the new Martin Slough Interceptor, thereby freeing up capacity in the City's northeast (Myrtle town) sewage drainage area. Before the Martin Slough Interceptor project, the City's northeastern collection system, was at capacity.

Over the years, the project morphed into the Martin Slough Interceptor project for which construction was completed in 2015. By 2007, the concept project had been modified to the point that only ten of the District's lift stations had the potential to be "turned" or "reversed"; Artino, Sea Avenue, Pine Hill, Hidden Meadows, Alder, F Street, Hartman, D Street, Spruce, Campton, and the metering station at Hemlock. Of these ten, Campton has been "turned" and converted to a metering station, Sea Avenue is in the process of being "turned", the Hemlock metering station will be eliminated with the Hemlock rerouting project that is scheduled to be completed FY 24-25, Hartman Ln "reversal" is scheduled to be completed FY 23-24, and F Street is scheduled to be "reversed" FY 25-26.

The remaining six lift stations (Artino, Pine Hill, Hidden Meadows, Alder, D Street and Spruce) are not currently scheduled to be "turned." Some of these lift stations are currently listed in the ten-year projections. They will be prioritized and scheduled as it becomes cost effective to consider performing the necessary work to "turn" these stations. Most of these stations serve very small sewer sheds and the cost of performing the work necessary to "turn" them currently outweighs the resulting benefit.

In the case of Pine Hill, the Martin Slough interceptor project was modified at some point between planning and execution so that the Pine Hill lift station cannot flow to the Martin Slough Interceptor. Turning the Pine Hill lift station will require major upgrades to one of the City of Eureka's lift stations,



Pound Road. Additionally, the developable land in Westgate and Ridgewood have limited access to the Martin Slough Interceptor as it was constructed.

### Lift Station Rehab

The District currently maintains 28 lift stations; Hoover, Alder, Spruce, Foxwood, S. Broadway, Sequoia, Christine, Sea Avenue, Pine Hill, Bailey, Wellington, Beechwood, Moore Ln, Maple Ln, Perch, Buhne, King Salmon, Fields Landing, Blackberry, Hartman, Roth Ct, Artino, Hidden Meadows, Cedar Ridge, Liberty Bell, Edgewood, F Street, and D Street.

The anticipated life of a lift station is between 15 and 20 years. Given that there are nearly 30 lift stations, the District is continually performing rehabilitation activities on these assets. In fact, to keep pace with degradation, the District rehabs the equivalent of two lift stations per year. This is in the form of pump upgrades, replacement panel enclosures, rail replacements, lid replacements, and grouting/concrete. Rarely does the District undertake a complete lift station rehabilitation because the ongoing maintenance of the lift stations allows staff to spread the effort and expense across many years and avoid shutting down and re-routing an entire station to accommodate a rehabilitation project.

During the coming five-year period, the District will be performing rehabilitation work on 12 of the 28 lift stations. The lift stations being addressed during the current five-year CIP are Sea Ave, Blackberry, Bailey, Artino, Allard, Roth Court, Pine Hill, Christine, Hoover, Beechwood, King Salmon, and Wellington.

### Trouble Spots (Enhanced Cleaning Locations)

A “Trouble Spot” or “Enhanced Cleaning Location” is a location within the District’s sewer collection system that has given the maintenance staff “trouble” and is in need of periodic attention. The District has a sewer maintenance program to deal with trouble spots in the collection system. When a problem is reported or detected, maintenance staff will investigate the issue to determine the root cause. If the cause of the problem is determined to be the District’s infrastructure, (root intrusion, infrastructure deterioration, sagging, damage, design issues, etc.) a project will be initiated and the area will be identified as a trouble spot. Once an area is identified as a trouble spot, that section, area or location is put on a list to be repaired and prioritized along with other District projects. During the time between when a trouble spot is identified and when a permanent solution can be implemented, the maintenance staff will make periodic inspections and take temporary corrective action (sewer line cleaning, de-rooting, etc.) as needed.

