



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

AGENDA

DATE: Tuesday, June 14, 2022

TIME: 5:00 p.m.

LOCATION: *In accordance with Assembly Bill 361 and District Resolution 2022-07, 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: 822 7181 2591 Passcode: 263989

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 June 14, 2022 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of May 24, 2022 *Pgs 3-6*
3. Consideration of Resolution No. 2022-07 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings for Another 30 Days *Pgs 7-8*

D. REPORTS

1. General Manager
 - a) GM Report *Pg 9*
2. Engineering
 - a) Engineering Department Update *Pgs 11-12*

3. Superintendent
4. Finance Department
 - a) May 2022 Check Register
5. Legal Counsel
6. Director Reports
7. Other

Pgs 13-23

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 the First Annual Water Supply Demand Assessment for the Department of Water Resources (DWR) *Pgs 25-44*
2. First Reading of Fiscal Year 2022/23 Budget *Pgs 45-61*
3. Consideration of Adopting Resolution 2022-08 Establishing Appropriations Limit Fiscal Year 2022/23 *Pgs 63-65*
4. Consideration of Adopting Resolution 2022-09 Passing Through Wastewater Treatment Charges for Annual Adjustment of Service Rates *Pgs67-69*

H. OLD BUSINESS

I. ADJOURNMENT

Next Res: 2022-10
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 24, 2022, in person and via tele/video conference in accordance with AB 361 and HCSD Resolution 2022-05.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call were Directors Benzonelli, Bongio, Gardiner, Hansen, and Matteoli. Staff in attendance: General Manager Williams (GM), Superintendent Latham, Finance Manager Montag (FM) and 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 24, 2022 Agenda
2. Approval of Minutes of the Regular Meeting of May 10, 2022

DIRECTOR MATTEOLI MOVED, DIRECTOR HANSEN SECONDED, TO ACCEPT AND APPROVE THE MAY 24, 2022 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. REPORTS

1. General Manager

a) GM Report

- COVID – New cases per day in Humboldt County have increased to an average of 430 per week. When District offices re-opened April 4, the average weekly case count was only 40. This is a 10x increase in COVID cases in a six-week period.
- Humboldt Bay Municipal Water District (HBMWD) – The HBMWD Board and staff are considering joining the Public Finance Authority (PFA) of the newly created Samoa Peninsula Enhanced Infrastructure Financing District (EIFD). Joining will provide HBMWD a seat at the table determining what infrastructure is financed/developed on the peninsula and require transfer of 75% of property tax revenue for parcels within the EIFD boundary for 30 years. The current property tax contribution from

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; May 24, 2022

properties within the EFID boundary is \$820/year. This is expected to increase to \$125,000 by year 30. The projected total property tax contribution by HBMWD over 30 years is \$2.5M

Consideration is also being given to applying the property tax allocation directly to HBMWD CIP projects in lieu of processing a credit to the municipalities and then billing the municipalities for CIP expenses. Currently the annual HBMWD 1% property tax allocation is ~\$800,000 and the funds are distributed proportionally to the municipal customers.

GM also advised effective May 1, Customer Service Representative II, Roxanne Cahill, submitted immediate retirement due to unforeseen difficult circumstances. Ms. Cahill had served the District for nearly 18 years.

2. Engineering

a) Engineering Department Update

- District Fire Hydrant Flow Data – with the assistance of the Maintenance Department, engineering staff is in the process of updating pertinent fire hydrant data that will enable accurate input to the District's Hydraulic Water Model and better assist contractors develop required fire sprinkler systems on new projects.
- County Building Department Referral – Evaluation of a proposed four-unit apartment complex on Erie Street revealed the location requires inclusion into the City of Eureka and District's Intermingled Sewer Services Agreement. Approval for flow into the City's gravity sewer main has been granted.
- California Uniform Construction Cost Accounting Commission (CUCCAC) – The application deadline to be included in the District's pre-qualified bidders list for participation in abbreviated bidding process for projects valued between \$60K and \$200K closes May 31, 2022.
- City of Eureka Estuary and Tidal Enhancement Project – The City made an award for the construction phase of areas 1 & 2 that includes traversing the District's largest sewer force main which is 4-5 feet below. District, City, and contractor staff are coordinating efforts to minimize potential damage to the force main. To reduce mobilization response time in case of damage to the critical sewer main, District staff has taken pro-active measures to palletize identified components for quick deployment and coordination with third party wastewater haulers if needed.

3. Superintendent

a) April 2022 Operations/Maintenance Report

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; May 24, 2022

- Tested all stationary and portable generators
- Cleaned 230 ft. sewer main line, 634 ft. sewer lateral line
- Cleaned sewer lift station wet wells at Perch, Buhne, King Salmon, Fields Landing, Spruce, D, Alder, Artino, Sea, Hidden Meadows, Bailey, Beechwood, Christine, Cedar Ridge, Liberty Bell, Roth Court, Foxwood, and Hoover
- Replaced the outer enclosure of the Buhne sewer lift station electrical control panel.
- Spruce Point Well – pulled, inspected the pump, filmed the well, and reset the pump in preparation of an upcoming CIP project.

4. Finance Department

a) April 2022 Budget Statement

FM reviewed the budget advising the District is progressing through the current fiscal year as anticipated and mentioned incomplete fiscal year CIP projects will be rolled to the next fiscal year.

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. None.

G. NEW BUSINESS

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

GM summarized the report details emphasizing the necessity to increase infrastructure replacement projects in order to maintain system integrity. Projected impact to the FY2022/23 Budget is \$4,251,700 which includes \$524,170 in funds rolled-over from FY 2021/22.

Public Comment: None

Discussion included consideration of purchasing another hydro-excavator or another mini-excavator and/or skid steer with a compactor attachment in lieu of a new backhoe in FY 25/26.

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR MATTEOLI TO APPROVE THE FISCAL YEAR 2022/23 CAPITAL

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; May 24, 2022

IMPROVEMENT PROGRAM. MOTION CARRIED UPON THE FOLLOWING
ROLL CALL VOTE:

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

I. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF MAY 24, 2022 AT 5:30 P.M.

Submitted, Board Secretary

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: June 14, 2022

AGENDA ITEM: C.3

TITLE: Consideration of Resolution 2022-07 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings

Recommendation:

Motion to adopt Resolution 2022-07 by title only. Roll-call vote.

Summary:

The Governor's Executive Order N-08-21 provided modification to the Brown Act authorizing public teleconference meetings during the COVID-19 Emergency without the requirement of personal appearance. On September 16, 2021, Governor Newsom signed Assembly Bills (AB) 339 and 361 into law which was followed by Executive Order N-15-21 on September 20, 2021 stipulating the sunset of Executive Order N-08-21 as of September 30, 2021.

As presented at the October 12, 2021 regular meeting, and subsequently at each first meeting of the month, provisions of AB 361 officially modify the Brown Act to enable public agencies to move immediately to relaxed teleconference meetings under a declared state of emergency. Each month the March 20, 2020 state of emergency remains in effect, the Board is required to pass a resolution every thirty (30) days until lifted, affirming the following:

1. The Board has considered the circumstances of the state of emergency
2. Any of the following circumstances exist:
 - a. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - b. State or local officials continue to impose or recommend measures to promote social distancing.

Resolution 2022-07 before you, affirms the foregoing conditions allowing the District to proceed with virtual meetings for the next thirty (30) days while the current state of emergency remains in effect and/or the County's recommendations for social distancing remain in effect. Although many restrictions have been lifted, to date there is no estimate as to when the state of emergency will be rescinded.

Fiscal Impact: None

RESOLUTION NO. 2022-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL MEETINGS

WHEREAS, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow legislative bodies to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act;

WHEREAS, Assembly Bill 361, which was signed into law on September 20, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the legislative body makes certain findings;

WHEREAS, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect;

WHEREAS, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing as more particularly set forth in his August 6, 2021, Order, among other prior orders and guidance;

NOW, THEREFORE, the Board of Directors does hereby find and resolve as follows:

1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;
2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;
3. That the Board may continue to conduct public meetings in accordance with Government Code section 54953(e);
4. That the Board will reconsider the above findings within 30-days of this Resolution.

PASSED AND ADOPTED on the 14th day of June 2022 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:
ATTEST:

Alan Bongio, Board President

Attest: Brenda K. Franklin
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: June 10, 2022
SUBJECT: General Manager Report for May 24, 2022 Board Meeting

COVID

At the time of this writing, six District employees have tested positive for COVID-19, including myself. We are implementing the increased COVID prevention and reporting policies associated with this level of infection including masking, separation of departments and, of course, isolation of symptomatic people, according to our written prevention plan as required by CalOSHA. Depending on my status, I may be attending the June 14th meeting via Zoom.

INTENTIONAL BLANK PAGE

Humboldt Community Services District

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

Engineering Memorandum

TO: Board of Directors
FROM: Benjamin Adams, Assistant Engineer
DATE: June 10, 2022
SUBJECT: Engineering Dept. Status Report for June 14, 2022 Board Meeting

California Uniform Construction Cost Accounting Commission

District Engineering staff received application packets from ten contractors applying to be on the pre-qualified bidders list for public works projects during the Fiscal Year 22/23. Engineering staff reviewed the applications against the verification checklist distributed with the application packet. Contractors listed below are hereby pre-qualified to participate in the informal bidding procedure in accordance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA) for District projects costing between \$60,000 and \$200,000. District staff is working with contractors whose packets were returned incomplete. This list can be added to throughout the year in accordance with the CUPCCAA.

Alves Inc.	Miksis Services Inc.
Coastal Mountain Electric	Miller Farms Nursery
GR Sundberg Inc.	O & M Industries
Maples Plumbing and Heating	Owsley Electric
MCI Inc.	

FY 22-23 Capital Improvement Project Schedule Draft

District Engineering staff is preparing a schedule for Capital Improvement Projects for the 22/23 FY using information from the current CIP schedule. Projects are being scheduled based on projects in progress from this fiscal year, anticipated extended material lead times, contractor supplied deliverables, anticipated “wet” and “dry” seasons as well as permitted periods, and known project schedules of neighboring agencies.

Annexation on Mitchell Road

On January 12, 2021 the Board adopted resolution 2021-01, thereby approving the application to Humboldt Local Agency Formation Commission (LAFCo) for the annexation of two parcels at the top of Mitchell Road in the pigeon point area.

On May 19th 2021 LAFCo approved the annexation of the two parcels. The boundary change was completed on April 21, 2022 and the two parcels have been annexed into the District. The water system supplying these parcels was constructed in 1992 by the District's Freshwater / Mitchell Rd. (FW/M) Water Service Extension Project which extended a PVC water main to the end of Mitchell Road. At that time there was one approximately 38-acre parcel just outside the District's boundary. That parcel was subdivided at some point before 2008, creating the two current parcels.

One of the two parcels was connected to public water in 2008 for agricultural purposes under an agreement that the property owner will have no objections to future annexation into the District. In 2013, this parcel was converted to a domestic connection under the same agreement, and payment of a lump sum connection fee, in lieu of a tax assessment (HUILOA). The second parcel has not yet connected to the public water system.

The FW/M Assessment District (AD) was established in 1993 and included all parcels inside the District within the new served area at that time. Connection fees for parcels existing at the time of the project, were calculated and assessed over a 30-year period. When a new connection is desired within the AD, a lump sum connection fee or hook up in lieu of assessment (HUILOA) is calculated using a flat parcel charge, a capacity charge, an acreage charge, and the number of desired services.

Accounts Payable

Checks by Date - Detail by Check Date

User: FM
 Printed: 6/9/2022 11:19 AM

Humboldt Community Services District
 5055 Walnut Drive – Eureka CA 95503
 PO Box 158 – Cutten CA 95534 (707) 443-4558

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
55288	A160	ACWA-JPIA	05/06/2022	
	686264	aMedical Plan - Employees		56,376.80
	686264	bDental Plan - Employees		1,758.60
	686264	cVision Plan - Employees		328.23
	686264	dLife/AD&D Plan - Employees		407.94
	686264	eMedical Plan - Board Members		12,562.52
	686264	fDental Plan - Board Members		448.76
	686264	gVision Plan - Board Members		78.15
	686264	hLife/AD&D Plan -Board Members		30.61
	686264	iMedical Plan -Retired Members		18,566.79
	686264	jDental Plan - Retired Members		1,126.80
	686264	kVision Plan - Retired Members		328.23
Total for Check Number 55288:				92,013.43
55289	A210	Petrusha Enterprises Inc.	05/06/2022	
	603673	eCommercial Fire Monitoring		84.00
	603673	dAES Commml Fire Alarml Comms		105.00
	603673	fOpen/Close Reporting		45.00
	603673	bRdgwdPump Commml Monitoring		76.50
	603673	aRidgwdPump Cell Alarm Coms		120.00
	603673	cRdgwdPump KeypadMobile Access		15.00
Total for Check Number 55289:				445.50
55290	A360 086792	AFLAC Supplemental Health Premium - April	05/06/2022	
Total for Check Number 55290:				276.84
55291	D910 224103	Don's Rent-All Inc Elk River crossing repair/DitchwchS80K#404	05/06/2022	
Total for Check Number 55291:				305.48
55292	E485	Cooney Parris and Rieke Corp	05/06/2022	
	04302022	Discount Earned - April		-27.97
	116310/3	Shop/Saw blade/Circ bld 24T bulk		16.15
	116418/3	Park St SMR/60# Quikrete		45.19
	116441/3	Hose adptr/Hex bush/Hose aptr		67.79
	116526/3	Libman angle broom/Pledge polish/Duster micro		39.61
	116578/3	Roundup conc half gal/Auto threadlocker/G70 lc		115.91
	116801/3	Headlamps fl60 blk/Led fishlt 24ol blk		159.43
	116942/3	Unit #1/Tools/18" Blk HD 50pk/12" HD 100 pk/		47.04
	117123/3	Com trim line 165' .105		18.31
	117378/3	Yard/Tarp poly bluebrn 10x20		28.00
	117667/3	Unit #12/Meter Reading/Garden hnd trowl xact		19.38
	117861/3	Tie down/1"x10' Org 2pk		21.54
	117868/3	Tie down/1"x10' Org 2pk		21.54
	117878/3	Hex bushings		18.93

