



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

**AGENDA**

**DATE:** Tuesday, June 28, 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: 811 5834 5342 Passcode: 801021*

*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 28, 2022 Agenda *Pgs 1-2*
2. Approval of Minutes of the Continued June 14, 2022 Meeting of June 21, 2022 *Pgs 3-6*

**D. REPORTS**

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

4. Finance Department

a) May 2022 Budget Statement

*Pgs 11-20*

5. Legal Counsel

6. Director Reports

7. Other

**E. PUBLIC PARTICIPATION \*\***

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

**F. NON-AGENDA**

**G. NEW BUSINESS**

1. Consideration of Adopting a Budget for Fiscal Year 2022/23; Second Reading

*Pgs 21-43*

**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 JUNE 14, 2022 CONTINUED MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT

The Board of Directors of the Humboldt Community Services District met in Continued Session at 5:00 p.m. on Tuesday, June 21, 2022, in person and via tele/video conference in accordance with AB 361 and HCSD Resolution 2022-07.

**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), 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 June 21, 2022 Agenda
2. Approval of Minutes of the Regular Meeting of Jun 14, 2022

DIRECTOR GARDINER MOVED, DIRECTOR MATTEOLI SECONDED, TO ACCEPT AND APPROVE THE JUNE 21, 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

Referring to his June 10, 2022 Memorandum, GM advised there were five staff afflicted with COVID the first part of June and another on June 19 for a total of six. All individuals in close contact to the June 19<sup>th</sup> case tested negative and will test again per District and CDC policy.

2. Engineering

- a) Engineering Department Update

- California Uniform Construction Cost Accounting Commission (CUCCAC) – there are nine approved contractors who submitted applications for the District’s pre-qualified bidders list for FY 22/23 public works projects between \$60,000 and \$200,000.

DRAFT – MINUTES OF THE JUNE 14, 2022 CONTINUED MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; June 21, 2022

- FY 22-23 Capital Improvement Project (CIP) Schedule Draft – Staff are preparing a schedule to track progress for the remaining FY 21/22 projects and FY 22/23 projects moving into the next fiscal year.
- Annexation on Mitchell Road – the process that began in January 2021 to annex two parcels at the top of Mitchell Road completed April 21, 2022.

4. Finance Department

a) May 2022 Check Register

FM reviewed the report without question.

6. Director Reports

Director Benzonelli advised the RREDC CERC (Community Economic Resilience Consortium) group meets every Monday and Wednesday by conference call. CERC consists of county-wide community leaders from government, business, non-profit, and private sectors.

**E. PUBLIC PARTICIPATION**

None

**G. NEW BUSINESS**

1. Consideration of Approving the First Annual Water Supply Demand Assessment for the Department of Water Resources (DWR)

GM reviewed the report highlighting the analysis result evidencing the District has a 187% water surplus over the coming year.

Public Comment: Referring to J.A. Savage's June 14 email suggesting the average rain fall should be less than 45 inches/year when incorporating the shortfall of the last several years, GM advised the report will be updated to a 40.4-inch value which does not impact the overall results.

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR GARDINER, TO APPROVE AND ADOPT THE 2022 WATER SUPPLY DEMAND REPORT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

DRAFT – MINUTES OF THE JUNE 14, 2022 CONTINUED MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; June 21, 2022

2. First Reading of Fiscal Year 2022/23 Budget

FM summarized the report identifying significant highlights of the proposed budget. Discussion included:

- Grant assistance process and potential value to the District
- Potential benefits and hazards of increasing the District's produced (well) water sources.
- Rate Study delays are the result of waiting for critical information from the City of Eureka related to the wastewater treatment plant.
- Upon completion of the Rate Study, a revised budget that captures updated projections will be addressed.
- Escalation methods/factors used to project water purchase and sewage operation expenses.
- Maintenance Supplies and Water and Sewer expenses are projected to be less than the current fiscal year actual expenditures due to several emergency expenses related to main line breaks, etc.
- A request for incorporating per cent change column from the previous fiscal year.

PUBLIC COMMENT: None

By consensus, the Board requested the budget be finalized without change for adoption at the next regular meeting.

3. Consideration of Adopting Resolution 2022-08 Establishing Appropriations Limit for Fiscal Year 2022/23

FM summarized the report and calculation methodology without question.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR GARDINER, TO ADOPT RESOLUTION NO. 2022-08 ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR 2022/2023. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

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

DRAFT – MINUTES OF THE JUNE 14, 2022 CONTINUED MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; June 21, 2022

FM reviewed the recommendation to maintain the existing pass-through rates in order to recoup \$632,538 of City of Eureka wastewater treatment plant operation and CIP expenditures in excess of those budgeted from FY 2017/2018 through 2021/2022.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR BENZONELLI, TO ADOPT RESOLUTION NO. 2022-09 PASSING THROUGH WASTEWATER TREATMENT CHARGES FOR ANNUAL ADJUSTMENT OF SERVICE RATES FOR FISCAL YEAR 2022/2023. 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 MATTEOLI, SECONDED BY DIRECTOR BENZONELLI, TO ADJOURN. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

THE BOARD ADJOURNED THE CONTINUED MEETING OF JUNE 21, 2022 AT 5:47 P.M.

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Submitted, Board Secretary

# Humboldt Community Services District

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*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 24, 2022  
SUBJECT: General Manager Report for June 28, 2022 Board Meeting

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### **COVID**

I am happy to report that, at the time of this writing, there have been no new COVID cases among District staff since our meeting last week. I hope to keep it that way.

### **Elk River Estuary Enhancement Project**

Construction on the City's Elk River Estuary Enhancement Project has begun. If you look to your right while driving south down Highway 101 south of Herrick, you will see heavy equipment in the space between the highway and the bay. That equipment is working to regrade the area to re-establish salt water marsh and tidally influenced habitat. The District has a sewer forcemain that traverses the entire length of the project site adjacent to the Railroad right-of-way along the edge of the bay. District staff have stayed in constant contact with project personnel with the City and City contractors to ensure the protection of the District's assets.

Additionally, District staff have taken steps as precautionary measures in case something does happen to the District's forcemain. First, two 20,000-gallon temporary storage tanks have been staged at the South Broadway Lift Station site that can be used to take flow off of the forcemain so that emergency repairs can be made. Flows through the lift station are about 40,000 per day so this temporary storage will provide about a day to make the repair. These tanks are rectangular in shape and can be seen on the side of South Broadway Street if you are traveling south of the Humboldt Hill exit from Highway 101, directly in front of the South Broadway Lift Station.

The District has also established a memorandum of understanding with several contractors including Steve's Septic and Wahlund Construction to use their septage hauling trucks to move wastewater from the lift station to the wastewater treatment plant if the need arises. Between the District's vac trucks, the City's vac trucks and the contractor's septage hauling trucks, we will be able to move about 10,000 gallons per load. These combined resources should allow us to make emergency repairs that exceed the time enabled by the onsite temporary storage. Let's hope the need doesn't arise.

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# 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 24, 2022

**SUBJECT:** Engineering Dept. Status Report for June 28, 2022 Board Meeting

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### **Tower Drive**

District Engineering staff have completed construction drawings for the Tower Drive waterline replacement project. The project will replace approximately 580 feet of aged steel waterline, with C900 pipe. In addition to replacing the steel pipe with plastic, the line is being upsized to support the installation of a fire hydrant to serve the surrounding properties, there is currently no hydrant on this road. The new pipe will be placed in the edge of the narrow private lane that serves six homes. Staff are coordinating with the residents to minimize the project's impact to their neighborhood and commutes.

Construction will begin in July. In accordance with the District's Streambed Alteration Agreement, California Department of Fish and Wildlife will be contacted in advance of the portion of the pipe crosses an unnamed tributary to Freshwater Slough which leads to Humboldt Bay.

### **Elk River Emergency Repair**

Emergency repairs on the two 8" transmission lines which cross the Elk River Slough/Estuary are complete. The area is tidally influenced and an extremely corrosive environment for metallic pipe fittings. Metallic fittings installed 3 years ago had been compromised to the point of failure. Under this emergency repair, to the extent possible, the compromised metallic fittings have been replaced with non-metallic fittings, which are more resilient to the elements in this environment. Where the use of ductile iron fittings could not be avoided, the fittings were encased in concrete to help reduce the potential for corrosion. District Engineering staff have been working with SHN permitting specialists to ensure the appropriate agencies have been notified of the rupture and emergency repair work. Now that the repairs are complete, the final notifications and an encompassing project description will be submitted to the California Water Board, and the Coastal Commission.