Trouble spots that are large enough to be considered a capital improvement that will be repaired during the next five years include Dr. Office Lane (un-named road at 2826 Harris), Noe Street, Walnut Drive at Hemlock, Mesa/Bell Terrace, London Drive at Burns, Ridgewood Drive at Ridgewood Elementary, and Summit Ridge to David. There is money included in the ten-year plan for additional trouble spot repairs but those future projects cannot be scheduled at this time because trouble spots develop over time as the system deteriorates.

### Systematic Sewer Line Replacement

As the infrastructure ages, the District must consider replacement. The systematic sewer line replacement program takes into account the age of the assets, the history of problems and repairs, critical loading to the asset, the material that the asset was constructed from, and the design life of the asset. As feasible, the District will schedule sewer line replacements for the most vulnerable assets. The most vulnerable of the District’s in ground sewer assets are asbestos cement and clay pipes. Much of the existing sewer system was constructed in the 1960s and 70s from asbestos cement composite pipe. This material does not hold up well to the sulfur compounds that off-gas from wastewater.

## Outside Agency Obligations

The District is affected by several outside agencies including the City of Eureka, County of Humboldt and the State of California. These agencies impose programs or regulations that require District response. In the case of the County of Humboldt, the Pine Hill Bridge HDD project that was completed in FY 2020-2021 is an example of an outside agency obligation. The County determined that Pine Hill Bridge needed to be replaced. The District owns a watermain that serves as an interconnect between Humboldt Hill and Pine Hill. The District's watermain was attached to Pine Hill Bridge. The District's watermain would be out of service for the duration of the construction project to replace Pine Hill Bridge. This would isolate Humboldt Hill, King Salmon, Fields Landing, and College of the Redwoods from the rest of the District. These communities would be reliant only on the well water. If there were a problem with the District's wells, the District would have no way to provide water to these communities.

A second example of a County imposed Capital Improvement is the County's ADA access project. The County is working to improve ADA access at intersections and other areas with high foot traffic by incorporating access ramps, bulb out aprons and high visibility, high traction surfaces and other improvements. Through the course of this work, the County will disturb many valve cans, meter boxes and other District assets. When these assets are affected by the County's project, the District supplies the materials and labor to ensure that the components are replaced to the District's standards. During FY 21-22 the County surprised the District with a pavement upgrade project on Humboldt Hill. This project resulted in about \$45,000 in District labor and materials, over several months, to raise the valve cans and sewer maintenance access points.

### City of Eureka CIP

The District's wastewater flows through several metered locations to the City of Eureka (COE, City), through some of their infrastructure and to the COE Wastewater Treatment Facility (COE-WTF). The contract with the City for wastewater treatment specifies that a portion of the City's capital improvements are the responsibility of the District. This includes 32.1 percent of capital improvements to the COE-WTF as well as specific pumping stations and trunk lines or interceptors. Additionally, the District is contractually obligated to pay for three percent of operation and maintenance to all of the City's wastewater collections and treatment infrastructure not covered by the afore-mentioned 32.1 percent. A line item is included in the District's Capital Improvement Plan to cover the anticipated expenses associated with the City's capital improvements.

### City of Eureka Wastewater Treatment Facility (COE-WTF)

The City of Eureka is currently under a Cease-and-Desist order issued in 2016 from the North Coast Regional Water Quality Control Board (NCRWQCB) for discharging to Humboldt Bay. The requirements being imposed by the NCRWQCB include full secondary treatment, including de-chlorination to all discharge flows to Humboldt Bay, as well as compliance with the applicable water quality objectives for ammonia by 2030. In short, what this means is that the COE-WTF does not have sufficient capacity to treat all of the wastewater that is sent there nor does that facility have the ability to sufficiently remove ammonia from the waste stream.