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55292:	590.85
55293	E558	NAPA Auto Parts of Eureka	05/06/2022	
	268189	Constr Equip/Vehicles/Blue Def 2.5		127.76
	268802	Lamp/Blue Def 2.5		65.05
	268939	Unit #12/Headlight/Low beam light		18.56
	271839	Elk River crossing repair/Cooland hose/Rubber/1		79.47
			Total for Check Number 55293:	290.84
55294	E810	Eureka Rubber Stamp Co	05/06/2022	
	A34463	Black Endorsement Stamp Ink (2)		10.90
			Total for Check Number 55294:	10.90
55295	F352	Fisch Drilling	05/06/2022	
	P1427	Pull pump, film well and reset pump at the Spruc		3,490.00
			Total for Check Number 55295:	3,490.00
55296	G310	GHD Inc.	05/06/2022	
	380-0010973	Work for Bailey SLS		22,145.54
	380-0010973	Grant work for Hazard mitigation		24,055.81
			Total for Check Number 55296:	46,201.35
55297	H010	Keenan Supply	05/06/2022	
	04302022	Discount Earned - April		-343.43
	S012361498.003	Yard Restock/8 Grip ring accy pak		673.84
	S012387144.002	Yard Stock/Hymax grip cplug/Hymax 2 flip 260		836.35
	S012412727.001	Yard Restock/Romac nyl dbl dtrap srv saddle		1,620.86
	S012416697.001	Myrtle Ave Water repair/12" Hymax grip		1,559.57
	S012420242.001	Yard Restock/6 Grip ring accy pak		1,181.76
	S012427064.001	Yard Restock/5.40x1 IP ny dbl strap srv saddle		1,410.89
	S012427093.001	Yard Stock/Ind 4" shear ring cplgs		2,595.97
	S012428713.001	Park St SMR/PVC DR18 CL 150 C900 pipe/Clo		878.63
	S012445070.001	Yard Restock/Concr H20 traffic vlv box/G05ct s		6,169.46
	S012449276.001	Yard Restock/Brass cplgs		449.38
	S012451333.001	Yard Restock/3/4 Brass meter adptr/Female flare		374.83
	S012458346.001	C St Fields Landing/Repair/PVC gray plas pipe/!		317.89
	S012458834.001	C St FL/Romac 3" Romagrip pvc acc pac		627.05
	S012459116.001	C St Fields Landing/Repair/3 slip sch 40 pvc cap		8.77
	S012460023.001	C St Fields Landing/Repair/SCH 80 pvc cplg/SC		55.33
			Total for Check Number 55297:	18,417.15
55298	H060	Harvey M. Harper Co.	05/06/2022	
	5275591	Oil filters for Units 2 & 3		125.46
			Total for Check Number 55298:	125.46
55299	H410	Humboldt Bay Municipal Water D	05/06/2022	
	16327000	Water Purchased - April		87,342.88
			Total for Check Number 55299:	87,342.88
55300	J800	Johnson's Mobile Rentals LLC	05/06/2022	
	138576	Rental fencing for the Ridgewood Temporary Wi		252.78
			Total for Check Number 55300:	252.78

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
55301	M230 M227500 M227500	Mendes Supply Co Drum deposit Pscqcarbacticid	05/06/2022	60.00 646.80
Total for Check Number 55301:				706.80
55302	M350 5177889	Mid-City Motor World Bracket set and hub caps for Units 11 & 12	05/06/2022	181.72
Total for Check Number 55302:				181.72
55303	M450 516785097 516827327 516871333 516912786	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	05/06/2022	240.36 407.32 242.39 407.32
Total for Check Number 55303:				1,297.39
55304	P006 027540196	PACE Supply Corp. Parts for the Park St SMR	05/06/2022	39.15
Total for Check Number 55304:				39.15
55305	P430 029966 031118 031523 031527 032557 032631 032688 033173 034014 034131 04302022	Pierson Building Center Yard/Flexogen gray 50' hose Rubbermaid 24" wall cabinet Big stretch caulk clear/Bulk fasteners C St FL/3" Water Svc Repair/60# Premix Meter Reading/Duro-cel cellulose sponge/Rustol Wire connector kit/Wire connector assortment 10x20 Silver tarp Buhne SLS/Circle aw cap/Bronze grnd clamp/G Caulk gun/Rigid conduit locknut/Reducing wash Elk River crossing repair/CDX Plywood/2x4x10 Discount Earned - April	05/06/2022	40.41 169.33 12.66 32.72 37.89 22.37 39.32 97.49 31.51 1,042.02 -23.36
Total for Check Number 55305:				1,502.36
55306	P557 2R81110	Rexel USA Inc. FLU TL175 Twistguardtm test l	05/06/2022	43.69
Total for Check Number 55306:				43.69
55307	P563 24369-45062	Tom Ponton Industries, Inc. Hach FL1500 data logger and sensor cable for th	05/06/2022	481.46
Total for Check Number 55307:				481.46
55308	P805 19-8957	Pintermedia LLC Website updates/SSL issues and alt tags	05/06/2022	95.00
Total for Check Number 55308:				95.00
55309	S145 264144	Schmidbauer Building Supply Plywood used for road construction in environm	05/06/2022	2,178.44
Total for Check Number 55309:				2,178.44
55310	S163 04302022 800130/1	Cooney, Parris & Rieke Corp Discount Earned - April Yard/WashRack/Hangr hose wall mnt mtl	05/06/2022	-0.85 18.56

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55310:	17.71
55311	T410 1006366-01 1006577-01	Malcolm Kelly Inc. (2) 8" Ford couplings for the Elk River water ma (3) 2" R/W gate valves for construction water mc	05/06/2022 dba Thrifty Supply dba Thrifty Supply	887.11 292.40
			Total for Check Number 55311:	1,179.51
55312	U410	United Way of Humboldt PR Batch 00001.05.2022 UNITED WAY PR Batch 00001.05.2022 UNITED WAY PR Batch 00001.05.2022 UNITED WAY	05/06/2022 PR Batch 00001.05.2022 UNI PR Batch 00001.05.2022 UNI PR Batch 00001.05.2022 UNI	0.20 1.75 2.05
			Total for Check Number 55312:	4.00
55313	V700 INV 22-534349 INV 22-534951	Valley Pacific Petroleum Services Inc Fuel Fuel	05/06/2022	3,259.71 1,702.52
			Total for Check Number 55313:	4,962.23
55314	W208 1037	Watt's Cleaning Services Cleaning services for April	05/06/2022	950.00
			Total for Check Number 55314:	950.00
			Total for 5/6/2022:	263,402.92
55316	UB*01986	JACOB BUCKMASTER Refund Check	05/19/2022	61.69
			Total for Check Number 55316:	61.69
55317	UB*01976	DAVID BURWELL Refund Check	05/19/2022	160.81
			Total for Check Number 55317:	160.81
55318	UB*01978	MARCIA BUTLER Refund Check Refund Check Refund Check Refund Check	05/19/2022	18.05 105.56 12.99 111.60
			Total for Check Number 55318:	248.20
55319	UB*01977	WILLIAM HERBRECHTSMEIER Refund Check Refund Check Refund Check Refund Check Refund Check	05/19/2022	11.96 62.35 12.60 86.97 21.77
			Total for Check Number 55319:	195.65
55320	UB*01988	DAVID HODES Refund Check Refund Check Refund Check Refund Check	05/19/2022	65.95 63.48 12.63 54.39