On June 3rd, District Staff were invited to meet with local project representatives who are in the beginning planning stages of the Elk River Stewardship Project. This project aims to enhance the Elk River Slough area that our aforementioned transmission mains traverse. The meeting included a discussion of final design options which may include realigning the transmission mains or directional drilling under the entire project area.

The proponents of the Elk River Stewardship Project are actively working to identify funding to help with the relocation of District facilities to help ease the burden to ratepayers. District staff are grateful to have been contacted at the beginning of the planning stages for this project.

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

**May 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
<b>OPERATING REVENUE</b>							
Metered Water Sales	5,200,000	399,094	4,848,976	4,766,667	82,309	1.7	
Water Charges - Pass Through	-	-	17,150	-	17,150	-	
Sewer Service Charges	5,015,000	433,091	4,788,832	4,597,083	191,749	4.2	
Sewer Service Charges - Pass Through	1,447,800	129,990	1,393,902	1,327,150	66,752	5.0	
Water & Sewer Construction Fees	32,000	2,750	34,424	29,333	5,091	17.4	
Account Fees	140,000	(24,696)	96,912	128,333	(31,421)	(24.5)	1
Reimbursable Maintenance Fees	1,000	-	761	917	(155)	(16.9)	2
Miscellaneous	2,000	5,810	11,454	1,833	9,621	524.8	2
<b>TOTAL OPERATING REVENUE</b>	<b>11,837,800</b>	<b>946,039</b>	<b>11,192,412</b>	<b>10,851,317</b>	<b>341,095</b>	<b>3.1</b>	
<b>NON-OPERATING REVENUE</b>							
Capital Connection Fees	180,000	-	124,285	165,000	(40,715)	(24.7)	2
Interest/General	42,000	-	-	38,500	(38,500)	(100.0)	2
Discounts Earned	2,000	133	2,018	1,833	185	10.1	
Sales:Fixed Assets/Scrap Metal	15,700	-	652	14,392	(13,740)	(95.5)	2
Bad Debt Recovery	10,000	-	3,361	9,167	(5,805)	(63.3)	
Property Taxes & Assessments	490,000	-	-	449,167	(449,167)	(100.0)	2
Insurance Rebate	20,000	-	7,207	18,333	(11,126)	(60.7)	
Other Non-Operating Revenue	6,500	-	-	5,958	(5,958)	(100.0)	
<b>TOTAL NON-OPERATING REVENUE</b>	<b>766,200</b>	<b>133</b>	<b>137,523</b>	<b>702,350</b>	<b>(564,827)</b>	<b>(80.4)</b>	<b>2</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>12,604,000</b>	<b>946,172</b>	<b>11,329,935</b>	<b>11,553,667</b>	<b>(223,732)</b>	<b>(1.9)</b>	
<b>OPERATING EXPENSES</b>							
Wages Direct	1,510,000	112,779	1,319,162	1,384,167	65,005	4.7	
Benefits: PERS	460,000	36,532	413,244	421,667	8,423	2.0	
Group Ins	1,210,000	88,829	977,600	1,109,167	131,567	11.9	
Workers Comp Ins	23,000	-	19,526	21,083	1,557	7.4	
FICA/Medicare	117,000	8,665	101,381	107,250	5,869	5.5	
Misc Benefits	600	40	440	550	110	20.0	
<b>Total Wages and Benefits</b>	<b>3,320,600</b>	<b>246,845</b>	<b>2,831,353</b>	<b>3,043,883</b>	<b>212,531</b>	<b>7.0</b>	
Less: wages & ben charged to Capital Proj.	(166,000)	(10,252)	(174,046)	(152,167)	21,880	(14.4)	
<b>Total Operating Wages and benefits</b>	<b>3,154,600</b>	<b>236,593</b>	<b>2,657,306</b>	<b>2,891,717</b>	<b>234,411</b>		
Water Purchase HBMWD	1,075,000	87,788	979,537	985,417	5,880	0.6	
Water Purchase Eureka	810,000	56,500	707,863	742,500	34,637	4.7	
Sewage Treatment Operations & Maint.	1,465,000	122,104	1,343,144	1,342,917	(227)	(0.0)	
Water/Sewer Analysis	20,000	629	7,616	18,333	10,717	58.5	
Supplies/ Construction	134,000	14,653	165,902	122,833	(43,069)	(35.1)	3
Supplies/ Office-Administration	19,000	486	12,114	17,417	5,303	30.4	
Supplies/ Engineering	2,500	-	497	2,292	1,795	78.3	
Supplies/ Maintenance	97,500	6,006	93,153	89,375	(3,778)	(4.2)	3
Invoicing	52,476	10,708	57,184	48,103	(9,081)	(18.9)	4
Temporary Labor	25,600	-	21,196	23,467	2,271	9.7	
Repairs & Maintenance/Trucks	55,000	1,761	50,847	50,417	(430)	(0.9)	
Equipment Rental	5,000	-	-	4,583	4,583	100.0	
Building & Grounds Maintenance	32,000	6,625	31,110	29,333	(1,777)	(6.1)	
Electrical Power	295,800	25,375	261,149	271,150	10,001	3.7	
Street Lights	65,000	2,211	58,596	59,583	987	1.7	
Telephone	19,000	858	11,615	17,417	5,801	33.3	
Postage	3,000	(3)	(3)	2,750	2,753	100.1	
Freight	500	-	106	458	352	76.8	
Chemicals	12,000	657	7,515	11,000	3,485	31.7	
Liability Insurance	65,000	-	58,474	59,583	1,110	1.9	

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

**May 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Legal	30,000	560	3,463	27,500	24,038	87.4	
Accounting	15,000	1,145	3,466	13,750	10,284	74.8	
Engineering	1,000	-	526	917	391	42.7	8
Other Professional Services	38,000	1,400	27,641	34,833	7,193	20.6	
Bank Service Charges	35,000	1,994	23,782	32,083	8,302	25.9	4
Transportation	60,000	4,816	57,115	55,000	(2,115)	(3.8)	
Office Equip. Maintenance	14,000	180	2,506	12,833	10,327	80.5	
Computer Software Maintenance	45,000	114	31,505	41,250	9,745	23.6	
Memberships & Subscriptions	22,300	267	23,660	20,442	(3,218)	(15.7)	5
Bad Debts & Minimum Balance Writeoff	200,000	-	72	183,333	183,262	100.0	
Conference & Continuing Ed	20,000	-	1,815	18,333	16,518	90.1	
Certifications	5,400	-	1,912	4,950	3,038	61.4	
State/County & LAFCO Fees and Charges	50,000	-	30,932	45,833	14,902	32.5	
Hydraulic Water Model Maintenance	6,000	-	-	5,500	5,500	100.0	
Human Resources	20,000	2,241	7,470	18,333	10,863	59.3	
Miscellaneous	9,000	240	9,956	8,250	(1,706)	(20.7)	6
Director's Fees	16,000	900	10,300	14,667	4,367	29.8	
<b>TOTAL OPERATING EXPENSES</b>	<b>7,994,676</b>	<b>586,810</b>	<b>6,761,038</b>	<b>7,328,453</b>	<b>567,415</b>	<b>7.7</b>	
<b>LONG TERM DEBT PAYMENTS</b>							
Safe Drinking Water Bond	177,429	-	88,715	162,643	73,929	45.5	7
2012 CIP & Refi.	227,100	-	227,100	208,175	(18,925)	(9.1)	7
Davis-Grunsky Loan	5,912	-	5,772	5,419	(353)	(6.5)	7
VacCon Truck Loan	117,441	-	117,441	107,654	(9,787)	(9.1)	7
2014 Wastewater Revenue Bonds	487,575	348,787	487,574	446,944	(40,630)	(9.1)	7
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>1,015,457</b>	<b>348,787</b>	<b>926,601</b>	<b>930,836</b>	<b>4,234</b>	<b>0.5</b>	<b>7</b>
<b>CAPITALIZED EXPENDITURES</b>							
Vehicles, Rolling Stock & Equipment	58,000	-	1,943	53,167	51,224	96.3	
Building, Yard & Paving Improvements	170,000	1,500	22,131	155,833	133,702	85.8	
Capital Improvements Water	1,260,000	21,387	913,229	1,155,000	241,771	20.9	
Capital Improvements Sewer	275,000	62,106	113,120	252,083	138,963	55.1	
Engineering & Studies	100,000	8,700	13,188	91,667	78,479	85.6	8
District Design Standards	-	139	1,272	-	(1,272)	-	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,863,000</b>	<b>93,833</b>	<b>1,064,883</b>	<b>1,707,750</b>	<b>642,867</b>	<b>37.6</b>	
<b>OTHER</b>							
City of Eureka Projects:							
Treatment Plant	1,336,000	-	572,308	1,224,667	652,359	53.3	
<b>TOTAL City of Eureka Projects</b>	<b>1,336,000</b>	<b>-</b>	<b>572,308</b>	<b>1,224,667</b>	<b>652,359</b>	<b>53.3</b>	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>394,867</b>	<b>(83,258)</b>	<b>2,005,105</b>	<b>361,961</b>	<b>1,643,143</b>	<b>(454.0)</b>	