Although detailed reports have not yet been furnished by the City that document the plans to come into compliance with the NCRWQCBs order; the estimate at this time is that these upgrades will total on the order of \$30M. The Wastewater Treatment Agreement with the City specifies that 32.1 percent of capital improvements to the COE-WTF are the responsibility of the District. There is a budgetary item in the ten-year projection of \$10M to cover the requisite upgrades to the COE-WTF.

HUMBOLDT CSD FISCAL YEAR 2022/2023 CAPITAL IMPROVEMENT PLAN (CIP)

Table 5: Capital improvements planned for Humboldt Community Services District sewer facilities.

| SEWER FACILITIES  | Current<br>FY 21-22 | Scheduled<br>FY 22-23 | 1           | 2           | 3           | 4           | 5            | Projected<br>FY 26-27 | Projected<br>10 year* | Projected<br>20 year** | Comments  |          |
|---|---------------------|-----------------------|-------------|-------------|-------------|-------------|--------------|-----------------------|-----------------------|------------------------|---|----------|
|   |                     |                       |             |             |             |             |              |                       |                       |                        |   | FY 23-24 |
| <b>SEWER FACILITIES</b><br>V=Vendor<br>C=Contract<br>M=Martin Slough Reversal |                     |                       |             |             |             |             |              |                       |                       |                        |   |          |
| Sea Avenue SLS M  | \$50,000            | \$20,000              |             |             |             |             |              |                       |                       |                        | Upgrade/Reversal                                |          |
| Sewer Rate Study  | \$50,000            |                       |             |             |             |             |              |                       |                       |                        |   |          |
| Sequoia SLS   | \$10,000            |                       |             |             |             |             |              |                       |                       |                        | SLS rehab/pumps                                 |          |
| Blackberry SLS  | \$60,000            | \$40,000              |             |             |             |             |              |                       |                       |                        | SLS rehab/pumps                                 |          |
| Bailey SLS C  | \$32,000            | \$100,000             |             |             |             |             |              |                       |                       |                        | Stationary Generator                            |          |
| Artino SLS C  |                     | \$75,000              |             |             |             |             |              |                       |                       |                        | Stationary generator                            |          |
| Allard Access Vault   |                     | \$10,000              |             |             |             |             |              |                       |                       |                        | Meter vault upgrade                             |          |
| Roth Court SLS  |                     | \$70,000              |             |             |             |             |              |                       |                       |                        | SLS rehab/pumps                                 |          |
| Pine Hill SLS Generator C   |                     | \$75,000              |             |             |             |             | \$15,000     |                       |                       |                        | Generator 23/24 Panel Enclosure 26/27           |          |
| Hoover SLS Upgrade  |                     | \$100,000             |             |             | \$300,000   | \$450,000   | \$450,000    |                       |                       |                        | Upgrade SLS and flow meter Plus flood hardening |          |
| Christine SLS   |                     |                       |             |             | \$50,000    |             |              |                       |                       |                        | New electrical control panel                    |          |
| Pine Hill SLS Rehab   |                     |                       |             |             |             | \$200,000   |              |                       |                       |                        | SLS conversion/rehab                            |          |
| Beechwood SLS Panel   |                     |                       |             |             |             | \$50,000    | \$50,000     |                       |                       |                        | Control Panel and Enclosure 25/26 Pumps 26/27   |          |
| King Salmon SLS C   |                     |                       |             |             |             | \$75,000    | \$50,000     |                       |                       |                        | Stationary generator                            |          |
| Wellington SLS  |                     |                       |             |             |             |             | \$50,000     |                       |                       |                        | Panel Replacement                               |          |
| SCADA Upgrade   |                     |                       |             |             |             |             | \$100,000    |                       | \$400,000             |                        |   |          |
| WWTP Upgrades   |                     |                       |             |             |             |             | \$10,000,000 |                       | \$10,000,000          |                        | Per estimates by COE                            |          |
| CIP Contribution to COE   | \$1,391,600         | \$1,335,000           | \$1,335,000 | \$1,335,000 | \$1,335,000 | \$1,335,000 | \$1,335,000  | \$6,675,000           | \$6,675,000           | \$13,350,000           | Based on 2021 COE CIP                           |          |
| <b>Sewage Facilities</b>  | \$1,593,600         | \$1,570,000           | \$1,590,000 | \$2,110,000 | \$1,685,000 | \$2,110,000 | \$2,000,000  | \$17,075,000          | \$17,075,000          | \$13,350,000           | \$40,973,600                                    |          |