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55320:	196.45
55321	UB*01979	MICKEY/SHERIL JONES	05/19/2022	
		Refund Check		48.71
		Refund Check		7.88
		Refund Check		89.81
		Refund Check		28.35
			Total for Check Number 55321:	174.75
55322	UB*01980	KEVIN/BARBARA MEYER/BECK	05/19/2022	
		Refund Check		11.22
			Total for Check Number 55322:	11.22
55323	UB*01983	MIKE MOSES	05/19/2022	
		Refund Check		14.52
			Total for Check Number 55323:	14.52
55324	UB*01984	KAREN NICHOLS	05/19/2022	
		Refund Check		144.81
		Refund Check		419.23
		Refund Check		83.24
		Refund Check		357.99
			Total for Check Number 55324:	1,005.27
55325	UB*01981	MARTIN PAIS	05/19/2022	
		Refund Check		2.10
		Refund Check		13.71
		Refund Check		2.22
		Refund Check		19.12
		Refund Check		4.79
			Total for Check Number 55325:	41.94
55326	UB*01989	ROBERT PANKRATH	05/19/2022	
		Refund Check		9.35
		Refund Check		1.51
		Refund Check		15.14
		Refund Check		4.35
		Refund Check		10.04
			Total for Check Number 55326:	40.39
55327	UB*01982	MARIE REAM	05/19/2022	
		Refund Check		12.82
		Refund Check		38.99
		Refund Check		13.51
		Refund Check		89.40
		Refund Check		31.76
			Total for Check Number 55327:	186.48
55328	UB*01985	JODECA/SKYLER TYNES/REAMS	05/19/2022	
		Refund Check		4.26
		Refund Check		15.74
		Refund Check		4.49
		Refund Check		19.68
		Refund Check		5.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55328:	49.67
55329	A072	Accurate Drug Testing Services	05/19/2022	
	3349	DOT/Random WP		30.00
	3353	DOT/Random DT		30.00
	3365	DOT/Random MT		30.00
	5051	DOT/DMV Physical WP		100.00
			Total for Check Number 55329:	190.00
55330	UB*01987	BRIANNA ALVARA	05/19/2022	
		Refund Check		36.53
		Refund Check		104.97
		Refund Check		26.29
		Refund Check		75.27
			Total for Check Number 55330:	243.06
55331	C036	Corporate Payment Systems	05/19/2022	
	240133921090020	TW/PE Exam 1/Logan's/Meal		22.00
	240164072109491	TW/PE Exam 1/Applebee's/Meal		15.00
	242042921070084	TL/DRI Crash Plan		29.97
	243990021085032	MM/Monitor for GM wokrstation		145.06
	244309921050833	MM/Laptop for GM		1,527.24
	244309921054008	TL/Microsoft		84.00
	244309921065083	MM/Docking station for GM lpatop		290.91
	244450021093004	TW/PE Exam 1/Oxford Suites/Lodging		368.00
	24445002111300	TW/PE Exam 1/Oxford Suites/Food		3.00
	244921520968527	TL/PayPal/ClaVal University On-line PRV Train		50.00
	244921521177174	TW/PLCCable: Analog PLC Traing Kit		359.90
	244921521177174	TW/PLCCable: Analog Build-Your-Own Traine		429.95
	244921521187416	TW/Scrappers Edge: Live Scan for PE Registrat		74.00
	244921621250000	TW/Lost Coast Outpost: Maint Util Employer		200.00
	246921621041007	MM/Additional microphone for board room		122.24
	246921621041007	MM/Car charger for laptop		41.05
	246921621041007	MM/Mouse and Keyboard for GM laptop		37.95
	246921621101009	TW/PE Exam 1/Starbucks/Meal		9.60
	246921621111008	TW/PE Exam 1/Starbucks/Meal		9.60
	246921621201008	TW/CalPoly Humboldt: Transcripts for PE		4.00
	246921621251003	TW/Craigs Listt: Maint Util Employment		40.00
	246921621251007	NM/Amazon/Face sheilds/Lysol spray		13.57
	247170521102811	WP/101 Auto Parts/Mini-X/Couplings/Hose clar		233.86
	247554221201612	TW/Engineers Board: Civil Application Fee/TW		175.00
	248019721100910	MT/Dazey's Hardware/Elk River repair #s1,2/Ri		131.89
			Total for Check Number 55331:	4,417.79
55332	C180	Canon Solutions America Inc.	05/19/2022	
	6000467839	Office/Color Copies WXD03492-03.31.22-04.25		116.59
	6000467839	UseTaxRecoveryFee/OfficeCopier		4.91
	6000467839	Office/Black Copies WXD03492-03.31.22-04.25		9.89
			Total for Check Number 55332:	131.39
55333	C410	City of Eureka: SW	05/19/2022	
	April 2022	Humboldt Hill 21%		25,641.84
	April 2022	General 79%		96,462.16
			Total for Check Number 55333:	122,104.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
55334	C430 04302022	City of Eureka: WA Water Purchased - April	05/19/2022	53,504.00
Total for Check Number 55334:				53,504.00
55335	C450 INV02835	City of Eureka: Water Test Microbiological Testing - March	05/19/2022	527.00
Total for Check Number 55335:				527.00
55336	E330 928174/7	Englund Marine and Industrial Supply Elk River crossing repair/8" AC #1,2	05/19/2022	22.01
Total for Check Number 55336:				22.01
55337	H210 0623702-IN 0624032-IN 0624039-IN	Hensell Materials Elk River repair 8" AC #1,2/Burlap waddles Elk River repair 8" AC/Unwvn fabric/Dyds Elk River crossing repair/Boll unwoven fabric	05/19/2022	704.44 54.57 865.26
Total for Check Number 55337:				1,624.27
55338	H810 396748 397887 50058600	Humboldt Waste Management Auth Solid Waste Elk River crossing repair/Solid Waste E-Waste	05/19/2022	18.70 49.86 4.00
Total for Check Number 55338:				72.56
55339	I525 204598 211697	Infosend UB/Process and Mail/Bills - December UB/Process and Mail/Bills - April	05/19/2022	4,347.97 6,097.11
Total for Check Number 55339:				10,445.08
55340	M340 106863	Mercer Fraser Co Park St SMR	05/19/2022	1,005.91
Total for Check Number 55340:				1,005.91
55341	M560 50049	The Mitchell Law Firm LLP Legal Services - April 2022	05/19/2022	64.00
Total for Check Number 55341:				64.00
55342	O475 0522722FFD	Occu-Med, Ltd RTW FFD Eval/JO	05/19/2022	165.00
Total for Check Number 55342:				165.00
55343	P190 182855	Pacific Paper Co Copy paper/Coil key chain	05/19/2022	176.64
Total for Check Number 55343:				176.64
55344	P785 15950 16012 16013	Powell Landscape Materials Concrete for the Elk River water main line crossi Concrete for the Elk River water main line crossi Concrete for the Elk River water main line crossi	05/19/2022	217.41 217.41 217.41
Total for Check Number 55344:				652.23
55345	R250	Recology Humboldt County	05/19/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	28569200	Garbage Service - April		488.26
Total for Check Number 55345:				488.26
55346	U410	United Way of Humboldt	05/19/2022	
		PR Batch 00004.05.2022 UNITED WAY	PR Batch 00004.05.2022 UNI	1.95
		PR Batch 00004.05.2022 UNITED WAY	PR Batch 00004.05.2022 UNI	0.70
		PR Batch 00004.05.2022 UNITED WAY	PR Batch 00004.05.2022 UNI	1.35
Total for Check Number 55346:				4.00
55347	U601	US Bank	05/19/2022	
	1996613	DebtService 2014 WasteRevBond		-0.25
	1996613	DebtService 2014 WasteRevBond		210,000.00
	1996613	DebtService 2014 WasteRevBond		138,787.51
Total for Check Number 55347:				348,787.26
55348	W020	W N Tetrault Co. Inc..	05/19/2022	
	74292	Unit #2/Tires		1,048.58
Total for Check Number 55348:				1,048.58
Total for 5/19/2022:				548,060.08
55349	UB*01992	VERONICA BOYER	05/26/2022	
		Refund Check		10.40
		Refund Check		2.63
		Refund Check		12.98
		Refund Check		1.51
Total for Check Number 55349:				27.52
55350	UB*01995	NICOLE/JACOB DAVIS/MASON-DAVIS	05/26/2022	
		Refund Check		11.32
		Refund Check		1.35
		Refund Check		6.13
		Refund Check		3.57
		Refund Check		1.42
Total for Check Number 55350:				23.79
55351	UB*01996	RONDA MARLOW	05/26/2022	
		Refund Check		15.76
		Refund Check		51.35
		Refund Check		8.31
		Refund Check		94.69
		Refund Check		29.89
Total for Check Number 55351:				200.00
55352	UB*01991	DAVID/JACQUELYN MONROE	05/26/2022	
		Refund Check		30.76
		Refund Check		7.70
		Refund Check		8.12
		Refund Check		22.05
		Refund Check		4.28
Total for Check Number 55352:				72.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
55353	UB*01993	JARYD SPIVAK	05/26/2022	
		Refund Check		87.81
		Refund Check		143.06
		Refund Check		23.14
		Refund Check		199.57
		Refund Check		49.96
			Total for Check Number 55353:	503.54
55354	UB*01990	TARA THOMSON	05/26/2022	
		Refund Check		39.54
		Refund Check		13.70
		Refund Check		46.26
		Refund Check		9.19
		Refund Check		13.00
			Total for Check Number 55354:	121.69
55355	UB*01994	JONATHAN WEIGAND	05/26/2022	
		Refund Check		8.74
		Refund Check		53.14
		Refund Check		9.21
		Refund Check		97.99
		Refund Check		30.92
			Total for Check Number 55355:	200.00
55356	UB*01997	CAMERON ZIESAK	05/26/2022	
		Refund Check		12.94
		Refund Check		50.63
		Refund Check		13.65
		Refund Check		93.32
		Refund Check		29.46
			Total for Check Number 55356:	200.00
55357	C495 51677	Colantuono, Highsmith, Whatley, PC Legal Services	05/26/2022	
				560.00
			Total for Check Number 55357:	560.00
55358	F010 91501007	Farmer Brothers Co 2 Col DC/Sweetener	05/26/2022	
				240.50
			Total for Check Number 55358:	240.50
55359	F049 CAEUR121494 CAEUR121494 CAEUR121699 CAEUR121699 CAEUR121806	Fastenal Company Safety Glasses 8 mil orange gloves disp/AA Btry XLg 8 mil orng nitrile disp gloves Blue latex coated gloves/Disposable earplugs XL Disp gloves/AAA Btry/9V Btry/DuctTape	05/26/2022	
				17.19
				138.39
				102.27
				38.28
				103.64
			Total for Check Number 55359:	399.77
55360	F050 CAEUR121497 CAEUR121876	Fastenal Industrial P100 CartridgeFilter combo pair Rain Gear/BMc	05/26/2022	
				635.90
				164.07
			Total for Check Number 55360:	799.97
55361	F075	FedEx	05/26/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	7-762-97944	Freight to ship water samples to Eurofins Lab		152.86
			Total for Check Number 55361:	152.86
55362	F510 67825	Fortuna Iron Unit #18/Vac Repair/Misc scrap	05/26/2022	16.16
			Total for Check Number 55362:	16.16
55363	H690 461211	Humboldt Fasteners and Tools 1/2 Cordless impact parts	05/26/2022	49.98
			Total for Check Number 55363:	49.98
55364	P010 06062022 06062022 06062022 06062022 06062022 06062022 06062022	Pacific Gas and Electric-GN aWA Pump & District/Cummings bHH Water System cFW/MR Water System dGeneral Sewer System eKS/HH Sewer System fOffice/Yard gSpark energy Gas/LP Gas Chgs	05/26/2022	5,561.07 8,681.89 636.31 3,949.88 1,500.46 4,784.22 260.71
			Total for Check Number 55364:	25,374.54
55365	S490 113091	SHN Consulting Engineers Elk River Water Main Break	05/26/2022	3,337.10
			Total for Check Number 55365:	3,337.10
55366	S495 42861	Shred Aware PickUp/Shredding/64GalBin/27"Shredinator	05/26/2022	117.42
			Total for Check Number 55366:	117.42
55367	S750 06012022	Standard Insurance Company Short&Long Term Empl Disabilit	05/26/2022	1,453.48
			Total for Check Number 55367:	1,453.48
55368	S850 06152022+10	Suddenlink Internet/Phone 05.24.22 - 06.23.22	05/26/2022	518.12
			Total for Check Number 55368:	518.12
55369	T285 4533	Thomas R. Bess Hot asphalt for paving on the Park Street SMR P	05/26/2022	1,102.28
			Total for Check Number 55369:	1,102.28
55370	P563 24523-45062	Tom Ponton Industries, Inc. Hach FL1500 data logger and sensor cable for th	05/26/2022	5,087.96
			Total for Check Number 55370:	5,087.96
55371	V500 9907069608	Verizon Wireless Cellular Service - May	05/26/2022	340.29
			Total for Check Number 55371:	340.29
55372	X800 3556C22848 3556C22849	Xylem Inc. Two each, Flygt pumps, bases, mini-cas systems Two each, Flygt pumps, check valves, bases, mir	05/26/2022	28,202.49 21,272.01

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55372:	49,474.50
			Total for 5/26/2022:	90,374.38
55373	B284 1475883	Badger Meter Inc AMR system upgarde	05/27/2022	8,816.12
			Total for Check Number 55373:	8,816.12
			Total for 5/27/2022:	8,816.12
			Report Total (85 checks):	910,653.50

INTENTIONAL BLANK PAGE

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: June 14, 2022

AGENDA ITEM: G.1 (New Business)

TITLE: Consideration of Approving the First Annual Water Supply Demand Report for the Department of Water Resources (DWR)

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discussion followed by a motion to approve and adopt the 2022 Water Supply Demand Report

Summary:

In 2018, the California Legislature enacted into law new requirements for urban water suppliers to increase drought resilience and to improve communication of water shortage response actions. Each urban water supplier is required to prepare an Annual Water Supply and Demand Assessment (Annual Assessment) and submit an Annual Water Shortage Assessment Report (Annual Shortage Report) to DWR on or before July 1, 2022, and every year thereafter. As a result of continuing drought conditions in the state, on March 28, 2022 Governor Gavin Newsom issued Executive Order N-7-22 (EO) which requires suppliers to submit a preliminary shortage report by June 1, 2022 and their final Annual Shortage Report by July 1, 2022.

Annual Shortage Reports will be submitted to DWR as follows:

- Preliminary Shortage Report (due June 1, 2022)
- Submit report by email to: AWSDA@water.ca.gov
- Final Shortage Reports (due July 1, 2022, and every year thereafter)
- Submit report to WUEdata Portal at <https://wuedata.water.ca.gov/>

Included in this Board Packet, please find the Draft Humboldt Community Services District 2022 Annual Water Supply and Demand Assessment Report. The draft report was submitted to the DWR on Thursday May 26, 2022. Please approve and adopt this report so that it can be finalized and submitted to the DWR before the July 1 deadline.

Fiscal Impact:

None



DRAFT

Humboldt Community Services District
2022 Annual
Water Supply and Demand
Assessment Report

Prepared for the California Department of Water Resources

Adopted _____

(Anticipated Adoption Date June 14, 2022)

EXECUTIVE SUMMARY

The Humboldt Community Services District is not currently experiencing a water shortage. The projected demand over the assessment period, July 1, 2022 through June 30, 2023, is 2080 AF based on the average demand for the previous four years. The projected supply available to the District for distribution is 5,974 AF with 3,901 AF from HBMWD, 1,343 AF from CoE and 730 AF from District owned groundwater wells in the Eureka Plain Basin. Recharge to the Eureka Plain Basin is estimated at 30,000 AFY while documented withdraws are on the order of 6,100 AFY. This results in surplus recharge of 24,000 AFY. The District is considering developing additional groundwater resources to provide regional water resilience and additional capacity for future population growth.

CONTENTS

Executive Summary.....	i
Introduction	1
Background	2
Water	2
Sources.....	2
Demands	2
Supplies	5
HBMWD	5
CoE	5
Groundwater Basin	5
District Wells	6
Supply Summary	10
Results and Conclusions.....	12
Planned Action	15
Continued Monitoring	15
Additional Source Development.....	16

INTRODUCTION

California Water Code (CWC) states that on or before July 1, 2022, and every year after, each Supplier shall prepare an annual assessment of supply and demand and submit an Annual Shortage Report to DWR. The Annual Shortage Report is due by July 1 of every year, as required by Water Code Section 10632.1. Table 1 includes general information about the Annual Assessment.

Table 1. Annual Assessment Information	
Annual Assessment Information (Required)	
Year Covered By This Shortage Report	
Start: July 1,	2022
End: June 30,	2023
Supplier's Annual Assessment Planning Cycle	
Start Month:	March
End Month:	May
Data Reporting Interval Used:	MONTHLY
Volume Unit for Reported Supply and Demand: <i>(Must use the same unit throughout)</i>	AF
Water Supplier's Contact Information	
Water Supplier's Name:	Humboldt Community Services District
Contact Name:	Terrence Williams
Contact Title:	General Manager
Street Address:	5055 Walnut Drive, Eureka CA
ZIP Code:	95503
Phone Number:	(707)443-4558
Email Address:	twilliams@humboldtcsd.edu
Report Preparer's Contact Information <i>(if different from above)</i>	
Supplier's Water Shortage Contingency Plan	
WSCP Title	Humboldt Community Services District Water Shortage Contingency Plan
WSCP Adoption Date	6/22/2021
Other Annual Assessment Related Activities (Optional)	
Activity	Timeline/ Outcomes / Links / Notes
Annual Assessment/ Shortage Report Title:	Humboldt Community Services District Annual Water Supply and Demand Assessment 2022
Annual Assessment / Shortage Report Approval Date:	DRAFT
Other Annual Assessment Related Activities:	Optional

The Annual Assessment and associated Annual Shortage Report are to be conducted based on the Supplier's procedures detailed in its adopted WSCP. In preparing for each year's Annual Assessment, Suppliers should reference and follow their procedures, which they have developed as part of the most recently adopted Water Shortage Contingency Plan (WSCP).

CWC states that on or before September 30, 2022, and every year after, DWR shall prepare a summary report to the State Water Resources Control Board on DWR's review of the submitted Annual Assessment results. The DWR report will include water shortage information at the Supplier level, as well as regional and statewide analysis of water conditions. The report will also include information on water shortage response actions taken by Suppliers as a result of their Annual Assessments.

The Humboldt Community Serviced District does not rely on water imported from the State Water Project or the Bureau of Reclamation and is not currently experiencing and water shortage. This report titled Humboldt Community Services District 2022 Annual Water Supply and Demand Assessment Report satisfies the reporting requirements of the “Annual Shortage Report” but is not titled that way because the District is not experiencing a shortage.

BACKGROUND

The Humboldt Community Services District (District or HCSD) was formed in 1952 to provide water and wastewater services to the unincorporated areas of Eureka, CA. 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 Pialorsi water system in Humboldt Hill and the County Service Area No. 3 in King Salmon and Fields Landing.

The District currently supplies drinking water to a population of 19,551. The annual water demand by District ratepayers is currently about 2,000 acre-feet/year (AFY). This is less than 100 gallons per capita per day (GPCPD) including residential, commercial, institutional and agricultural/irrigation uses.

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 system covers 15 square miles in hilly terrain.

Sources

Water supply is furnished by three sources. Approximately one half of the District’s consumption is purchased/imported directly from the Humboldt Bay Municipal Water District (HBMWD) through the Truesdale booster pump station; one quarter is purchased from the City of Eureka (CoE), 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 CoE) 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).

Water can be moved between these zones through transmission lines and interties. Doing so requires additional pumping and so is inefficient and less cost effective.

Demands

The District monitors and records the volume of water purchased/imported from HBMWD and CoE as well as the volume of water pumped from groundwater wells each month. This data is used for the monthly DRINC (Drinking Water Information Clearinghouse) reporting and annual eAR (Electronic Annual Report) reporting to the State Water Resources Control Board. Four years of this data was used to develop the projected water demand for the 2022 Annual Assessment. Monthly data over the most

recent four-year period was averaged to define the unconfined monthly demand. This produces a conservative estimate of demand because, over the past four years, demand has been trending down. The total volume of water produced during the 12 months preceding the assessment period (1,949 AF) is 13% less than for the 12-month period from four years prior (2240 AF). Table 2 summarizes the projected monthly water demands to the District.