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

**May 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL OPERATING REVENUE	11,837,800	946,039	11,192,412	10,851,317	341,095	3.1
TOTAL OPERATING EXPENSES	(7,994,676)	(586,810)	(6,761,038)	(7,328,453)	567,415	7.7
NET SURPLUS/(DEFICIT) FROM OPERATIONS	3,843,124	359,229	4,431,374	3,522,864	908,510	25.8
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL NON-OPERATING REVENUE	766,200	133	137,523	702,350	(564,827)	(80.4)
TOTAL LONG TERM DEBT SERVICE	(1,015,457)	(348,787)	(926,601)	(930,836)	4,234	0.5
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	3,593,867	10,575	3,642,296	3,294,378	339,449	10.3
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(1,863,000)	(93,833)	(1,064,883)	(1,707,750)	642,867	37.6
CITY of EUREKA PROJECT REIMBURSEMENT	(1,336,000)	-	(572,308)	(1,224,667)	652,359	53.3
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>394,867</u>	<u>(83,258)</u>	<u>2,005,105</u>	<u>361,961</u>	<u>1,643,143</u>	<u>(454.0)</u>

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

**May 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Metered Water Sales	5,200,000	399,094	4,848,976	4,766,667	82,309	1.7
Water Pass Through	-	-	17,150	-	17,150	-
Water Construction Fees	20,000	2,750	29,724	18,333	11,391	62.1
Account Fees	79,800	(14,077)	55,240	73,150	(17,910)	(24.5)
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	-	761	733	28	3.8
Miscellaneous	1,000	3,312	6,529	917	5,612	612.2
<b>TOTAL OPERATING REVENUE</b>	<b>5,301,600</b>	<b>391,079</b>	<b>4,958,381</b>	<b>4,859,800</b>	<b>98,581</b>	<b>2.0</b>
<b>NON-OPERATING REVENUE</b>						
Water Capital Connection Fees	90,000	-	66,712	82,500	(15,788)	(19.1)
Interest/General	32,966	-	-	30,219	(30,219)	(100.0)
Discounts Earned	1,280	76	1,150	1,173	(23)	(2.0)
Sales:Fixed Assets/Scrap Metal	8,844	-	371	8,107	(7,736)	(95.4)
Bad Debt Recovery	5,700	-	1,916	5,225	(3,309)	(63.3)
FW/MR Assessment	140,000	-	-	128,333	(128,333)	(100.0)
Other Non-Operating Revenue	2,200	-	-	2,017	(2,017)	(100.0)
<b>TOTAL NON-OPERATING REVENUE</b>	<b>280,990</b>	<b>76</b>	<b>70,150</b>	<b>257,574</b>	<b>(187,424)</b>	<b>(72.8)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>5,582,590</b>	<b>391,155</b>	<b>5,028,530</b>	<b>5,117,374</b>	<b>(88,844)</b>	<b>(1.7)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	709,700	56,226	633,921	650,558	16,637	2.6
Wages & Benefits: Allocated	593,250	45,559	506,628	543,813	37,185	6.8
Benefits: PERS	165,600	8,254	91,794	151,800	60,006	39.5
Group Ins	375,100	31,397	316,033	343,842	27,808	8.1
Workers Comp Ins	12,420	-	9,731	11,385	1,654	14.5
FICA/Medicare	54,990	4,284	48,333	50,408	2,075	4.1
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,911,060</b>	<b>145,720</b>	<b>1,606,440</b>	<b>1,751,805</b>	<b>145,365</b>	<b>8.3</b>
Less: wages & ben charged to Capital Proj.	(122,840)	(5,976)	(139,263)	(112,603)	26,660	(23.7)
<b>Total Operating Wages and benefits</b>	<b>1,788,220</b>	<b>139,744</b>	<b>1,467,177</b>	<b>1,639,202</b>	<b>172,025</b>	<b>10.5</b>
Water Purchase HBMWD	1,075,000	87,788	979,537	985,417	5,880	0.6
Water Purchase Eureka	810,000	56,500	707,863	742,500	34,637	4.7
Water Analysis	15,000	629	7,616	13,750	6,134	44.6
Supplies/ Construction	99,160	12,403	129,208	90,897	(38,311)	(42.1)
Supplies/Office-Administration	5,700	175	3,882	5,225	1,343	25.7
Supplies/ Engineering	1,425	-	234	1,306	1,072	82.1
Supplies/ Maintenance	48,750	472	32,497	44,688	12,190	27.3
Temporary Labor	11,544	-	12,082	10,582	(1,500)	(14.2)
Repairs & Maintenance/Trucks	30,800	1,004	27,515	28,233	718	2.5
Equipment Rental	3,700	-	-	3,392	3,392	100.0
Building & Grounds Maintenance	1,920	278	3,786	1,760	(2,026)	(115.1)
Electrical Power	162,690	14,879	157,741	149,133	(8,609)	(5.8)
Telephone	6,080	-	-	5,573	5,573	100.0
Postage	1,290	(2)	(2)	1,183	1,184	100.2
Freight	285	-	25	261	236	90.3
Chemicals	12,000	657	7,515	11,000	3,485	31.7
Engineering	390	-	526	358	(168)	(47.0)
Other Professional Services	7,600	-	-	6,967	6,967	100.0
Transportation	34,200	2,745	32,555	31,350	(1,205)	(3.8)
Office Equip. Maintenance	2,100	-	510	1,925	1,415	73.5
Computer Software Maintenance	21,600	-	16,378	19,800	3,422	17.3
Memberships & Subscriptions	1,338	-	1,567	1,227	(341)	(27.8)
Bad Debts & Minimum Balance Writeoff	114,000	-	41	104,500	104,459	100.0
Conference & Continuing Ed	7,000	-	800	6,417	5,617	87.5
Certifications	1,620	-	862	1,485	623	42.0
State/County & LAFCO Fees and Charges	17,000	-	25,001	15,583	(9,418)	(60.4)
Hydraulic Water Model Maintenance	6,000	-	-	5,500	5,500	100.0

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

**May 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Human Resources	7,800	-	459	7,150	6,691	93.6
Miscellaneous	1,980	-	114	1,815	1,701	93.7
General & Admin Expense Allocation	217,981	11,686	159,904	199,816	39,912	20.0
<b>TOTAL OPERATING EXPENSES</b>	<b>4,514,173</b>	<b>328,959</b>	<b>3,775,393</b>	<b>4,137,992</b>	<b>362,599</b>	<b>8.8</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Safe Drinking Water Bond	177,429	-	88,715	162,643	73,929	45.5
2012 CIP & Refi.	49,500	-	24,750	45,375	20,625	45.5
Davis-Grunsky Loan	5,912	-	5,772	5,419	(353)	(6.5)
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>232,841</b>	<b>-</b>	<b>119,237</b>	<b>213,438</b>	<b>94,201</b>	<b>44.1</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	1,260,000	21,387	913,229	1,155,000	241,771	20.9
Engineering & Studies	-	-	255	-	(255)	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,260,000</b>	<b>21,387</b>	<b>913,484</b>	<b>1,155,000</b>	<b>241,516</b>	<b>20.9</b>
INTERFUND TRANSFERS IN	-	-	-	-	-	-
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(424,424)</b>	<b>40,809</b>	<b>220,417</b>	<b>(389,055)</b>	<b>609,472</b>	<b>156.7</b>