\* 10 year column represents the cumulative expenses for the 5 years between year 5 and year 10  
 \*\*20 year column represents the cumulative expenses for the 10 years between year 10 and year 20



## ROLLING STOCK

Rolling Stock includes all vehicles and construction equipment that the District owns. Some of the vehicles are used to transport personnel and equipment, others are used to transport materials to or from construction sites. Equipment includes tractors, trailers, truck mounted sewer cleaning and camera equipment, specialty underground boring equipment, and specialty large scale plumbing equipment. Rolling Stock covers any equipment that the District uses that is on tracks or wheels.

The District's current policies include replacement schedules for Rolling Stock based upon mileage, age, hours of operation, and repair history. If any of these criteria are exceeded, a piece of equipment becomes eligible for replacement. The District Management uses discretion to determine which equipment will be recommended for replacement based on the critical nature of the equipment, the expected longevity, redundant assets, and other contributing circumstances. Some equipment replacement is unavoidable while others are less necessary.

Details regarding the capital expenditures associated with the District's rolling stock can be found in Table 7.

### Light Duty

During the next five years, the District will be replacing a 2005 Dodge pickup, a 2010 Ford service truck, and a 2012 Ford construction truck. The van and the pickup have reached their useful life because of age and repair history. The 2010 Ford service truck and the 2012 Ford construction truck have diesel engines that will no longer be allowed to operate in California.

### Heavy Duty Equipment

During the next five years, the District will be replacing a 2010 Peterbilt 7-yard dump truck and a 580 Super M Backhoe. The dump truck has a diesel engine that will no longer be allowed to operate in California. The backhoe is at the end of its useful life because of age and repair history.

### Specialty Equipment

The District is projecting the need to replace the sewer camera van during the second year of the current capital improvement plan. This critical piece of equipment allows District staff to see inside of sewer lines and identify problems before they manifest as emergencies. The camera van is at the end of useful life because of age and repair history.

Table 7: Capital improvements planned for Humboldt Community Services District rolling stock.

| REVENUE FUNDED                     |                                | Current    | Scheduled | Projected | Projected   | Projected | Projected | Projected   | Projected   | Projected   | Projected   | Comments           |
|------------------------------------|--------------------------------|------------|-----------|-----------|-------------|-----------|-----------|-------------|-------------|-------------|-------------|--------------------|
| CAPITAL PROGRAM PROJECTIONS        |                                | FY 21-22   | FY 22-23  | FY 23-24  | FY 24-25    | FY 25-26  | FY 26-27  | 10 Year*    | 20 Year**   |             |             |                    |
| VEHICLES / EQUIPMENT               |                                |            |           |           |             |           |           |             |             |             |             |                    |
|                                    |                                | C=Contract |           |           |             |           |           |             |             |             |             |                    |
|                                    |                                | V=Vendor   |           |           |             |           |           |             |             |             |             |                    |
|                                    |                                | Mileage    |           |           |             |           |           |             |             |             |             |                    |
|                                    |                                | Hours      |           |           |             |           |           |             |             |             |             |                    |
| <b>Light Duty Service Vehicles</b> |                                |            |           |           |             |           |           |             |             |             |             |                    |
| 9                                  | 2006 Ford Van                  | V          | \$50,000  |           |             |           |           |             |             |             |             | Replacement/age    |
| 4                                  | 2010 Ford F450 w/crane         | V          | \$140,000 |           |             |           |           |             |             |             |             | Replacement/AGMD   |
| 16                                 | 2005 Dodge                     | V          |           | \$60,000  |             |           |           |             |             |             |             | Replacement/age    |
| 3                                  | 2012 Ford 4x4                  | V          |           |           | \$60,000    |           |           |             |             |             |             | Replacement /age   |
| <b>Heavy Duty Equipment</b>        |                                |            |           |           |             |           |           |             |             |             |             |                    |
| 10                                 | 2010 Peterbilt 7 CY Dump Truck | V          | \$200,000 |           |             |           |           |             |             |             |             | Replacement/AGMD   |
| M-1                                | 2004 580 Super M Backhoe       | V          |           |           | \$130,000   |           |           |             |             |             |             | Replacement/age    |
| <b>Specialty Equipment</b>         |                                |            |           |           |             |           |           |             |             |             |             |                    |
|                                    | Sewer Camera                   | V          |           | \$350,000 |             |           |           |             |             |             |             | age/repair history |
| <b>Fleet Replacement Program</b>   |                                |            |           |           |             |           |           |             |             |             |             |                    |
|                                    |                                |            |           |           | \$1,500,000 |           |           |             |             |             |             |                    |
| <b>Vehicles &amp; Equipment</b>    |                                | \$50,000   | \$340,000 | \$350,000 | \$60,000    | \$130,000 | \$60,000  | \$1,500,000 | \$3,000,000 | \$3,000,000 | \$5,490,000 |                    |