DRAFT

Table 2: Water Demands¹

Use Type	Additional Description (as needed)	Level of Treatment for Non-Potable Supplies Drop-down list	Start Year: 2022 Volumetric Unit Used ² : AF												
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total by Water Demand Type
Drop-down list May select each use multiple times These are the only Use Types that will be recognized by the WUEdata online submittal tool (Add additional rows as needed)			208	215	198	170	165	154	165	141	156	150	171	187	2080
	Total by Month (Potable)		208	215	198	170	165	154	165	141	156	150	171	187	2080
Demands Served by Non-Potable Supplies			Total by Month (Non-Potable)	0	0	0	0	0	0	0	0	0	0	0	0
Notes: List considered factors impacting demands															

¹Projections are based on best available data at time of submitting the report and actual demand volumes could be different due to many factors.
²Units of measure (AF, CCF, MG) must remain consistent.
³When opting to provide other than monthly volumes (bi-monthly, quarterly, or annual), please see directions on entering data for Projected Water Demand in the Table Instructions.

Supplies

The District purchases/imports water from two agencies, HBMWD and CoE, and pumps groundwater through District owned wells. The water purchased from HBMWD and CoE is all sourced from an aquifer below the Mad River through Ranney Collectors owned and operated by HBMWD. Through contracts, HCSD is allocated 2.9 million-gallons per day (MGD) from HBMWD directly and an additional 1 MGD from CoE which is sourced from HBMWD. On average, the District sources 0.45 MGD from groundwater with a peak month average daily demand of 0.64 MGD.

HBMWD

HBMWD pumps groundwater from an aquifer below the Mad River north of Arcata CA. HBMWD supplies water to seven municipal customers including City of Arcata, City of Blue Lake, City of Eureka, Fieldbrook CSD, Humboldt CSD, Manila CSD, and McKinleyville CSD and about 600 retail water customers. HBMWD has the capacity to supply 20MGD of treated drinking water. The daily allocation of water to the seven municipal customers totals 17 MGD and includes 2.9 MGD to HCSD.

HBMWD delivers water to HCSD through a transmission line that runs down the Samoa Peninsula and crosses Humboldt Bay to terminate at the HCSD pumping facility at 1930 Truesdale Street in Eureka, CA. HBMWD water is then pumped to the HCSD storage tanks at the District corporation yard at 5055 Walnut Drive in Cutten, CA.

HBMWD maintains their own Urban Water Management Plan and associated WSCP that can be referenced at the following web location (<https://www.hbmwd.com/files/03d84a5c2/UWMP-2020+final.pdf>). HBMWD's WSCP indicates that they will use the Ruth Lake Reservoir storage volume and the time of year to determine their shortage stage. On May 19, 2022, HBMWD Ruth Lake Reservoir was at 101% of capacity and water was spilling over the spillway. This corresponds to a shortage action level of Stage 1, no shortage (HBMWD lists action Stages 1-5, HBMWD Stage 1 corresponds to AWSDA Shortage Level 0, no shortage).

Based on this information, HCSD can access 2.9 MGD from HBMWD through the Truesdale Pumping Station. 2.9 MGD corresponds to 3901.1 AFY. HCSD's total annual demand is about 2000 AFY.

CoE

HCSD purchases/imports water from CoE. CoE is one of HBMWD's municipal customers with a 7 MGD allocation. That allocation is delivered to CoE through a City owned transmission line that originates at the HBMWD turbidity reduction facility in Essex CA and terminates at the City/District owned pumping station at the corner of Hubbard Lane and Harris Street in Eureka CA (Hubbard Lane pumping station). Through contract, the District can access up to 1 MGD of the City's water allocation through this pumping station. As described previously, HBMWD is at AWSDA Shortage Level 0, no shortage so HCSD can access 1 MGD through the Hubbard Lane pumping station. 1 MGD corresponds to 1343.2 AFY.

Groundwater Basin

The District maintains two active well sites at the base of Humboldt Hill, near the Elk River. Over the past five years, the District wells have supplied an average of 0.45 MGD with a peak month average daily pumping of 0.64 MGD. This translates to 42.3 acre-feet per month average and 60 acre-feet per month peak.

The District's groundwater is drawn from the Eureka Plain Basin (DWR Groundwater Basin Number 1-9). This basin covers 37,400 acres and is bounded by the Little Salmon fault to the south, the Freshwater

Fault to the north, Wildcat Series deposits to the east and Humboldt Bay to the west. Precipitation infiltration and seepage from Freshwater Creek, Elk River and Eel River contribute to recharge of the Eureka Plain Basin.

The California Department of Water Resources (DWR) performed an extraction survey of the Eureka Plain Basin in 1996 and determined that agricultural and municipal/industrial extraction are 4,800 and 1,300 AFY respectively. HCSD has been pumping from wells in the Eureka Plain Basin since the 1950's so our extraction volumes were captured in that survey.

The Eureka Plain Basin has not been identified as an impacted basin so extensive studies regarding recharge and storage have not been developed. The adjacent Eel River Valley Groundwater Basin has been thoroughly studied and has hydrologic similarities to the Eureka Plain Basin including precipitation, soil formations, surface topography, ocean boundary and year-round surface water flow. The Eel River Valley Groundwater Sustainability Plan was adopted on January 29, 2022 by the Humboldt County Board of Supervisors. Based on data from the Eel River Valley Groundwater Sustainability Plan, the authors assume that on average, 21% of precipitation infiltrates into the Eel River Valley Groundwater Basin.

Considering the hydrologic similarity and proximity of the two basins, the assumption that 21% of annual precipitation infiltrates into the Eureka Plain Basin will be used for the purposes of this report. Using an annual average of 45.7 inches of precipitation and a surface area of 37,400 acres and the assumed 21% infiltration rate implies that 30,000 AFY percolates into the basin and becomes groundwater. This is a conservative estimate of recharge because seepage from the rivers is not accounted for. The Eel River Valley Groundwater Sustainability Plan indicates that river to groundwater seepage is the largest contributor to recharge.

Assuming that pumping from the Eureka Plain Basin has not increased significantly since the 1996 survey (6,100 AFY) and that recharge to the basin is at least 30,000 AFY, there is substantial groundwater resources available to be developed; at least 23,900 AFY on average.

District Wells

The District adopted the 2020 Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP) on June 22, 2021. Section 3.2 of the District's WSCP describes a process by which the District will evaluate the capacity of the Eureka Plain Basin to sustain extraction at the levels planned by the District for the Annual Assessment. Section 3.2 of the District's WSCP is included for reference below:

3.2 Data and Methodologies

HCSD will prepare Annual Water Supply and Demand Assessments utilizing the following data:

- *Precipitation data from the Eureka (sic)*
- *Groundwater elevation data from CASGEM wells within the Eureka Plain Groundwater Basin.*
- *Projected current year unconstrained demand.*
- *Projected current year available supply.*
- *HBMWD Annual Water Supply and Assessment*

The above data will be evaluated with similar methodologies and added to the analysis of water supply reliability contained in Section 2 of this plan.

Section 2 of the District's WSCP describes the process for determining the overall, long-term reliability of the District's groundwater resources. The data used for this analysis is available from the California Statewide Groundwater Elevation Monitoring (CASGEM) online system.

That analysis includes water surface elevation data for two residential water wells that have significant historical data. The wells are not District owned and were selected because they are located in the upper portion of the Eureka Plain Basin so their water surface levels would be susceptible to variation based on precipitation recharge or lack thereof. Despite the extended historical data for these two wells, current water surface elevation data is spotty or not available at all. The reason for the lack of data cited by CASGEM is that residential wells are not monitored during the COVID emergency.

The CASGEM residential wells used to analyze groundwater reliability are the Clover Well at 40.7221, -124.1867 (CASGEM ID 04n01w21b001h) and the Windmill Well at 40.7581, -124.0639 (CASGEM ID 04n01e03m001h). The Clover Well has a ground surface elevation of 83 feet above mean seal level and the Windmill Well has a ground surface elevation of 73 feet above mean sea level. These wells were named by District staff based on the Humboldt County road names at their respective locations.

The District has decided to correlate data from the CASGEM database to data collected from District owned wells and make the Annual Assessment based on current data collected from District owned wells.

The District currently maintains two active production wells that draw from the Eureka Plain Basin. These are the Spruce Point Well located at 40.7433, -124.1993 (CA1210009_006_006) and the South Bay Well located at 40.7369, -124.2086 (CA1210009_013_013). The District is also in the process of abandoning/destroying a third production well whose casing recently failed; the Princeton Well is located at 40.7361, -124.2037 (CA1210009-007). Current water surface elevation measurements were taken in the spring of 2022. Some historic data is also available for these wells.

The Princeton Well was constructed in June of 1978 and has a ground surface elevation of 14 feet above mean sea level. Precise measurements for historic water surface elevation are limited for this location. Operator notes indicate that this well continuously produced artesian flow from 1988 to present. This data indicates that the water surface elevation was greater than 14 feet above mean sea level. A precise measurement of the water surface elevation was recorded for the Princeton Well on May 2, 2022 using a flexible clear tube connected to the well's bypass plumbing because there was artesian flow from the well on that date. The water surface elevation recorded on May 2, 2022 was 15 feet above mean sea level.

The South Bay Well was constructed in August of 2018 and has a ground surface elevation of 10 feet above mean sea level. Operator notes indicate that this well continuously produced artesian flow from 2018 to present. This data indicates that the water surface elevation is greater than 10 feet above mean sea level. A precise measurement of the water surface elevation was recorded for the South Bay Well on May 2, 2022 using a flexible clear tube connected to the well's bypass plumbing because there was artesian flow from the well on that date. The water surface elevation recorded on May 2, 2022 was 14 feet above mean sea level.

The District maintained a second well on the same parcel as the South Bay Well that was destroyed in June of 2018 (CA1210009-004). This well was constructed in August of 1988. Operator notes indicate that this well continuously produced artesian flow between 1988 and 2014. This well was taken out of services and operator records ceased due to deteriorating water quality. The water quality issues were determined to be due to surface interaction because of a failed well seal. The artesian flow data indicates that the water surface elevation was greater than 10 feet above mean sea level between 1988 and 2014.

The Spruce Point Well was constructed on July 11, 1988 and has a ground surface elevation of 35 feet above mean sea level. The District does have some water surface elevation data for this well. In July of 1988, the water surface elevation was 15.5 feet above mean sea level. On April 19, 2012, the water surface elevation was 17.5 feet above mean sea level. On April 25, 2022, the water surface elevation was 16.5 feet above mean sea level.

Figure 1 summarizes the available data for the Eureka Plain Basin between 1985 and 2022. The data includes measured water surface as obtained from the CASGEM online system for spring and fall recordings for the Windmill Well and Clover Well. Also included is measured water surface elevation data for the District's Spruce Point Well. Additionally, estimated and measured data is shown for the District's South Bay and Princeton Wells (ground surface elevation of 10 feet and 14 feet respectively were used to quantify operator notes indicating that the wells showed artesian flow). Precipitation data is also shown as recorded on the NOAA website. This data is shown as water year (October through September) and as calendar year. Finally, the driest year is indicated with a vertical red line (2013) and the driest five-year period is indicated with a vertical red field.

Based on water surface elevation measurements taken since between 1985 and 2022, there has been no appreciable changes in water depth. Groundwater elevations in the wells are consistent and have not been significantly influenced by climatic variation (precipitation). Based on this information, the water produced from the HCSD groundwater wells is very reliable and not susceptible to drought conditions.

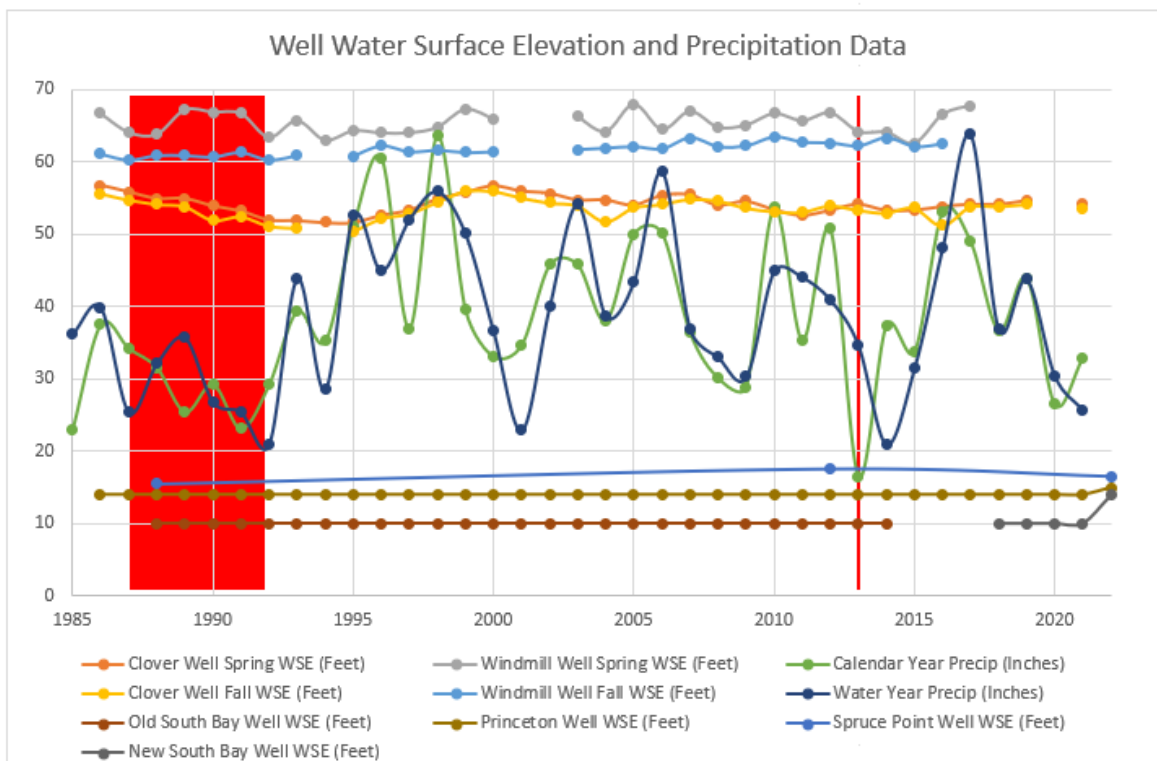


Figure 1: Water surface elevation and precipitation data for the Eureka Plain Basin between 1985 and 2022

Figure 2 shows an area map that includes a portion of the Eureka Plain Basin. The map was originally published in a document titled “Groundwater Conditions in the Eureka Area, Humboldt County, California, 1975” published by the US Geological Survey and developed in cooperation with the Humboldt County Department of Public Works. The approximate locations of the Districts production and monitoring wells are shown and called out (South Bay, Princeton, Spruce Point, Clover, and Windmill). The purpose of this figure is to corroborate the water surface elevations recorded for the period between 1985 and 2022 and shown in Figure 1. Figure 2 shows water surface elevation contours in the vicinity of the City of Eureka at the edge of Humboldt Bay as measured in 1975 with similar values to what was measured between 1985 and 2022 in the District’s production wells nearby.