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

**May 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Sewer Service Charges	5,015,000	433,091	4,788,832	4,597,083	191,749	4.2
Sewer Service Charges - Pass Through	1,447,800	129,990	1,393,902	1,327,150	66,752	5.0
Sewer Construction Fees	12,000	-	4,700	11,000	(6,300)	(57.3)
Account Fees	60,200	(10,619)	41,672	55,183	(13,511)	(24.5)
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	200	-	-	183	(183)	(100.0)
Miscellaneous	1,000	2,498	4,925	917	4,009	437.3
<b>TOTAL OPERATING REVENUE</b>	<b>6,536,200</b>	<b>554,960</b>	<b>6,234,031</b>	<b>5,991,517</b>	<b>242,514</b>	<b>4.0</b>
<b>NON-OPERATING REVENUE</b>						
Sewer Capital Connection Fees	90,000	-	57,573	82,500	(24,927)	(30.2)
Interest/General	9,034	-	-	8,281	(8,281)	(100.0)
Discounts Earned	720	57	868	660	208	31.5
Sales: Fixed Assets/Scrap Metal	6,856	-	280	6,285	(6,004)	(95.5)
Bad Debt Recovery	4,300	-	1,445	3,942	(2,496)	(63.3)
Other Non-Operating Revenue	4,300	-	-	3,942	(3,942)	(100.0)
<b>TOTAL NON-OPERATING REVENUE</b>	<b>115,210</b>	<b>57</b>	<b>60,166</b>	<b>105,609</b>	<b>(45,443)</b>	<b>(43.0)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>6,651,410</b>	<b>555,018</b>	<b>6,294,197</b>	<b>6,097,126</b>	<b>197,072</b>	<b>3.2</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	437,900	29,843	394,096	401,408	7,312	1.8
Wages & Benefits: Allocated	593,250	45,559	506,628	543,813	37,185	6.8
Benefits: PERS	105,800	4,256	57,583	96,983	39,400	40.6
Group Ins	229,900	17,555	206,248	210,742	4,493	2.1
Workers Comp Ins	7,590	-	7,328	6,958	(370)	(5.3)
FICA/Medicare	35,100	2,272	30,041	32,175	2,134	6.6
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,409,540</b>	<b>99,486</b>	<b>1,201,924</b>	<b>1,292,078</b>	<b>90,154</b>	<b>7.0</b>
Less: wages & ben charged to Capital Proj.	(43,160)	(2,637)	(11,846)	(39,563)	(27,717)	70.1
<b>Total Operating Wages and benefits</b>	<b>1,366,380</b>	<b>96,849</b>	<b>1,190,077</b>	<b>1,252,515</b>	<b>62,438</b>	<b>5.0</b>
Sewage Treatment: Operating & Maint.	1,465,000	122,104	1,343,144	1,342,917	(227)	(0.0)
Sewer Analysis	5,000	-	-	4,583	4,583	100.0
Supplies/ Construction	34,840	2,250	36,694	31,937	(4,758)	(14.9)
Supplies/ Office-Administration	5,700	132	2,928	5,225	2,297	44.0
Supplies/ Engineering	1,075	-	213	985	772	78.4
Supplies/ Maintenance	48,750	5,534	60,655	44,688	(15,968)	(35.7)
Temporary Labor	4,056	-	9,114	3,718	(5,396)	(145.1)
Repairs & Maintenance/Trucks	24,200	757	23,332	22,183	(1,148)	(5.2)
Equipment Rental	1,300	-	-	1,192	1,192	100.0
Building & Grounds Maintenance	1,600	210	2,856	1,467	(1,389)	(94.7)
Electrical Power	70,992	5,450	50,286	65,076	14,790	22.7
Telephone	3,040	-	-	2,787	2,787	100.0
Postage	960	(1)	(1)	880	881	100.2
Freight	215	-	19	197	178	90.3
Legal	-	-	-	-	-	-
Engineering	100	-	-	92	92	100.0
Other Professional Services	7,600	-	1,485	6,967	5,482	78.7
Transportation	25,800	2,071	24,559	23,650	(909)	(3.8)
Office Equip. Maintenance	1,540	-	385	1,412	1,027	72.8

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

**May 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Computer Software Maintenance	16,200	-	11,091	14,850	3,759	25.3
Memberships & Subscriptions	892	-	1,182	818	(365)	(44.6)
Bad Debts & Minimum Balance Writeoff	86,000	-	31	78,833	78,802	100.0
Conference & Continuing Ed	8,800	-	427	8,067	7,639	94.7
Certifications	1,242	-	135	1,139	1,003	88.1
State/County & LAFCO Fees and Charges	9,000	-	5,546	8,250	2,704	32.8
Human Resources	5,800	-	346	5,317	4,971	93.5
Miscellaneous	1,440	-	85	1,320	1,235	93.5
General & Admin Expense Allocation	217,981	11,686	159,904	199,816	39,912	20.0
<b>TOTAL OPERATING EXPENSES</b>	<b>3,415,503</b>	<b>247,043</b>	<b>2,924,497</b>	<b>3,130,878</b>	<b>206,381</b>	<b>6.6</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 Wastewater Revenue Bonds	487,575	348,787	487,574	446,944	(40,630)	(9.1)
2012 CIP & Refi.	177,600	-	88,800	162,800	74,000	45.5
VacCon Truck Loan	117,441	-	117,441	107,654	(9,787)	(9.1)
Debt Service: Allocated	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>782,616</b>	<b>348,787</b>	<b>693,814</b>	<b>717,398</b>	<b>23,584</b>	<b>3.3</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	350	-	(350)	-
Building, Yard & Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	275,000	62,106	113,120	252,083	138,963	55.1
Engineering & Studies	-	-	863	-	(863)	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>275,000</b>	<b>62,106</b>	<b>114,333</b>	<b>252,083</b>	<b>137,751</b>	<b>54.6</b>
<b>OTHER</b>						
City of Eureka Projects:						
Treatment Plant	1,336,000	-	572,308	1,224,667	652,359	53.3
Martin Slough	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>1,336,000</b>	<b>-</b>	<b>572,308</b>	<b>1,224,667</b>	<b>652,359</b>	<b>53.3</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>842,291</b>	<b>(102,919)</b>	<b>1,989,245</b>	<b>772,100</b>	<b>1,217,145</b>	<b>(157.6)</b>