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

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

## OFFICE AND CORPORATION YARD IMPROVEMENTS

The District office and corporation yard are critical to the daily operation of the District's systems, assets, and services. This facility serves as a meeting place for personnel, work space for administration, customer service and engineering staff, a location to hold Board of Directors meetings as well as facilities for equipment and vehicle storage, maintenance and repair. As with the rest of the District's assets, the office and corporation yard requires capital improvement planning to keep the facilities useful, safe and up to date. During the current five-year planning period, the District will be repairing the office building exterior, replacing the roof on the office and breakroom, rehabilitating the small truck storage facility and repairing pavement in the corporation yard and the parking lot.

The District's office and corporation yard related capital expenditure plan is detailed in Table 8.

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Table 8: Capital improvements planned for Humboldt Community Services District's office and corporation yard.

| REVENUE FUNDED                                  |   | Current          | Scheduled       | Projected       | Projected        | Projected       | Projected       | Projected        | Projected        | Projected | Comments                     |
|---|---|------------------|-----------------|-----------------|------------------|-----------------|-----------------|------------------|------------------|-----------|------------------------------|
| CAPITAL PROGRAM PROJECTIONS                     |   | FY 21-22         | FY 22-23        | FY 23-24        | FY 24-25         | FY 25-26        | FY 26-27        | 10 Year*         | 20 Year**        |           |                              |
| <b>BUILDING, YARD &amp; PAVING IMPROVEMENTS</b> |   |                  |                 |                 |                  |                 |                 |                  |                  |           |                              |
| Office Building Exterior phase 1                |   | \$35,000         | \$50,000        |                 |                  |                 |                 |                  |                  |           | Front of Office              |
| Yard Paving Repairs                             |   | \$35,000         |                 |                 |                  |                 |                 |                  |                  |           |                              |
| Vehicle Storage Upgrades                        |   | \$16,000         | \$10,000        |                 |                  |                 |                 |                  |                  |           | VacCon Storage               |
| Office Building and breakroom Roof              | C | \$40,000         | \$20,000        |                 |                  |                 |                 |                  |                  |           | Roof Replacement/Age         |
| Office ADA                                      |   | \$15,000         | \$14,000        | \$16,000        | \$20,000         |                 |                 |                  |                  |           | 20% of building remodel cost |
| Office Building Exterior phase 2                | C |                  |                 | \$80,000        |                  |                 |                 |                  |                  |           | North and back of Office     |
| Small Truck Garage                              | C |                  |                 |                 | \$100,000        |                 |                 |                  |                  |           | Rehabilitation               |
| Seal Coat Parking Lot                           | C |                  |                 |                 |                  | \$20,000        |                 |                  |                  |           | Front parking lot            |
| Drying Bed Cover                                |   |                  |                 |                 |                  |                 | \$30,000        |                  |                  |           | Replacement                  |
| Future Yard Paving                              | C |                  |                 |                 |                  |                 |                 | \$100,000        |                  |           |                              |
| Office and Yard Facility Upgrades               |   |                  |                 |                 |                  |                 |                 |                  | \$500,000        |           |                              |
| <b>Building and Yard</b>                        |   | <b>\$141,000</b> | <b>\$94,000</b> | <b>\$96,000</b> | <b>\$120,000</b> | <b>\$20,000</b> | <b>\$30,000</b> | <b>\$100,000</b> | <b>\$500,000</b> |           | <b>\$1,101,000</b>           |