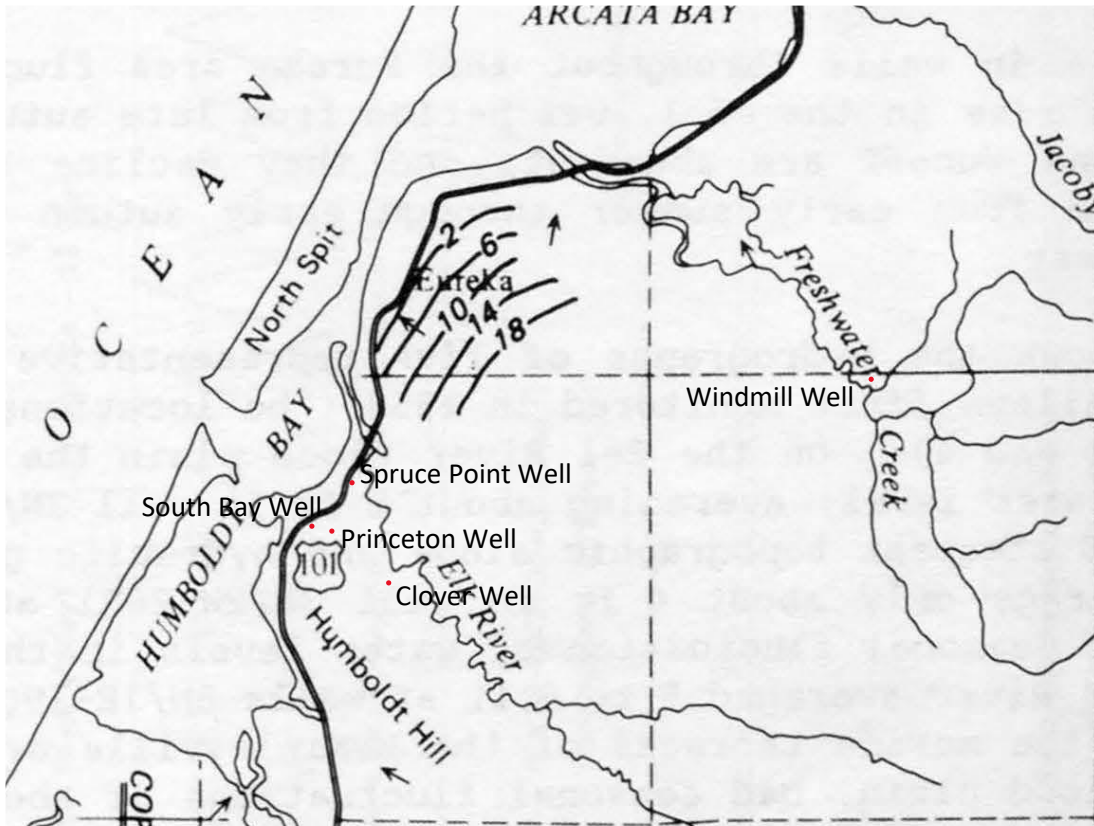


Figure 2: Clipped image of a map taken from "Groundwater Conditions in the Eureka Area, Humboldt County, California, 1975" Includes approximate locations of District production wells and local CASGEM monitoring wells.

Supply Summary

During the assessment period, July 1, 2022 through June 30, 2023, the District can access 5244 AF through purchase/import from HBMWD and CoE. The District can also pump 730 AF from groundwater wells in the Eureka Plain Basin. The total water available to the District for the assessment period is 5974 AF. Table 3 shows summarizes water supplies available to the District during the assessment period.

Table 3: Water Supplies ¹		Volumetric Unit Used ² :												Water Quality	Total Right or Safe Yield* (optional)	
Water Supply	Start Year:	2022										AF				
Drop-down List May use each category multiple times. These are the only water supply categories that will be recognized by the WUedata online submittal tool (Add additional rows as needed)	Additional Detail on Water Supply	Projected Water Supplies - Volume ³												Drop-down List		
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			Total by Water Supply Type
Potable Supplies																
	Purchased/Imported Water	331.33	331.33	320.64	331.33	320.64	331.33	299.26	331.33	320.64	331.33	320.64	331.33	320.64	3901.134	
	Purchased/Imported Water	114.08	114.08	110.4	114.08	110.4	114.08	103.04	114.08	110.4	114.08	110.4	114.08	110.4	1343.2	
	Groundwater (not desal.)	62	62	60	62	60	62	56	62	60	62	60	62	60	730	2300
	Total by Month (Potable)	507.41	507.41	491.04	507.41	491.04	507.41	458.3	507.41	491.04	507.41	491.04	507.41	491.04	5974.334	0
Non-Potable Supplies																
	Total by Month (Non-Potable)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Notes: List hydrological and regulatory conditions, infrastructure capabilities, and plausible constraints which may impact the water supplies																

¹Projections are based on best available data at time of submitting the report and actual supply volumes could be different due to many factors.

²Units of measure (AF, CCF, MG) must remain consistent.

³When opting to provide other than monthly volumes (bi-monthly, quarterly, or annual), please see directions on entering data for Projected Water Supplies in the Table Instructions.

RESULTS AND CONCLUSIONS

Water supply available to the District far exceeds expected demands for the 2022-23 water supply and demand assessment period. Table 4P shows the District's potable water shortage assessment summary for 2022. The projected monthly surplus of potable water available to the District for distribution ranges from 136% in August 2022 to 229% in December 2022. Over the 12-month assessment period, the District projects 187% potable water surplus. The District does not supply non-potable water and Table 4NP reflects that.

DRAFT

Table 4(P): Potable Water Shortage Assessment ¹	Start Year: 2022												AF		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun ³	Total		
Anticipated Unconstrained Demand	208.0	215.0	198.0	170.0	165.0	154.0	165.0	141.0	156.0	150.0	171.0	187.0	2080.00		
Anticipated Total Water Supply	507.4	507.4	491.0	507.4	491.0	507.4	507.4	458.3	507.4	491.0	507.4	491.0	5974.33		
Surplus/Shortage w/o WSCP Action	299.4	292.4	293.0	337.4	326.0	353.4	342.4	317.3	351.4	341.0	336.4	304.0	3,894.3		
% Surplus/Shortage w/o WSCP Action	144%	136%	148%	198%	198%	229%	208%	225%	225%	227%	197%	163%	187%		
State Standard Shortage Level	0	0	0	0	0	0	0	0	0	0	0	0	0		
Planned WSCP Actions															
Benefit from WSCP: Supply Augmentation													0.0		
Benefit from WSCP: Demand Reduction													0.0		
Revised Surplus/Shortage with WSCP	299.4	292.4	293.0	337.4	326.0	353.4	342.4	317.3	351.4	341.0	336.4	304.0	3894.3		
% Revised Surplus/Shortage with WSCP	144%	136%	148%	198%	198%	229%	208%	225%	225%	227%	197%	163%	187%		

¹Assessments are based on best available data at time of submitting the report and actual volumes could be different due to many factors.

²Units of measure (AF, CCF, MG) must remain consistent.

³When optional monthly volumes aren't provided, verify Tables 2 and 3 use the same columns for data entry and are reflected properly in Table 4 and make sure to use those same columns to enter the benefits from Planned WSCP Actions. Please see directions on the shortage balancing exercise in the Table Instructions. If a shortage is projected, the supplier is highly recommended to perform a monthly analysis to more accurately identify the time of shortage.

	Start Year: 2022												AF		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun ³	Total		
Table 4(NP): Non-Potable Water Shortage Assessment¹															
Anticipated Unconstrained Demand: Non-Potable	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.00		
Anticipated Total Water Supply: Non-Potable	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Surplus/Shortage w/o WSCP Action: Non-Potable	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
% Surplus/Shortage w/o WSCP Action: Non-Potable	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Planned WSCP Actions															
Benefit from WSCP: Supply Augmentation													0.0		
Benefit from WSCP: Demand Reduction													0.0		
Revised Surplus/Shortage with WSCP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
% Revised Surplus/Shortage with WSCP	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		

¹Assessments are based on best available data at time of submitting the report and actual volumes could be different due to many factors.

²Units of measure (AF, CCF, MIG) must remain consistent.

³When optional monthly volumes aren't provided, verify Tables 2 and 3 use the same columns for data entry and are reflected properly in Table 4 and make sure to use those same columns to enter the benefits from Planned WSCP Actions. Please see directions on the shortage balancing exercise in the Table Instructions. If a shortage is projected, the supplier is highly recommended to perform a monthly analysis to more accurately identify the time of shortage.

Planned Action

As evidenced by the Table 5 summarizes the District’s planned conservation efforts (Planned Water Shortage Response Actions).

Table 5: Planned Water Shortage Response Actions			July 1, 2022		to June 30, 2023	
Anticipated Shortage Level Drop-down List of State Standard Levels (1 - 6) and Level 0 (No Shortage)	ACTIONS: Demand Reduction, Supply Augmentation, and Other Actions. (Drop-down List) These are the only categories that will be accepted by the WUEdata online submittal tool. Select those that apply.	Is action already being implemented? (Y/N)	How much is action going to reduce the shortage gap?		When is shortage response action anticipated to be implemented?	
			Enter Amount	(Drop-down List) Select % or Volume Unit	Start Month	End Month
<i>Add additional rows as needed</i>						
0 (No Shortage)	No Actions	Yes	0	AF	July	June
0 (No Shortage)	CII - Commercial kitchens required to use pre-rinse spray valves	Yes	0	AF	July	June
0 (No Shortage)	CII - Lodging establishment must offer opt out of linen service	No	0	AF	July	December
0 (No Shortage)	Reduce System Water Loss	Yes	0	AF	July	June
0 (No Shortage)	CII - Restaurants may only serve water upon request	No	0	AF	July	September
0 (No Shortage)	Expand Public Information Campaign	No	0	AF	July	September
0 (No Shortage)	Landscape - Restrict or prohibit runoff from landscape irrigation	Yes	0	AF	July	June
0 (No Shortage)	Landscape - Other landscape restriction or prohibition	No	0	AF	July	September
0 (No Shortage)	Other - Require automatic shut of hoses	Yes	0	AF	July	June
0 (No Shortage)	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner	Yes	0	AF	July	June
0 (No Shortage)	Other water feature or swimming pool restriction	No	0	AF	July	September
0 (No Shortage)	Other - Prohibit use of potable water for washing hard surfaces	No	0	AF	July	September
NOTES: Humboldt Community Services District is not experiencing nor do we anticipate a water shortage						

Continued Monitoring

The District’s record of groundwater surface election data is less than optimal. The reason for this is the abundance of available groundwater. In 70 years of operation, the District has never experienced a water shortage. The District has plans to monitor water surface elevation at all of the production well sites as often as is practical going forward.

Each of the District’s production wells include unique challenges. The new South Bay Well will be the easiest to monitor because a data acquisition solution is possible there. A pressure transducer has been installed into the South Bay Well that enables the District’s SCADA system to record level data continuously. This will allow District staff to monitor static water level, drawdown and recovery rates.

The Princeton well has been taken out of service because of a failed casing. This well is scheduled to be destroyed and the District is in the process of obtaining permits to do so. A level measurement will be taken at the Princeton Well using the clear stand tube method at least twice per year (spring and fall) until that well is destroyed.

The Spruce Point Well presents a challenge for regular water surface elevation measurements. The water surface elevation in this well is usually around 20 feet below the ground surface. The well casing has been lined with a smaller diameter stand pipe. The pump shaft outer diameter to standpipe inner diameter is tight enough that a well tape cannot be fed into the annular space. This year, the Spruce Point Well pump was pulled so that the well could be filmed. The results of the filming indicate that the well will need maintenance that will require the pump to be pulled at least twice in the coming years. During these events, the water surface elevation will be measured and recorded.

All data that is recorded in the future will be included in future Annual Assessment reports.

Additional Source Development

Considering the abundance of groundwater in the Eureka Plain Basin, the District plans to develop groundwater resources to augment supply and bolster resiliency. This will provide water security for the District as well as providing a reliable, high quality source of drinking water for future population growth. Developing the District's groundwater resources will also enable the District to provide water to neighboring agencies, like the CoE, in the event of an emergency like a transmission line failure. The transmission line supplying HBMWD water to HCSD is close to 15 miles long. The transmission line supplying HBMWD water to CoE is about 10 miles long. Both of these lines are susceptible to seismic damage. Local storage and/or supplemental supply will greatly reduce the risk of water outage for both agencies.