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

**May 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NON-OPERATING REVENUE</b>						
Property Taxes	350,000	-	-	320,833	(320,833)	(100.0)
Insurance Rebate	20,000	-	7,207	18,333	(11,126)	(60.7)
Miscellaneous Income	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>370,000</b>	<b>-</b>	<b>7,207</b>	<b>339,167</b>	<b>(331,960)</b>	<b>(97.9)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>370,000</b>	<b>-</b>	<b>7,207</b>	<b>339,167</b>	<b>(331,960)</b>	<b>(97.9)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	362,400	26,710	291,145	332,200	41,055	12.4
Benefits: PERS	188,600	24,022	263,866	172,883	(90,983)	(52.6)
Group Ins	605,000	39,877	455,318	554,583	99,265	17.9
Workers Comp Ins	2,990	-	2,468	2,741	273	10.0
FICA/Medicare	26,910	2,109	23,008	24,668	1,660	6.7
Misc Benefits	600	40	440	550	110	20.0
Total Wages and Benefits	1,186,500	92,758	1,036,245	1,087,625	51,380	4.7
Less: wages & ben charged to Capital Proj.	-	(1,639)	(22,937)	-	22,937	-
Less: Allocated to Water and Sewer Funds	(1,186,500)	(91,118)	(1,013,256)	(1,087,625)	(74,369)	6.8
Total Unallocated Wages and Benefits	-	-	52	-	(52)	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,400	179	5,303	5,867	564	9.6
Supplies/ Engineering	-	-	50	-	(50)	-
Supplies/ Maintenance	-	-	-	-	-	-
Invoicing	52,476	10,708	57,184	48,103	(9,081)	(18.9)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	10,000	-	-	9,167	9,167	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	28,480	6,137	24,469	26,107	1,638	6.3
Electrical Power	62,118	5,045	53,121	56,942	3,821	6.7
Street Lights	65,000	2,211	58,596	59,583	987	1.7
Telephone	9,880	858	11,615	9,057	(2,559)	(28.3)
Postage	750	-	-	688	688	100.0
Freight	-	-	62	-	(62)	-
Liability Insurance	65,000	-	58,474	59,583	1,110	1.9
Legal Services	30,000	560	3,463	27,500	24,038	87.4
Accounting	15,000	1,145	3,466	13,750	10,284	74.8
Engineering	510	-	-	468	468	100.0
Other Professional Services	22,800	1,400	26,156	20,900	(5,256)	(25.1)
Bank Service Charges	35,000	1,994	23,782	32,083	8,302	25.9
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	10,360	180	1,612	9,497	7,885	83.0
Computer Software Maintenance	7,200	114	4,035	6,600	2,565	38.9
Memberships & Subscriptions	20,070	267	20,910	18,398	(2,513)	(13.7)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	4,200	-	588	3,850	3,262	84.7
Certifications	2,538	-	915	2,327	1,411	60.7

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

**May 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
State/County & LAFCO Fees and Charges	24,000	-	384	22,000	21,616	98.3
Elections Expense	-	-	-	-	-	-
Human Resources	6,400	2,241	6,665	5,867	(799)	(13.6)
Miscellaneous	5,580	240	9,756	5,115	(4,641)	(90.7)
Director's Fees	16,000	900	10,300	14,667	4,367	29.8
General & Admin Expense Allocation	(434,762)	(23,372)	(319,809)	(398,532)	(78,723)	19.8
<b>TOTAL OPERATING EXPENSES</b>	<b>65,000</b>	<b>10,808</b>	<b>61,148</b>	<b>59,583</b>	<b>(1,565)</b>	<b>(2.6)</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	113,550	-	(113,550)	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>-</b>	<b>-</b>	<b>113,550</b>	<b>-</b>	<b>(113,550)</b>	<b>-</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	58,000	-	1,593	53,167	51,574	97.0
Building, Yard & Paving Improvements	170,000	1,500	22,131	155,833	133,702	85.8
Engineering & Studies	100,000	8,700	12,070	91,667	79,597	86.8
District Design Standards	-	139	1,272	-	(1,272)	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>328,000</b>	<b>10,339</b>	<b>37,066</b>	<b>300,667</b>	<b>263,600</b>	
<b>INTERFUND TRANSFER OUT</b>		<b>-</b>	<b>-</b>	<b>-</b>		
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(23,000)</b>	<b>(21,148)</b>	<b>(204,557)</b>	<b>(21,083)</b>	<b>(183,474)</b>	<b>870.2</b>

# Humboldt Community Services District

## Notes May 2022

Note 1 - Account Fees

Under the California State Water and Wastewater arrearage program, the district was required to remove associated account late fees.

Note 2 - Non Operating and Miscellaneous Revenue

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

Note 3 - Supplies - Construction and Supplies - Maintenance

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

Note 4 - Invoicing and Bank fees

Invoicing costs have increased in the current fiscal year due to an increase in postage coupled with implementation of a new online payment system. These increases have been offset by reductions in bank fees associated with the new online payment system.

Note 5 - Memberships & Subscriptions

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

Note 6 - Miscellaneous

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

Note 7 - Loan Payments

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

Note 8 - Engineering

Engineering Expense - a/c 6810 - Operating Expense	May 2022	YTD
Water Fund		
Compaction Testing		
SHN Consulting Engineers	-	526
<b>Total posted to 6810</b>	<b>-</b>	<b>526</b>
<b>Engineering Costs charged to other CIPs:</b>		
S Broadway FM	-	863
Rate Study	8,700	12,070
Eitzen Annexation	-	255
<b>Grand Total posted to 9040</b>	<b>8,700</b>	<b>13,188</b>

# Humboldt Community Services District

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

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## AGENDA REPORT

**For HCSD Board of Directors Regular Meeting of: June 28, 2022**

**Agenda Item:** G.1 – New Business

**TITLE:** **FY 2022/23 Budget approval**

**Presented by:** Michael Montag, Finance Manager/District Treasurer

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**Recommendation:** Staff recommends the Board of Directors:

1. Vote to approve FY 2022-2023 Budget as presented

**Summary:**

Budget draft included with this meeting's board packet is unchanged from the version presented at the Board meeting of June 21<sup>st</sup> 2022, with the addition of percent change figures of the proposed budget compared to actual amounts from 2021-2022.

Master fee schedule of customer charges is also included, with no changes from FY 2021-2022 charges.

**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	% Change vs actual
<b>OPERATING REVENUE</b>					
Metered Water Sales	5,307,097	5,200,000	5,395,364	5,449,000	0.99%
Water Charges - Pass Through	224,195	-	17,150	-	-100.00%
Sewer Service Charges	4,828,550	5,015,000	5,227,389	5,280,000	1.01%
Sewer Service Charges - Pass Through	782,162	1,447,800	1,510,524	1,500,000	-0.70%
Water & Sewer Construction Fees	56,923	32,000	41,175	47,000	14.15%
Account Fees	140,435	140,000	34,533	35,000	1.35%
Inspection Fees	189	-	-	-	0.00%
Reimbursable Maintenance Fees	25	1,000	1,000	1,000	0.00%
Miscellaneous	1,582	2,000	2,000	2,000	0.00%
<b>TOTAL OPERATING REVENUE</b>	<b>11,341,158</b>	<b>11,837,800</b>	<b>12,229,135</b>	<b>12,314,000</b>	<b>0.69%</b>
<b>NON-OPERATING REVENUE</b>					
Capital Connection Fees	239,779	180,000	139,468	180,000	29.06%
Interest/General	(14,510)	42,000	15,001	30,000	99.99%
Discounts Earned	1,942	2,000	2,000	2,000	-0.01%
Sales:Fixed Assets/Scrap Metal	66,490	15,700	15,700	15,700	0.00%
Bad Debt Recovery	6,591	10,000	7,000	10,000	42.86%
Property Taxes & Assessments	549,698	490,000	490,000	354,000	-27.76%
Insurance Rebate	34,184	20,000	7,207	20,000	177.51%
Other Non-Operating Revenue	-	2,200	-	-	
<b>TOTAL NON-OPERATING REVENUE</b>	<b>884,174</b>	<b>761,900</b>	<b>676,376</b>	<b>611,700</b>	<b>-9.56%</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>12,225,332</b>	<b>12,599,700</b>	<b>12,905,511</b>	<b>12,925,700</b>	<b>0.16%</b>
<b>OPERATING EXPENSES</b>					
Wages Direct	1,453,617	1,510,000	1,447,660	1,635,000	12.94%
Benefits: PERS	415,104	460,000	452,054	503,000	11.27%
Group Ins	1,017,129	1,210,000	1,066,526	1,235,000	15.80%
Workers Comp Ins	19,899	23,000	23,431	23,500	0.29%
FICA/Medicare	111,681	117,000	111,259	117,000	5.16%
Misc Benefits	190	600	480	500	4.17%
<b>Total Wages and Benefits</b>	<b>3,017,620</b>	<b>3,320,600</b>	<b>3,101,409</b>	<b>3,514,000</b>	<b>13.30%</b>
Less: wages & ben charged to Capital Proj.	(239,971)	(166,000)	(155,046)	(175,676)	13.31%
<b>Total Operating Wages and benefits</b>	<b>2,777,649</b>	<b>3,154,600</b>	<b>2,946,363</b>	<b>3,338,324</b>	<b>13.30%</b>
Water Purchase HBMWWD	1,077,266	1,075,000	1,072,542	1,075,000	0.23%
Water Purchase Eureka	756,921	810,000	797,145	810,000	1.61%
Sewage Treatment Operations & Maint.	1,434,300	1,465,000	1,465,248	1,495,000	2.03%
Water/Sewer Analysis	7,566	20,000	8,614	15,000	74.14%
Supplies/ Construction	117,248	134,000	166,307	159,500	-4.09%
Supplies/ Office-Administration	15,131	19,000	14,000	15,000	7.14%
Supplies/ Engineering	746	2,500	800	2,500	212.50%
Supplies/ Maintenance	80,909	97,500	113,568	100,000	-11.95%
Invoicing	53,584	52,476	57,558	57,000	-0.97%
Temporary Labor	-	25,600	54,461	61,200	12.37%