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

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



## GRANT PROGRAM

In FY 2021-22, the District initiated a grant writing program to identify and procure assistance funding to help offset accelerating capital improvement costs. During FY 21-22 we focused efforts on FEMA's Hazard Mitigation Grant Program (HMGP). This program is coupled to the County's Hazard Mitigation Planning efforts that the District participates in. Projects identified in the District's Hazard Mitigation Plan are eligible for federal funding assistance through the HMGP. The District was able to apply for \$3.6M through this program for various mitigation projects throughout the District. Those projects include a 2.2-mile forcemain replacement project connecting the South Broadway SLS to the COE-WTF, a critical power project that will include standby generators at the Pine Hill, Bailey, and Artino SLS, and a flood hardening project at the Hoover SLS. Funds from these grants will directly offset the cost of the associated projects allowing the District to apply CIP money to other critical projects in future years. The grant writing program will continue into 22-23 fiscal year and beyond.

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## EXTENDED PROJECTIONS

Historically, the Capital Improvement Plan is a five-year projection and schedule for capital projects and expenditures. This format captures some very important information about the near future of the District and helps to plan, prioritize and schedule projects that will impact the District's budget and workforce. What is missing from the CIP is a longer view of infrastructure needs based on the state of the system. The five-year CIP only addresses those projects that are immediately necessary and does not enable the District to plan and save for the much larger looming needs associated with aging infrastructure.

This document incorporates ten and twenty-year projections that capture known long-term improvements that the District will need to undertake in the foreseeable planning horizon. Placing these items in print will enable staff to strategize and plan for the anticipated improvements that will be necessary in the future to keep District operations on track and sustainable.

Extended projections are included in all of the tables detailing capital expenditures planning (Table 3 through Table 8)

### Ten Year

The ten-year planning horizon includes some large expenditures that the District needs to be planning for. These include upgrading the COE-WTF, SCADA upgrades, Martin Slough reversals, force main replacements, gravity sewer replacements, water storage tank rehabilitation, and ongoing fleet replacement. These ten-year totals are not all inclusive, but for planning purposes, the District will be facing \$80M in expenses. These projects and expenses are necessary to the continued operation of the District and represent an accelerated level of spending as compared to the District's current budgeting for capital improvements. The current capital expenditures over the next five years average \$4.7M. To meet the projected \$80M of expenditures at the ten-year horizon, the District will need to save an additional \$8M annually over the next ten years or be prepared to spend \$15M/year on capital improvements from year 6 through 10.

### Twenty Year

Similar to the ten-year projections, the twenty-year projections indicate anticipated expenditures for the twenty-year planning horizon. While these expenditures are not all inclusive, they do represent anticipated expenditures that the District needs to plan for. Included on the twenty-year horizon are additional systematic main replacements (water and sewer), storage tank rehabilitation, source water development for resiliency, office/corporation yard improvements and expansion, as well as ongoing fleet replacement. Once again, these projection estimates are not all inclusive but represent those expenditures that can be anticipated that are not being addressed in the five-year CIPs.

The financial impact at the 20-year planning horizon is an additional \$100M. What this means is that the District should be planning for annual expenditures on the order of \$10M over the between years 10 and 20.