The District owns six parcels where wells drawing from the Eureka Plain Basin have served the District in the past. These include the South Bay, Princeton and Spruce Point locations. Additionally, there were production wells on three other District owned properties in the past. These are the Little California Well (40.7658, -124.1713), Meyers Well (40.7592, -124.1778), and Jungers/Pine Hill Well (40.7526, -124.1881).

As previously indicated, the Princeton Well casing has failed and the well is scheduled for destruction. Wells on this parcel have served the District for many years. The current well on that site had a pumping capacity of 100 gallons per minute (GPM). The District is considering developing a production well at that location with similar capacity to the South Bay Well (1,000 to 1,500 GPM).

The Spruce Point well was constructed almost 35 years ago. This well is likely nearing the end of useful life. A new well will be developed at this location when the current well fails.

The South Broadway Well was constructed in 2018 and is currently serving the District reliably.

The District will perform feasibility studies to determine the potential to develop groundwater wells on the other historical District well sites. The expectation is that each of these sites is suitable for wells with similar pumping capacity to the South Bay Well. Provided all six sites are able to support 1,000 GPM well pumps and that interactions between the wells do not affect production, the District would have access to about 5,000 AFY of groundwater at a 50% duty cycle. Considering that a conservative estimate of surplus groundwater recharge into the basin is 24,000 AFY and that the District's current annual demand is 2,000 AFY, this level of development would be suitable to supply regional water resiliency and future growth.

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: **June 14, 2022**

Agenda Item: **G.2** – New Business

TITLE: First Reading of **Fiscal Year 2022/23 Budget**

Presented by: Michael Montag, Finance Manager/District Treasurer

Recommendation: Staff recommends the Board of Directors:

1. Review and discuss proposed FY 2022/2023 Budget
2. Provide direction to staff to proceed with the process of finalizing the 2022/2023 budget, or identify desired modifications.

Summary:

Attached for the Board's review and consideration is the initial draft of the FY 2022/2023 District Budget. Notable highlights are listed below.

Highlights of significance within the proposed FY 2022/2023 Budget:

Water Rate Revenue: Water rate revenue for 2022/2023 is set with the expectation that rates will remain as currently set until the Rate Study is completed.

Sewer Rate Revenue: Sewer rate revenue is set with the expectation that base rates will remain as currently set until the Rate Study is completed.

Pass-through rates revenue: Pass-through rates are set with the expectation that there will be no change to volumetric pass-through rates for 2022/2023. Pass-through rates for Sewer will remain at the rates set for 2021/2022, and pass-through rates for water will remain at zero. Additional details regarding pass-through rates can be found in the associated resolution for 2022/2023 pass through rates.

Wage and Benefit expenses: District wages are projected to increase significantly compared to 2021/2022 due to a number of factors. In addition to the Cost-of-Living increase recently approved, the district is expecting new hires to bring staffing back to normal levels. Associated employee benefit and insurance expenses are projected to increase by a corresponding amount.

Other Professional Services (Grant assistance): In addition to normal professional services, the District is hoping to receive Grant funding assistance from various sources. The Professional services expense budget includes \$100,000 for professional grant writing

assistance. If successful, it is expected that such grant funding would offset the expense at 100:1. \$100,000 in grant writing should yield \$10,000,000 in grant funding.

Elections expense: The Budget includes an anticipated \$15,000 in expenses associated with two Board seats being up for election in November 2022.

Long Term Debt: The 2012 Consolidation Refinance loan payments are reduced for 2022/2023 due to a portion of that loan being paid off in 2021/2022. Two new loans are expected for vehicle purchases, with payments on those loans expected to begin in FY 2023/2024

Capital Expenditures: Capital expenditures have been previously presented in detail by the District General Manager and approved during the May 24, 2022 regular business meeting. All approved capital expenditures are included and listed in the draft budget.

Working Capital Reserve Summaries:

On June 9th 2015, the Board adopted resolution 2015-08 establishing minimum reserves of not less than Sixty Days of Operating Expenses. The 2017 Rate Study recommended reserve amounts consisting of the combined amount of 60 days Operating Expenses, 3% of Net asset values related to Capital Rehabilitation and Replacement, and 1 year of debt service. The following chart compares the reserve balances according to these formulas against the projected reserves under the current proposed budget. Under this projection, the Water Fund, and General fund will be at or above the necessary reserve amount, and the Sewer Fund will continue to build reserves for anticipated future expenses. While the projected reserves do exceed the reserve requirements, such reserves are necessary for expected capital expenditure in FY 2023 and beyond.

	Recommended reserves		Projected reserves	
	Res 2015-08 Reserve amount	2017 Rate Study reserve amount	Projected reserves as of 6/30/2022	Projected reserves as of 6/30/2023
Water Fund	\$737,000	\$1,364,220	\$4,897,850	\$4,134,917
Sewer Fund	\$570,000	\$2,570,943	\$3,772,721	\$4,338,431
General Fund	\$11,000	\$11,000	\$1,772,496	\$2,072,496
Total	\$1,318,000	\$3,946,163	\$10,443,067	\$10,443,067

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
FOR ENTIRE DISTRICT

	2020-21 Actual	2021-22 Budget	2021-22 Est Actual	2022-23 Budget req
OPERATING REVENUE				
Metered Water Sales	5,307,097	5,200,000	5,395,364	5,449,000
Water Charges - Pass Through	224,195	-	17,150	-
Sewer Service Charges	4,828,550	5,015,000	5,227,389	5,280,000
Sewer Service Charges - Pass Through	782,162	1,447,800	1,510,524	1,500,000
Water & Sewer Construction Fees	56,923	32,000	41,175	47,000
Account Fees	140,435	140,000	34,533	35,000
Inspection Fees	189	-	-	-
Reimbursable Maintenance Fees	25	1,000	1,000	1,000
Miscellaneous	1,582	2,000	2,000	2,000
TOTAL OPERATING REVENUE	11,341,158	11,837,800	12,229,135	12,314,000
NON-OPERATING REVENUE				
Capital Connection Fees	239,779	180,000	139,468	180,000
Interest/General	(14,510)	42,000	15,001	30,000
Discounts Earned	1,942	2,000	2,000	2,000
Sales:Fixed Assets/Scrap Metal	66,490	15,700	15,700	15,700
Bad Debt Recovery	6,591	10,000	7,000	10,000
Property Taxes & Assessments	549,698	490,000	490,000	490,000
Insurance Rebate	34,184	20,000	7,207	20,000
Other Non-Operating Revenue	-	2,200	-	-
TOTAL NON-OPERATING REVENUE	884,174	761,900	676,376	747,700
TOTAL DISTRICT REVENUE	12,225,332	12,599,700	12,905,511	13,061,700
OPERATING EXPENSES				
Wages Direct	1,453,617	1,510,000	1,447,660	1,635,000
Benefits: PERS	415,104	460,000	452,054	503,000
Group Ins	1,017,129	1,210,000	1,066,526	1,235,000
Workers Comp Ins	19,899	23,000	23,431	23,500
FICA/Medicare	111,681	117,000	111,259	117,000
Misc Benefits	190	600	480	500
Total Wages and Benefits	3,017,620	3,320,600	3,101,409	3,514,000
Less: wages & ben charged to Capital Proj.	(239,971)	(166,000)	(155,046)	(175,676)
Total Operating Wages and benefits	2,777,649	3,154,600	2,946,363	3,338,324
Water Purchase HBMWWD	1,077,266	1,075,000	1,072,542	1,075,000
Water Purchase Eureka	756,921	810,000	797,145	810,000
Sewage Treatment Operations & Maint.	1,434,300	1,465,000	1,465,248	1,495,000

HUMBOLDT COMMUNITY SERVICES DISTRICT

SUMMARY BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023 FOR ENTIRE DISTRICT

	2020-21 Actual	2021-22 Budget	2021-22 Est Actual	2022-23 Budget req
OPERATING REVENUE & EXPENSES				
TOTAL OPERATING REVENUE	11,341,158	11,837,800	12,229,135	12,314,000
TOTAL OPERATING EXPENSES	(7,099,668)	(7,994,676)	(7,617,700)	(8,258,362)
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,241,490	3,843,124	4,611,435	4,055,638
NON-OPERATING REVENUE & EXPENSES				
TOTAL NON-OPERATING REVENUE	884,174	761,900	676,376	747,700
TOTAL LONG TERM DEBT SERVICE	(576,441)	(1,015,457)	(1,015,596)	(648,860)
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	4,549,223	3,589,567	4,272,215	4,154,478
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(2,020,028)	(1,863,000)	(1,550,430)	(2,916,700)
CITY of EUREKA PROJECT REIMBURSEMENT	(597,874)	(1,336,000)	(1,336,000)	(1,135,000)
BUDGET SURPLUS (DEFICIT)	<u>1,931,321</u>	<u>390,567</u>	<u>1,385,785</u>	<u>102,778</u>
Working Capital Reserve Summary				
BUDGET SURPLUS or (DEFICIT)	1,931,321	390,567	1,385,785	102,778
Beginning Working Capital Reserves	7,125,961	9,057,282	9,057,282	10,443,066
Working Capital Reserve Balance, End of Year	9,057,282	9,447,849	10,443,066	10,545,844

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023

Water Fund

	2020-21 Actual	2021-22 Budget	2021-22 Est Actual	2022-23 Budget req
OPERATING REVENUE				
Metered Water Sales	5,307,097	5,200,000	5,395,364	5,449,000
Water Pass Through	224,195	-	17,150	-
Water Construction Fees	35,707	20,000	41,175	35,000
Account Fees	80,048	79,800	19,684	19,950
Inspection Fees	189	-	-	-
Reimbursable Maintenance Fees	25	800	800	800
Miscellaneous	758	1,000	1,000	1,000
TOTAL OPERATING REVENUE	5,648,019	5,301,600	5,475,173	5,505,750
NON-OPERATING REVENUE				
Water Capital Connection Fees	133,177	90,000	71,085	90,000
Interest/General	(10,898)	32,966	11,774	23,547
Discounts Earned	1,107	1,280	1,209	1,280
Sales:Fixed Assets/Scrap Metal	37,899	8,844	6,636	8,844
Bad Debt Recovery	3,757	5,700	3,991	5,700
FW/MR Assessment	136,988	140,000	140,000	140,000
Other Non-Operating Revenue	-	2,200	-	-
TOTAL NON-OPERATING REVENUE	302,030	280,990	234,695	269,371
TOTAL DISTRICT REVENUE	5,950,049	5,582,590	5,709,868	5,775,121
OPERATING EXPENSES				
Wages Direct	720,109	709,700	680,400	768,450
Wages & Benefits: Allocated	481,346	593,250	547,579	623,298
Benefits: PERS	106,302	165,600	162,739	181,080
Group Ins	331,141	375,100	330,623	382,850
Workers Comp Ins	9,248	12,420	12,653	12,690
FICA/Medicare	54,899	54,990	52,292	54,990
Misc Benefits	-	-	-	-
Total Wages and Benefits	1,703,046	1,911,060	1,786,286	2,023,358
Less: wages & ben charged to Capital Proj.	(171,155)	(122,840)	(114,734)	(130,000)
Total Operating Wages and benefits	1,531,891	1,788,220	1,671,552	1,893,358
Water Purchase HBMWD	1,077,266	1,075,000	1,072,542	1,075,000
Water Purchase Eureka	756,921	810,000	797,145	810,000
Water Analysis	7,566	15,000	4,307	7,500
Supplies/ Construction	78,280	99,160	123,067	118,030
Supplies/Office-Administration	4,680	5,700	4,200	4,500
Supplies/ Engineering	143	1,425	456	1,425

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023

Water Fund

	2020-21 Actual	2021-22 Budget	2021-22 Est Actual	2022-23 Budget req
Supplies/ Maintenance	54,088	48,750	56,784	50,000
Temporary Labor	-	11,544	31,513	31,744
Repairs & Maintenance/Trucks	23,230	30,800	35,210	30,800
Equipment Rental	171	3,700	-	3,700
Building & Grounds Maintenance	159	1,920	1,795	1,800
Electrical Power	164,805	162,690	154,273	162,690
Telephone	2,573	6,080	4,131	5,760
Postage	408	1,290	1,290	1,290
Freight	60	285	228	285
Chemicals	9,888	12,000	8,201	10,000
Engineering	268	390	390	390
Other Professional Services	9,291	7,600	1,000	23,600
Transportation	28,778	34,200	35,975	43,171
Office Equip. Maintenance	1,990	2,100	900	1,050
Computer Software Maintenance	15,642	21,600	16,800	21,600
Memberships & Subscriptions	977	1,338	1,404	1,488
Bad Debts & Minimum Balance Writeoff	9,492	114,000	85,500	28,500
Conference & Continuing Ed	654	7,000	1,295	12,075
Certifications	1,087	1,620	688	1,050
State/County & LAFCO Fees and Charges	22,613	17,000	11,900	13,600
Hydraulic Water Model Maintenance	5,869	6,000	-	6,000
Human Resources	419	7,800	2,447	8,190
Miscellaneous	-	1,980	2,640	2,640
General & Admin Expense Allocation	171,575	217,981	168,358	262,094
TOTAL OPERATING EXPENSES	3,980,784	4,514,173	4,295,991	4,633,330
LONG TERM DEBT PAYMENTS				
Safe Drinking Water Bond	177,558	177,429	177,429	177,429
2012 CIP & Refi.	115,560	49,500	49,500	26,166
Davis-Grunsky Loan	6,051	5,912	6,051	6,049
VacCon Truck Loan	60,256	-	-	-
Debt Service: Allocated	-	-	-	(170,000)
TOTAL LONG TERM DEBT PAYMENTS	359,425	232,841	232,980	39,644
CAPITALIZED EXPENDITURES				
Vehicles/Rolling Stock/Capital Equipment	1,471	-	-	-
Building & Yard Improvements	-	-	-	-
Capital Improvements Water	1,381,202	1,260,000	1,085,430	1,617,700
Engineering & Studies	-	-	-	-
General Fund Allocation	2,850	186,960	165,870	247,380

HUMBOLDT COMMUNITY SERVICES DISTRICT
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
Water Fund