**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	% Change vs actual
Repairs & Maintenance/Trucks	40,238	55,000	62,875	55,000	-12.52%
Equipment Rental	17,084	5,000	-	5,000	N/A
Building & Grounds Maintenance	22,403	32,000	29,918	30,000	0.27%
Electrical Power	279,600	295,800	280,496	295,800	5.46%
Street Lights	59,842	65,000	67,662	70,000	3.46%
Telephone	13,242	19,000	12,908	18,000	39.45%
Postage	2,834	3,000	3,000	3,000	0.00%
Freight	215	500	400	500	25.00%
Chemicals	9,888	12,000	8,201	10,000	21.94%
Liability Insurance	54,488	65,000	58,474	62,000	6.03%
Legal	6,699	30,000	3,484	70,000	1909.18%
Accounting	10,612	15,000	13,000	13,000	0.00%
Engineering	523	1,000	1,000	1,000	0.00%
Other Professional Services	17,426	38,000	5,000	118,000	2260.00%
Bank Service Charges	47,220	35,000	26,619	28,000	5.19%
Transportation	50,488	60,000	63,114	75,738	20.00%
Office Equip. Maintenance	9,662	14,000	6,000	7,000	16.67%
Computer Software Maintenance	32,401	45,000	35,000	45,000	28.57%
Memberships & Subscriptions	17,368	22,300	23,394	24,800	6.01%
Bad Debts & Minimum Balance Writeoff	9,621	200,000	150,000	50,000	-66.67%
Conference & Continuing Ed	1,158	20,000	3,700	34,500	832.43%
Certifications	1,263	5,400	2,294	3,500	52.57%
State/County & LAFCO Fees and Charges	30,086	50,000	35,000	40,000	14.29%
Hydraulic Water Model Maintenance	5,869	6,000	-	6,000	N/A
Elections Expense	14,869	-	-	15,000	
Human Resources	11,231	20,000	6,275	21,000	234.66%
Miscellaneous	168	9,000	12,000	12,000	0.00%
Director's Fees	11,850	16,000	11,280	16,000	41.84%
<b>TOTAL OPERATING EXPENSES</b>	<b>7,099,668</b>	<b>7,994,676</b>	<b>7,617,700</b>	<b>8,258,362</b>	<b>8.41%</b>
<b>LONG TERM DEBT PAYMENTS</b>					
Safe Drinking Water Bond	177,558	177,429	177,429	177,429	0.00%
2012 CIP & Refi.	359,220	227,100	227,100	203,766	-10.27%
Davis-Grunsky Loan	6,051	5,912	6,051	6,049	-0.03%
VacCon Truck Loan(2014)	80,341	-	-	-	0.00%
VacCon Truck Loan(2021)	(532,301)	117,441	117,441	117,441	0.00%
New Financing - F450 w/ Crane	-	-	-	(140,000)	N/A
New Financing - Dump Truck	-	-	-	(200,000)	N/A
2014 Wastewater Revenue Bonds	485,572	487,575	487,575	484,175	-0.70%
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>576,441</b>	<b>1,015,457</b>	<b>1,015,596</b>	<b>648,860</b>	<b>-36.11%</b>
<b>CAPITALIZED EXPENDITURES</b>					
Vehicles, Rolling Stock & Equipment	533,772	58,000	50,000	340,000	580.00%
Building, Yard & Paving Improvements	-	170,000	141,000	94,000	-33.33%
Capital Improvements Water	1,381,202	1,260,000	1,085,430	1,617,700	49.04%
Capital Improvements Sewer	100,054	275,000	174,000	865,000	397.13%
Engineering & Studies	5,000	100,000	100,000	-	-100.00%

## 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	% Change vs actual
TOTAL CAPITAL EXPENDITURES	2,020,028	1,863,000	1,550,430	2,916,700	88.12%
City of Eureka Projects:					
CoE WWTP CIP	596,221	1,336,000	1,336,000	1,135,000	-15.04%
CoE MS	1,653	-	-	-	0.00%
TOTAL City of Eureka Projects	597,874	1,336,000	1,336,000	1,135,000	-15.04%
BUDGET SURPLUS (DEFICIT)	1,931,321	390,567	1,385,785	(33,222)	-102.40%

## 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	% Change vs actual
<b>OPERATING REVENUE &amp; EXPENSES</b>					
TOTAL OPERATING REVENUE	11,341,158	11,837,800	12,229,135	12,314,000	0.69%
TOTAL OPERATING EXPENSES	(7,099,668)	(7,994,676)	(7,617,700)	(8,258,362)	8.41%
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,241,490	3,843,124	4,611,435	4,055,638	-12.05%
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>					
TOTAL NON-OPERATING REVENUE	884,174	761,900	676,376	611,700	-9.56%
TOTAL LONG TERM DEBT SERVICE	(576,441)	(1,015,457)	(1,015,596)	(648,860)	-36.11%
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	4,549,223	3,589,567	4,272,215	4,018,478	-5.94%
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(2,020,028)	(1,863,000)	(1,550,430)	(2,916,700)	88.12%
CITY of EUREKA PROJECT REIMBURSEMENT	(597,874)	(1,336,000)	(1,336,000)	(1,135,000)	-15.04%
BUDGET SURPLUS (DEFICIT)	<u>1,931,321</u>	<u>390,567</u>	<u>1,385,785</u>	<u>(33,222)</u>	-102.40%
<b>Working Capital Reserve Summary</b>					
BUDGET SURPLUS or (DEFICIT)	1,931,321	390,567	1,385,785	(33,222)	-102.40%
Beginning Working Capital Reserves	7,125,961	9,057,282	9,057,282	10,443,066	15.30%
Working Capital Reserve Balance, End of Year	<u>9,057,282</u>	<u>9,447,849</u>	<u>10,443,066</u>	<u>10,409,844</u>	-0.32%