	2020-21 Actual	2021-22 Budget	2021-22 Est Actual	2022-23 Budget req
TOTAL CAPITAL EXPENDITURES	1,385,523	1,446,960	1,251,300	1,865,080
BUDGET SURPLUS (DEFICIT)	224,317	(611,384)	(70,403)	(762,933)

DRAFT Budget FY 2022/2023

HUMBOLDT COMMUNITY SERVICES DISTRICT

SUMMARY BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023

Water Fund

	2020-21 Actual	2021-22 Budget	2021-22 Est Actual	2022-23 Budget req
OPERATING REVENUE & EXPENSES				
TOTAL OPERATING REVENUE	5,648,019	5,301,600	5,475,173	5,505,750
TOTAL OPERATING EXPENSES	(3,980,784)	(4,514,173)	(4,295,991)	(4,633,330)
NET SURPLUS/(DEFICIT) FROM OPERATIONS	1,667,235	787,427	1,179,182	872,421
NON-OPERATING REVENUE & EXPENSES				
TOTAL NON-OPERATING REVENUE	302,030	280,990	234,695	269,371
TOTAL LONG TERM DEBT SERVICE	(359,425)	(232,841)	(232,980)	(39,644)
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	1,609,840	835,576	1,180,897	1,102,148
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(1,385,523)	(1,446,960)	(1,251,300)	(1,865,080)
BUDGET SURPLUS or (DEFICIT)	224,317	(611,384)	(70,403)	(762,933)
Working Capital Reserve Summary				
BUDGET SURPLUS or (DEFICIT)	224,317	(611,384)	(70,403)	(762,933)
Beginning Working Capital Reserves	4,743,936	4,968,253	4,968,253	4,897,850
Working Capital Reserve Balance, End of Year	4,968,253	4,356,869	4,897,850	4,134,917

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
Sewer Fund

	2020-21 Actual	2021-22 Budget	2021-22 Est Actual	2022-23 Budget req
OPERATING REVENUE				
Sewer Service Charges	4,828,550	5,015,000	5,227,389	5,280,000
Sewer Service Charges - Pass Through	782,162	1,447,800	1,510,524	1,500,000
Sewer Construction Fees	21,216	12,000	-	12,000
Account Fees	60,387	60,200	14,849	15,050
Inspection Fees	-	-	-	-
Reimbursable Maintenance Fees	-	200	200	200
Miscellaneous	824	1,000	1,000	1,000
TOTAL OPERATING REVENUE	5,693,139	6,536,200	6,753,962	6,808,250
NON-OPERATING REVENUE				
Sewer Capital Connection Fees	106,602	90,000	68,383	90,000
Interest/General	(2,293)	9,034	3,227	6,453
Discounts Earned	835	720	791	720
Sales: Fixed Assets/Scrap Metal	28,591	6,856	9,064	6,856
Bad Debt Recovery	2,834	4,300	3,009	4,300
Other Non-Operating Revenue	-	-	-	-
TOTAL NON-OPERATING REVENUE	136,569	110,910	84,474	108,329
TOTAL DISTRICT REVENUE	5,829,708	6,647,110	6,838,436	6,916,579
OPERATING EXPENSES				
Wages Direct	468,296	437,900	419,821	474,150
Wages & Benefits: Allocated	481,346	593,250	547,579	623,298
Benefits: PERS	65,689	105,800	103,972	115,690
Group Ins	228,641	229,900	202,640	234,650
Workers Comp Ins	8,476	7,590	7,732	7,755
FICA/Medicare	35,680	35,100	33,378	35,100
Misc Benefits	-	-	-	-
Total Wages and Benefits	1,288,129	1,409,540	1,315,123	1,490,643
Less: wages & ben charged to Capital Proj.	(42,371)	(43,160)	(40,312)	(45,676)
Total Operating Wages and benefits	1,245,758	1,366,380	1,274,811	1,444,967
Sewage Treatment: Operating & Maint.	1,434,300	1,465,000	1,465,248	1,495,000
Sewer Analysis	-	5,000	4,307	7,500
Supplies/ Construction	38,968	34,840	43,240	41,470
Supplies/ Office-Administration	3,531	5,700	4,200	4,500
Supplies/ Engineering	303	1,075	344	1,075
Supplies/ Maintenance	26,779	48,750	56,784	50,000

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
Sewer Fund

	2020-21 Actual	2021-22 Budget	2021-22 Est Actual	2022-23 Budget req
Temporary Labor	-	4,056	17,948	19,456
Repairs & Maintenance/Trucks	17,008	24,200	27,665	24,200
Equipment Rental	16,913	1,300	-	1,300
Building & Grounds Maintenance	120	1,600	1,496	1,500
Electrical Power	56,264	70,992	67,319	70,992
Telephone	1,941	3,040	2,065	2,880
Postage	298	960	960	960
Freight	155	215	172	215
Legal	-	-	-	-
Engineering	-	100	100	100
Other Professional Services	2,885	7,600	1,000	23,600
Transportation	21,710	25,800	27,139	32,567
Office Equip. Maintenance	1,501	1,540	660	770
Computer Software Maintenance	10,607	16,200	12,600	16,200
Memberships & Subscriptions	1,004	892	936	992
Bad Debts & Minimum Balance Writeoff	129	86,000	64,500	21,500
Conference & Continuing Ed	190	8,800	1,628	15,180
Certifications	176	1,242	528	805
State/County & LAFCO Fees and Charges	6,613	9,000	6,300	7,200
Human Resources	316	5,800	1,820	6,090
Miscellaneous	(2)	1,440	1,920	1,920
General & Admin Expense Allocation	171,575	217,981	168,358	262,094
TOTAL OPERATING EXPENSES	3,059,042	3,415,503	3,254,048	3,555,033
LONG TERM DEBT PAYMENTS				
2014 Wastewater Revenue Bonds	485,572	487,575	487,575	484,175
2012 CIP & Refi.	243,660	177,600	177,600	177,600
VacCon Truck Loan(2014)	20,085	-	-	-
VacCon Truck Loan(2021)	(532,301)	117,441	117,441	117,441
Debt Service: Allocated	-	-	-	(170,000)
TOTAL LONG TERM DEBT PAYMENTS	217,016	782,616	782,616	609,216
CAPITALIZED EXPENDITURES				
Vehicles/Rolling Stock/Capital Equipment	532,301	-	-	-
Building, Yard& Paving Improvements	-	-	-	-
Capital Improvements Sewer	100,054	275,000	174,000	865,000
Engineering & Studies	-	-	-	-
General Fund Allocation	2,150	141,040	125,130	186,620
TOTAL CAPITAL EXPENDITURES	634,505	416,040	299,130	1,051,620

HUMBOLDT COMMUNITY SERVICES DISTRICT
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
 Sewer Fund

	2020-21 Actual	2021-22 Budget	2021-22 Est Actual	2022-23 Budget req
City of Eureka Projects:				
CoE WWTP CIP	596,221	1,336,000	1,336,000	1,135,000
CoE MS	1,653	-	-	-
TOTAL OTHER	597,874	1,336,000	1,336,000	1,135,000
BUDGET SURPLUS (DEFICIT)	1,321,271	696,951	1,166,643	565,711

DRAFT Budget FY 2022/2023

HUMBOLDT COMMUNITY SERVICES DISTRICT

SUMMARY BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023

Sewer Fund

	2020-21 Actual	2021-22 Budget	2021-22 Est Actual	2022-23 Budget req
OPERATING REVENUE & EXPENSES				
TOTAL OPERATING REVENUE	5,693,139	6,536,200	6,753,962	6,808,250
TOTAL OPERATING EXPENSES	(3,059,042)	(3,415,503)	(3,254,048)	(3,555,033)
NET SURPLUS/(DEFICIT) FROM OPERATIONS	<u>2,634,097</u>	<u>3,120,697</u>	<u>3,499,915</u>	<u>3,253,218</u>
NON-OPERATING REVENUE & EXPENSES				
TOTAL NON-OPERATING REVENUE	136,569	110,910	84,474	108,329
TOTAL LONG TERM DEBT SERVICE	(217,016)	(782,616)	(782,616)	(609,216)
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	<u>2,553,650</u>	<u>2,448,991</u>	<u>2,801,773</u>	<u>2,752,331</u>
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(634,505)	(416,040)	(299,130)	(1,051,620)
CITY of EUREKA PROJECT REIMBURSEMENT	(597,874)	(1,336,000)	(1,336,000)	(1,135,000)
BUDGET SURPLUS or (DEFICIT)	<u>1,321,271</u>	<u>696,951</u>	<u>1,166,643</u>	<u>565,711</u>
Working Capital Reserve Summary				
BUDGET SURPLUS or (DEFICIT)	1,321,271	696,951	1,166,643	565,711
Beginning Working Capital Reserves	1,284,807	2,606,078	2,606,078	3,772,721
Working Capital Reserve Balance, End of Year	<u>2,606,078</u>	<u>3,303,029</u>	<u>3,772,721</u>	<u>4,338,431</u>

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
General Fund

	2020-21 Actual	2021-22 Budget	2021-22 Est Actual	2022-23 Budget req
OPERATING REVENUE				
Interest (will be allocated to w/s @ y/e)	(1,319)	-	-	-
Miscellaneous	-	-	-	-
TOTAL OPERATING REVENUE	(1,319)	-	-	-
NON-OPERATING REVENUE				
Property Taxes	412,710	350,000	350,000	350,000
Insurance Rebate	34,184	20,000	7,207	20,000
Other Non-Operating Revenue	-	-	-	-
TOTAL NON-OPERATING REVENUE	446,894	370,000	357,207	370,000
TOTAL DISTRICT REVENUE	445,575	370,000	357,207	370,000
OPERATING EXPENSES				
Wages Direct	265,211	362,400	347,438	392,400
Benefits: PERS	243,113	188,600	185,342	206,230
Group Ins	457,347	605,000	533,263	617,500
Workers Comp Ins	2,175	2,990	3,046	3,055
FICA/Medicare	21,102	26,910	25,590	26,910
Misc Benefits	190	600	480	500
Total Wages and Benefits	989,138	1,186,500	1,095,159	1,246,595
Less: wages & ben charged to Capital Proj.	(26,445)	-	-	-
Less: Allocated to Water and Sewer Funds	(962,693)	(1,186,500)	(1,095,159)	(1,246,595)
Total Unallocated Wages and Benefits	0	-	0	-
Supplies/ Construction	-	-	-	-
Supplies/ Administration	6,920	7,600	5,600	6,000
Supplies/ Engineering	300	-	-	-
Supplies/ Maintenance	42	-	-	-
Invoicing	53,584	52,476	57,558	57,000
Temporary Labor	-	10,000	5,000	10,000
Repairs & Maintenance/Trucks	-	-	-	-
Equipment Rental	-	-	-	-
Building & Grounds Maintenance	22,124	28,480	26,627	26,700
Electrical Power	58,531	62,118	58,904	62,118
Street Lights	59,842	65,000	67,662	70,000
Telephone	8,728	9,880	6,712	9,360
Postage	2,128	750	750	750
Freight	-	-	-	-

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
General Fund

	2020-21 Actual	2021-22 Budget	2021-22 Est Actual	2022-23 Budget req
Liability Insurance	54,488	65,000	58,474	62,000
Legal Services	6,699	30,000	3,484	70,000
Accounting	10,612	15,000	13,000	13,000
Engineering	255	510	510	510
Other Professional Services	5,250	22,800	3,000	70,800
Bank Service Charges	47,220	35,000	26,619	28,000
Transportation	-	-	-	-
Office Equip. Maintenance	6,171	10,360	4,440	5,180
Computer Software Maintenance	6,152	7,200	5,600	7,200
Memberships & Subscriptions	15,387	20,070	21,054	22,320
Bad Debts & Minimum Balance Writeoff	-	-	-	-
Conference & Continuing Ed	314	4,200	777	7,245
Certifications	-	2,538	1,078	1,645
State/County & LAFCO Fees and Charges	860	24,000	16,800	19,200
Elections Expense	14,869	-	-	15,000
Human Resources	10,496	6,400	2,008	6,720
Miscellaneous	170	5,580	7,440	7,440
Director's Fees	11,850	16,000	11,280	16,000
General & Admin Expense Allocation	(343,150)	(435,962)	(336,715)	(524,188)
TOTAL OPERATING EXPENSES	59,842	65,000	67,662	70,000
LONG TERM DEBT PAYMENTS				
New Financing - F450 w/ Crane	-	-	-	(140,000)
New Financing - Dump Truck	-	-	-	(200,000)
Less: Allocated to Water & Sewer Funds	-	-	-	340,000
TOTAL LONG TERM DEBT PAYMENTS	-	-	-	-
CAPITALIZED EXPENDITURES				
Vehicles/Rolling Stock/Capital Equipment	-	58,000	50,000	340,000
Building, Yard & Paving Improvements	-	170,000	141,000	94,000
Engineering & Studies	5,000	100,000	100,000	-
Less: Allocated to Water & Sewer Funds	(5,000)	(328,000)	(291,000)	(434,000)
TOTAL CAPITAL EXPENDITURES	-	-	-	-
BUDGET SURPLUS (DEFICIT)	385,733	305,000	289,545	300,000

HUMBOLDT COMMUNITY SERVICES DISTRICT

SUMMARY BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023

General Fund

	2020-21 Actual	2021-22 Budget	2021-22 Est Actual	2022-23 Budget req
OPERATING REVENUE & EXPENSES				
TOTAL OPERATING REVENUE	(1,319)	-	-	-
TOTAL OPERATING EXPENSES	(59,842)	(65,000)	(67,662)	(70,000)
NET SURPLUS/(DEFICIT) FROM OPERATIONS	<u>(61,161)</u>	<u>(65,000)</u>	<u>(67,662)</u>	<u>(70,000)</u>
NON-OPERATING REVENUE & EXPENSES				
TOTAL NON-OPERATING REVENUE	446,894	370,000	357,207	370,000
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	<u>385,733</u>	<u>305,000</u>	<u>289,545</u>	<u>300,000</u>
HCSD CAPITAL IMPROVEMENT EXPENDITURES	-	-	-	-
BUDGET SURPLUS or (DEFICIT)	<u>385,733</u>	<u>305,000</u>	<u>289,545</u>	<u>300,000</u>
Working Capital Reserve Summary				
BUDGET SURPLUS or (DEFICIT)	385,733	305,000	289,545	300,000
Beginning Working Capital Reserves	1,097,218	1,482,951	1,482,951	1,772,496
Working Capital Reserve Balance, End of Year	<u>1,482,951</u>	<u>1,787,951</u>	<u>1,772,496</u>	<u>2,072,496</u>

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
Capital Expenditures

	2020-21 Actual	2021-22 Budget	2021-22 Est Actual	2022-23 Budget req
VEHICLES, ROLLING STOCK & EQUIPMENT				
New Computers & Laptops Scheduled Replacements	-	-	-	-
Unit #9 Replacement - Van	-	50,000	50,000	-
Unit #4 2010 Ford F-450 w/crane	-	-	-	140,000
Office Security Camera	-	8,000	-	-
Directional Boring Tool	-	-	-	-
Unit 10 (Peterbilt Dump Truck)	-	-	-	200,000
Emergency Generators (Water)	1,471	-	-	-
Sewer Camera Van (Sewer)	-	-	-	-
Sewer VacCon Truck (Sewer)	532,301	-	-	-
Total Vehicles, Rolling Stock & Equipment	533,772	58,000	50,000	340,000
BUILDING, YARD & PAVING IMPROVEMENTS				
Office Building - (Siding, Windows, Front, Roof) (GF)	-	80,000	35,000	50,000
Office Roof	-	-	40,000	20,000
Office ADA	-	-	15,000	14,000
Annexations (GF)	-	35,000	-	-
Yard Paving Repairs (GF)	-	35,000	35,000	-
Vehicle Storage Upgrades (GF)	-	20,000	16,000	10,000
Total Building, Yard & Paving Improvements	-	170,000	141,000	94,000
WATER SYSTEM IMPROVEMENTS (Water)				
New Connections	7,371	7,500	7,500	7,500
Lloyd Street SMR	-	-	-	-
18th Street SMR	-	65,000	-	243,000
Park Street SMR	-	-	90,000	-
LaPointe SMR	-	-	-	25,000
Truesdale WBS	-	-	-	-
Water Storage Tank Cleaning/Maintenance	-	-	-	-
New Construction Meters	-	-	-	-
Replace South Bay Well	-	-	-	-
Mitchell Rd Bypass	-	-	-	-
Spruce Pt well pump	-	15,000	3,490	30,000
Complete Radio System Eval & Upgrade	-	-	-	-
South Bay School Backflow	-	15,000	-	15,000
Donna Drive Hydro-Tank Replacement	131	75,000	95,000	55,000
Donna Drive .5MG Tank	-	-	-	40,000
Ridgewood Tank	383,424	670,000	615,800	54,200
Pine Hill Water Line	367,716	-	-	-
Tower Lane SMR	612	65,000	5,000	162,000
Walnut Drive 1.0MG Tank Rehab	588,817	-	-	-
Christian Ln SMR	439	16,500	28,359	35,000

Meadowood SMR	-	-	-	-
McKay Ranch Water Study	(7,133)	-	-	-
AMR Program	37,940	141,000	141,000	141,000
SCADA Upgrade	-	100,000	25,000	100,000
Water Storage Tanks Cleaning Inspecting	-	30,000	9,281	-
ADA Access-Pump Facilities	-	-	-	5,000
South Bay Well	1,885	20,000	10,000	10,000
Hubbard Pump	-	-	15,000	35,000
Brier Lane 0.5MG Tank	-	40,000	40,000	660,000
Total Water System Improvements	1,381,202	1,260,000	1,085,430	1,617,700
SEWER SYSTEM IMPROVEMENTS (Sewer)				
Sea Ave SLS/FM	13,908	-	50,000	20,000
Sequoia Lift Station	950	10,000	10,000	-
New Connections	-	5,000	5,000	5,000
Burns Drive	-	-	-	-
SCADA Upgrade	5,050	-	-	-
Hidden Meadows SLS	9,703	-	-	-
Hemlock	3,836	60,000	17,000	250,000
Dr. Office Lane	-	-	-	148,000
South Broadway SLS/FM	6,989	-	-	-
South Broadway Spare Pump	13,795	-	-	-
Perch SLS Panel Enclosure	7,959	-	-	-
Bhune SLS Panel Enclosure	7,959	-	-	-
Golf Course Sewer Slough Xing	29,905	-	-	-
Hartman Ln	-	-	-	65,000
Noe St	-	-	-	162,000
Blackberry SLS	-	100,000	60,000	40,000
Bailey SLS	-	100,000	32,000	100,000
Artino SLS	-	-	-	75,000
Total Sewer System Improvements	100,054	275,000	174,000	865,000
ENGINEERING, STUDIES & CAPITAL OUTLAY				
Fill Site Development (GF)	-	-	-	-
PG&E PSPS Event (GF)	-	-	-	-
McKay Annexation (GF)	5,000	-	-	-
Misc. Engineering not attributed to specific projects (GF)	-	-	-	-
Aerial Photo (GF)	-	-	-	-
Water Sewer Rate Study (GF)	-	100,000	100,000	-
So. Broadway FM Test & Design (Sewer)	-	-	-	-
Total Engineering & Studies	5,000	100,000	100,000	-
CITY OF EUREKA CIPS (Sewer)				
CoE WWTP CIP	596,221	1,336,000	1,336,000	1,135,000
CoE MS	1,653	-	-	-
Total City of Eureka CIPs	597,874	1,336,000	1,336,000	1,135,000

INTENTIONAL BLANK PAGE

Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: June 14, 2022

AGENDA ITEM: G.3

TITLE: Res. 2022-08 Establishing Appropriations Limit for FY 2022-23

PRESENTED BY: Michael Montag, Finance Manager

Recommendation:

Motion to adopt Resolution 2022-08, establishing the appropriations limit for fiscal year 2022-2023.

Summary:

Article XIII B of the California Constitution, adopted by Proposition 4 in 1980, and amended in 1990 by Proposition 111, imposes restrictions on the amount of revenues that can be received and appropriated in a fiscal year. Only revenues defined to as “proceeds of taxes” are restricted by the limit. Generally, revenues restricted as to use, such as enterprise fund revenues and charges for services not exceeding the cost of providing the service are not considered proceeds of taxes. Also, certain expenditures are considered exempt from the limit. During any fiscal year, the District may not appropriate any proceeds of taxes they receive in excess of its Limit.

The appropriations limit is based on actual appropriations during the base year of 1978-79, and is adjusted each year using the growth in population and inflation. The limit, cost of living factor, and population change factor must be adopted each year by resolution of the District Board of Directors and incorporated into the District’s budget.

Projected property taxes and assessments for 2022-23 total \$354,000. Of that total, \$350,000 is property tax revenue subject to the Appropriations Limit. \$4,000 is assessment revenue from Freshwater/Mitchell Road parcels and not subject to the Appropriations Limit.

The 2022-23 Appropriations Limit, as calculated on the following page, is \$ 512,700. Projected tax revenues are \$ 162,700 under the limit.

Fiscal Impact:

None.

**FISCAL YEAR 2022-23 HUMBOLDT COMMUNITY SERVICES
DISTRICT APPROPRIATIONS LIMIT CALCULATIONS**

A. Last Year's Limit (FY 2021-22) \$ 474,957

B. Adjustment Factors

- | | |
|--|--------|
| 1. Population % (County population growth) | - 0.51 |
| 2. Inflation % (Change in California Per Capita Personal Income) | 8.50 |

Population Converted to a Ratio:	$\frac{-0.41+100}{100} =$	0.9949
----------------------------------	---------------------------	--------

Per Capita Cost of Living Converted to a Ratio:	$\frac{8.50 +100}{100} =$	1.0850
---	---------------------------	--------

Calculation of Factor for Fiscal Year 2022-23 $0.9949 \times 1.0850 = 1.0794665$

C. This Year's Limit \$ 512,700

APPROPRIATIONS SUBJECT TO LIMIT AND AMOUNT UNDER LEGAL LIMIT

- | | |
|------------------------------------|------------|
| A. Proceeds of Taxes | \$ 350,000 |
| B. Exclusions | 0 |
| C. Appropriations Subject to Limit | \$ 350,000 |
| D. Current Year Limit | \$ 512,700 |
| E. Under Limit | \$ 162,700 |

RESOLUTION NO. 2022-08

**A RESOLUTION OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR 2022/2023**

WHEREAS, Section 7910 of the Government Code provides that the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year pursuant to the provisions of Article XIII B of the California Constitution at a regularly scheduled meeting or a noticed special meeting; and,

WHEREAS, documentation used in the determination of the appropriations limit for Fiscal Year 2022/23 for the Humboldt Community Services District has been available to the public for fifteen days prior to the date hereof;

NOW, THEREFORE, the Board of Directors of the Humboldt Community Services District finds, determines and resolves that the appropriations limit for the Humboldt Community Services District for fiscal year 2022/2023 (commencing July 1, 2022 and ending June 30, 2023) is hereby established at \$512,700.

PASSED, APPROVED, and ADOPTED this 14th day of June 2022, on the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Alan Bongio, President

ATTEST:

Brenda K. Franklin, Secretary

INTENTIONAL BLANK PAGE

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: June 14, 2022

Agenda Item: G.4 - New Business

TITLE: Consideration of Adopting Resolution 2022-09 Passing Through Wastewater Treatment Charges for Annual Adjustment of Service Rates

Presented by: Michael Montag, Finance Manager/District Treasurer

Recommendation: Staff recommends the Board of Directors:

Proceed with vote on Resolution 2022-09, establishing pass-through fee rates for FY 2022/2023 and directing staff to proceed with ratepayer notification and implementation.

Summary:

City of Eureka WWTP Operating costs and CIP expenditures have exceeded original estimates. Staff has determined that current Pass-through rates are adequate to cover such excess expenditures and proposes implementing volumetric pass-through rates equal to the pass-through rates set for 2021/2022.

FY 2022/23 Sewer Pass through Calculations

For FY 2017/2018 through FY 2021/2022(projected), City of Eureka WWTP Operating and CIP costs have exceeded the original estimates from the 2017 rate study by \$4,681,018. During this time period, the district has collected \$4,048,480 in Sewer Pass-through revenue, leaving \$632,538 in City of Eureka expenditures not covered by rate revenue or pass-through revenue.

In order to ensure adequate funding for such expenditures associated with the City of Eureka WWTP, it will be necessary for pass-through rates to continue. Staff analysis has determined that continuing the pass-through rates at their current levels will be adequate to ensure proper funding levels.

The following table details the current FY 2021/2022 and potential FY 2022/2023 Volumetric Sewer Rates. In addition to Pass-through rates being set at the same levels as they had been for 2021/2022, base rates will remain at their current rates until the District's five-year rate study is completed. District ratepayers will see no change to their rates at the start of the year. Base rate changes may occur upon completion of the Rate Study, but pass-through rates will remain at the current levels throughout FY 2022/2023.

Table 1: FY 2022/23 Sewer Volumetric Surcharge Calculation

	2021-22 Base Rate	2021-22 PT rate	2022-23 Base Rate (initial)	2022-23 Proposed PT rate
Residential:				
Single Family Residential	\$5.94	\$3.08	\$5.94	\$3.08
Multi-Family Residential	\$5.94	\$3.08	\$5.94	\$3.08
Mobile homes/Trailer Parks	\$5.94	\$3.08	\$5.94	\$3.08
Commercial				
Commercial - Light Strength	\$7.10	\$3.69	\$7.10	\$3.69
Commercial - Medium Strength	\$9.41	\$4.87	\$9.41	\$4.87
Commercial - Heavy Strength	\$11.89	\$6.16	\$11.89	\$6.16

RESOLUTION NO. 2022-09

**A RESOLUTION OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**PASSING THROUGH WASTEWATER TREATMENT CHARGES FOR ANNUAL
ADJUSTMENT OF SERVICE RATES**

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

WHEREAS, in order to operate and maintain the water and sewer systems in accordance with public health and environmental requirements while providing fair and equitable service charges to all user classes of the District, the Board of Directors adopted water rate adjustments in Resolution No. 2017-06 dated, June 13, 2017 and sewer rate adjustments in Resolution No. 2017-07, dated June 13, 2017; and

WHEREAS, prior to the adoption of Resolution No. 2017-06 and 2017-07, the District complied with the notice, public hearing, and protest requirements set forth in section 6 of article XIII D of the California Constitution; and

WHEREAS, in the notice mailed prior to the public hearing held on June 13, 2017, the District informed customers and property owners that the Board will consider approving the pass-through of increased wholesale charges for water purchases and wastewater treatment provided by other agencies in future years; and

WHEREAS, during Fiscal Years 2018/19 through 2021/22 the District experienced increases in wholesale wastewater treatment charges from the City of Eureka (\$632,528) the Board now wishes to pass through such increased charges, as authorized under Government Code section 53756.

NOW THEREFORE, be it resolved as follows:

- 1. Sewer Service Charges** – a separate monthly sewer service charge representing 51.9% of the 2022/2023 Winter Average Volumetric Charges shall apply to all customer classes.
- 2. Notice.** The Board hereby directs staff to provide 30 days mailed notice of such annual rate increases, as required under Government Code section 53756.
- 3. Effective Date.** This Resolution shall become effective immediately wherein sewer pass-through rates to become effective August 1, 2022 and sunset July 31, 2023. If it becomes appropriate and necessary to pass through increased wholesale charges for water and/or wastewater treatment in subsequent years, the Board shall consider approval of such pass-through as a separate Resolution.

PASSED, APPROVED, and ADOPTED by the Board of Directors of the Humboldt Community Services District on June 14, 2022 upon the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Alan Bongio, Board President

ATTEST:

Brenda K. Franklin, Board Secretary