**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	% Change vs actual
<b>OPERATING REVENUE</b>					
Metered Water Sales	5,307,097	5,200,000	5,395,364	5,449,000	0.99%
Water Pass Through	224,195	-	17,150	-	-100.00%
Water Construction Fees	35,707	20,000	41,175	35,000	-15.00%
Account Fees	80,048	79,800	19,684	19,950	1.35%
Inspection Fees	189	-	-	-	0.00%
Reimbursable Maintenance Fees	25	800	800	800	0.00%
Miscellaneous	758	1,000	1,000	1,000	0.00%
<b>TOTAL OPERATING REVENUE</b>	<b>5,648,019</b>	<b>5,301,600</b>	<b>5,475,173</b>	<b>5,505,750</b>	<b>0.56%</b>
<b>NON-OPERATING REVENUE</b>					
Water Capital Connection Fees	133,177	90,000	71,085	90,000	26.61%
Interest/General	(10,898)	32,966	11,774	23,547	99.99%
Discounts Earned	1,107	1,280	1,209	1,280	5.86%
Sales:Fixed Assets/Scrap Metal	37,899	8,844	6,636	8,844	33.27%
Bad Debt Recovery	3,757	5,700	3,991	5,700	42.83%
FW/MR Assessment	136,988	140,000	140,000	4,000	-97.14%
Other Non-Operating Revenue	-	2,200	-	-	
<b>TOTAL NON-OPERATING REVENUE</b>	<b>302,030</b>	<b>280,990</b>	<b>234,695</b>	<b>133,371</b>	<b>-43.17%</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>5,950,049</b>	<b>5,582,590</b>	<b>5,709,868</b>	<b>5,639,121</b>	<b>-1.24%</b>
<b>OPERATING EXPENSES</b>					
Wages Direct	720,109	709,700	680,400	768,450	12.94%
Wages & Benefits: Allocated	481,346	593,250	547,579	623,298	13.83%
Benefits: PERS	106,302	165,600	162,739	181,080	11.27%
Group Ins	331,141	375,100	330,623	382,850	15.80%
Workers Comp Ins	9,248	12,420	12,653	12,690	0.29%
FICA/Medicare	54,899	54,990	52,292	54,990	5.16%
Misc Benefits	-	-	-	-	
<b>Total Wages and Benefits</b>	<b>1,703,046</b>	<b>1,911,060</b>	<b>1,786,286</b>	<b>2,023,358</b>	<b>13.27%</b>
Less: wages & ben charged to Capital Proj.	(171,155)	(122,840)	(114,734)	(130,000)	13.31%
<b>Total Operating Wages and benefits</b>	<b>1,531,891</b>	<b>1,788,220</b>	<b>1,671,552</b>	<b>1,893,358</b>	<b>13.27%</b>
Water Purchase HBMWWD	1,077,266	1,075,000	1,072,542	1,075,000	0.23%
Water Purchase Eureka	756,921	810,000	797,145	810,000	1.61%
Water Analysis	7,566	15,000	4,307	7,500	74.14%
Supplies/ Construction	78,280	99,160	123,067	118,030	-4.09%
Supplies/Office-Administration	4,680	5,700	4,200	4,500	7.14%
Supplies/ Engineering	143	1,425	456	1,425	212.50%
Supplies/ Maintenance	54,088	48,750	56,784	50,000	-11.95%
Temporary Labor	-	11,544	31,513	31,744	0.73%
Repairs & Maintenance/Trucks	23,230	30,800	35,210	30,800	-12.52%
Equipment Rental	171	3,700	-	3,700	N/A
Building & Grounds Maintenance	159	1,920	1,795	1,800	0.28%
Electrical Power	164,805	162,690	154,273	162,690	5.46%
Telephone	2,573	6,080	4,131	5,760	39.43%
Postage	408	1,290	1,290	1,290	0.00%

**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	% Change vs actual
Freight	60	285	228	285	25.00%
Chemicals	9,888	12,000	8,201	10,000	21.94%
Engineering	268	390	390	390	0.00%
Other Professional Services	9,291	7,600	1,000	23,600	2260.00%
Transportation	28,778	34,200	35,975	43,171	20.00%
Office Equip. Maintenance	1,990	2,100	900	1,050	16.67%
Computer Software Maintenance	15,642	21,600	16,800	21,600	28.57%
Memberships & Subscriptions	977	1,338	1,404	1,488	5.98%
Bad Debts & Minimum Balance Writeoff	9,492	114,000	85,500	28,500	-66.67%
Conference & Continuing Ed	654	7,000	1,295	12,075	832.43%
Certifications	1,087	1,620	688	1,050	52.62%
State/County & LAFCO Fees and Charges	22,613	17,000	11,900	13,600	14.29%
Hydraulic Water Model Maintenance	5,869	6,000	-	6,000	N/A
Human Resources	419	7,800	2,447	8,190	234.70%
Miscellaneous	-	1,980	2,640	2,640	0.00%
General & Admin Expense Allocation	171,575	217,981	168,358	262,094	55.68%
<b>TOTAL OPERATING EXPENSES</b>	<b>3,980,784</b>	<b>4,514,173</b>	<b>4,295,991</b>	<b>4,633,330</b>	<b>7.85%</b>
<b>LONG TERM DEBT PAYMENTS</b>					
Safe Drinking Water Bond	177,558	177,429	177,429	177,429	0.00%
2012 CIP & Refi.	115,560	49,500	49,500	26,166	-47.14%
Davis-Grunsky Loan	6,051	5,912	6,051	6,049	-0.03%
VacCon Truck Loan	60,256	-	-	-	0.00%
Debt Service: Allocated	-	-	-	(170,000)	N/A
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>359,425</b>	<b>232,841</b>	<b>232,980</b>	<b>39,644</b>	<b>-82.98%</b>
<b>CAPITALIZED EXPENDITURES</b>					
Vehicles/Rolling Stock/Capital Equipment	1,471	-	-	-	0.00%
Building & Yard Improvements	-	-	-	-	0.00%
Capital Improvements Water	1,381,202	1,260,000	1,085,430	1,617,700	49.04%
Engineering & Studies	-	-	-	-	0.00%
General Fund Allocation	2,850	186,960	165,870	247,380	49.14%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,385,523</b>	<b>1,446,960</b>	<b>1,251,300</b>	<b>1,865,080</b>	<b>49.05%</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>224,317</b>	<b>(611,384)</b>	<b>(70,403)</b>	<b>(898,933)</b>	<b>1176.84%</b>

## 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	% Change vs actual
<b>OPERATING REVENUE &amp; EXPENSES</b>					
TOTAL OPERATING REVENUE	5,648,019	5,301,600	5,475,173	5,505,750	0.56%
TOTAL OPERATING EXPENSES	(3,980,784)	(4,514,173)	(4,295,991)	(4,633,330)	7.85%
NET SURPLUS/(DEFICIT) FROM OPERATIONS	1,667,235	787,427	1,179,182	872,421	-26.01%
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>					
TOTAL NON-OPERATING REVENUE	302,030	280,990	234,695	133,371	-43.17%
TOTAL LONG TERM DEBT SERVICE	(359,425)	(232,841)	(232,980)	(39,644)	-82.98%
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	1,609,840	835,576	1,180,897	966,148	-18.19%
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(1,385,523)	(1,446,960)	(1,251,300)	(1,865,080)	49.05%
BUDGET SURPLUS or (DEFICIT)	<u>224,317</u>	<u>(611,384)</u>	<u>(70,403)</u>	<u>(898,933)</u>	1176.84%
<b>Working Capital Reserve Summary</b>					
BUDGET SURPLUS or (DEFICIT)	224,317	(611,384)	(70,403)	(898,933)	1176.84%
Beginning Working Capital Reserves	4,743,936	4,968,253	4,968,253	4,897,850	-1.42%
Working Capital Reserve Balance, End of Year	<u>4,968,253</u>	<u>4,356,869</u>	<u>4,897,850</u>	<u>3,998,917</u>	-18.35%

**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	% Change vs actual
<b>OPERATING REVENUE</b>					
Sewer Service Charges	4,828,550	5,015,000	5,227,389	5,280,000	1.01%
Sewer Service Charges - Pass Through	782,162	1,447,800	1,510,524	1,500,000	-0.70%
Sewer Construction Fees	21,216	12,000	-	12,000	N/A
Account Fees	60,387	60,200	14,849	15,050	1.35%
Inspection Fees	-	-	-	-	0.00%
Reimbursable Maintenance Fees	-	200	200	200	0.00%
Miscellaneous	824	1,000	1,000	1,000	0.00%
<b>TOTAL OPERATING REVENUE</b>	<b>5,693,139</b>	<b>6,536,200</b>	<b>6,753,962</b>	<b>6,808,250</b>	<b>0.80%</b>
<b>NON-OPERATING REVENUE</b>					
Sewer Capital Connection Fees	106,602	90,000	68,383	90,000	31.61%
Interest/General	(2,293)	9,034	3,227	6,453	99.97%
Discounts Earned	835	720	791	720	-8.98%
Sales:Fixed Assets/Scrap Metal	28,591	6,856	9,064	6,856	-24.36%
Bad Debt Recovery	2,834	4,300	3,009	4,300	42.90%
Other Non-Operating Revenue	-	-	-	-	
<b>TOTAL NON-OPERATING REVENUE</b>	<b>136,569</b>	<b>110,910</b>	<b>84,474</b>	<b>108,329</b>	<b>28.24%</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>5,829,708</b>	<b>6,647,110</b>	<b>6,838,436</b>	<b>6,916,579</b>	<b>1.14%</b>
<b>OPERATING EXPENSES</b>					
Wages Direct	468,296	437,900	419,821	474,150	12.94%
Wages & Benefits: Allocated	481,346	593,250	547,579	623,298	13.83%
Benefits: PERS	65,689	105,800	103,972	115,690	11.27%
Group Ins	228,641	229,900	202,640	234,650	15.80%
Workers Comp Ins	8,476	7,590	7,732	7,755	0.29%
FICA/Medicare	35,680	35,100	33,378	35,100	5.16%
Misc Benefits	-	-	-	-	
<b>Total Wages and Benefits</b>	<b>1,288,129</b>	<b>1,409,540</b>	<b>1,315,123</b>	<b>1,490,643</b>	<b>13.35%</b>
Less: wages & ben charged to Capital Proj.	(42,371)	(43,160)	(40,312)	(45,676)	13.31%
<b>Total Operating Wages and benefits</b>	<b>1,245,758</b>	<b>1,366,380</b>	<b>1,274,811</b>	<b>1,444,967</b>	<b>13.35%</b>
Sewage Treatment: Operating & Maint.	1,434,300	1,465,000	1,465,248	1,495,000	2.03%
Sewer Analysis	-	5,000	4,307	7,500	74.14%
Supplies/ Construction	38,968	34,840	43,240	41,470	-4.09%
Supplies/ Office-Administration	3,531	5,700	4,200	4,500	7.14%
Supplies/ Engineering	303	1,075	344	1,075	212.50%
Supplies/ Maintenance	26,779	48,750	56,784	50,000	-11.95%
Temporary Labor	-	4,056	17,948	19,456	8.40%
Repairs & Maintenance/Trucks	17,008	24,200	27,665	24,200	-12.52%
Equipment Rental	16,913	1,300	-	1,300	N/A
Building & Grounds Maintenance	120	1,600	1,496	1,500	0.27%
Electrical Power	56,264	70,992	67,319	70,992	5.46%
Telephone	1,941	3,040	2,065	2,880	39.47%
Postage	298	960	960	960	0.00%
Freight	155	215	172	215	25.00%

**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	% Change vs actual
Legal	-	-	-	-	0.00%
Engineering	-	100	100	100	0.00%
Other Professional Services	2,885	7,600	1,000	23,600	2260.00%
Transportation	21,710	25,800	27,139	32,567	20.00%
Office Equip. Maintenance	1,501	1,540	660	770	16.67%
Computer Software Maintenance	10,607	16,200	12,600	16,200	28.57%
Memberships & Subscriptions	1,004	892	936	992	5.98%
Bad Debts & Minimum Balance Writeoff	129	86,000	64,500	21,500	-66.67%
Conference & Continuing Ed	190	8,800	1,628	15,180	832.43%
Certifications	176	1,242	528	805	52.46%
State/County & LAFCO Fees and Charges	6,613	9,000	6,300	7,200	14.29%
Human Resources	316	5,800	1,820	6,090	234.62%
Miscellaneous	(2)	1,440	1,920	1,920	0.00%
General & Admin Expense Allocation	171,575	217,981	168,358	262,094	55.68%
<b>TOTAL OPERATING EXPENSES</b>	<b>3,059,042</b>	<b>3,415,503</b>	<b>3,254,048</b>	<b>3,555,033</b>	<b>9.25%</b>
<b>LONG TERM DEBT PAYMENTS</b>					
2014 Wastewater Revenue Bonds	485,572	487,575	487,575	484,175	-0.70%
2012 CIP & Refi.	243,660	177,600	177,600	177,600	0.00%
VacCon Truck Loan(2014)	20,085	-	-	-	0.00%
VacCon Truck Loan(2021)	(532,301)	117,441	117,441	117,441	0.00%
Debt Service: Allocated	-	-	-	(170,000)	N/A
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>217,016</b>	<b>782,616</b>	<b>782,616</b>	<b>609,216</b>	<b>-22.16%</b>
<b>CAPITALIZED EXPENDITURES</b>					
Vehicles/Rolling Stock/Capital Equipment	532,301	-	-	-	0.00%
Building, Yard& Paving Improvements	-	-	-	-	0.00%
Capital Improvements Sewer	100,054	275,000	174,000	865,000	397.13%
Engineering & Studies	-	-	-	-	0.00%
General Fund Allocation	2,150	141,040	125,130	186,620	49.14%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>634,505</b>	<b>416,040</b>	<b>299,130</b>	<b>1,051,620</b>	<b>251.56%</b>
City of Eureka Projects:					
CoE WWTP CIP	596,221	1,336,000	1,336,000	1,135,000	-15.04%
CoE MS	1,653	-	-	-	
<b>TOTAL OTHER</b>	<b>597,874</b>	<b>1,336,000</b>	<b>1,336,000</b>	<b>1,135,000</b>	<b>-15.04%</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>1,321,271</b>	<b>696,951</b>	<b>1,166,643</b>	<b>565,711</b>	<b>-51.51%</b>

**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	% Change vs actual
<b>OPERATING REVENUE &amp; EXPENSES</b>					
TOTAL OPERATING REVENUE	5,693,139	6,536,200	6,753,962	6,808,250	0.80%
TOTAL OPERATING EXPENSES	(3,059,042)	(3,415,503)	(3,254,048)	(3,555,033)	9.25%
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>	-7.05%
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>					
TOTAL NON-OPERATING REVENUE	136,569	110,910	84,474	108,329	28.24%
TOTAL LONG TERM DEBT SERVICE	(217,016)	(782,616)	(782,616)	(609,216)	-22.16%
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>	-1.76%
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(634,505)	(416,040)	(299,130)	(1,051,620)	251.56%
CITY of EUREKA PROJECT REIMBURSEMENT	(597,874)	(1,336,000)	(1,336,000)	(1,135,000)	-15.04%
BUDGET SURPLUS or (DEFICIT)	<u><u>1,321,271</u></u>	<u><u>696,951</u></u>	<u><u>1,166,643</u></u>	<u><u>565,711</u></u>	-51.51%
<b>Working Capital Reserve Summary</b>					
BUDGET SURPLUS or (DEFICIT)	1,321,271	696,951	1,166,643	565,711	-51.51%
Beginning Working Capital Reserves	1,284,807	2,606,078	2,606,078	3,772,721	44.77%
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>	14.99%

**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	% Change vs actual
<b>OPERATING REVENUE</b>					
Interest (will be allocated to w/s @ y/e)	(1,319)	-	-	-	0.00%
Miscellaneous	-	-	-	-	0.00%
<b>TOTAL OPERATING REVENUE</b>	<b>(1,319)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>NON-OPERATING REVENUE</b>					
Property Taxes	412,710	350,000	350,000	350,000	0.00%
Insurance Rebate	34,184	20,000	7,207	20,000	177.51%
Other Non-Operating Revenue	-	-	-	-	
<b>TOTAL NON-OPERATING REVENUE</b>	<b>446,894</b>	<b>370,000</b>	<b>357,207</b>	<b>370,000</b>	<b>3.58%</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>445,575</b>	<b>370,000</b>	<b>357,207</b>	<b>370,000</b>	<b>3.58%</b>
<b>OPERATING EXPENSES</b>					
Wages Direct	265,211	362,400	347,438	392,400	12.94%
Benefits: PERS	243,113	188,600	185,342	206,230	11.27%
Group Ins	457,347	605,000	533,263	617,500	15.80%
Workers Comp Ins	2,175	2,990	3,046	3,055	0.30%
FICA/Medicare	21,102	26,910	25,590	26,910	5.16%
Misc Benefits	190	600	480	500	4.17%
<b>Total Wages and Benefits</b>	<b>989,138</b>	<b>1,186,500</b>	<b>1,095,159</b>	<b>1,246,595</b>	<b>13.83%</b>
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)	13.83%
<b>Total Unallocated Wages and Benefits</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-100.00%</b>
Supplies/ Construction	-	-	-	-	0.00%
Supplies/ Administration	6,920	7,600	5,600	6,000	7.14%
Supplies/ Engineering	300	-	-	-	0.00%
Supplies/ Maintenance	42	-	-	-	0.00%
Invoicing	53,584	52,476	57,558	57,000	-0.97%
Temporary Labor	-	10,000	5,000	10,000	100.00%
Repairs & Maintenance/Trucks	-	-	-	-	0.00%
Equipment Rental	-	-	-	-	0.00%
Building & Grounds Maintenance	22,124	28,480	26,627	26,700	0.27%
Electrical Power	58,531	62,118	58,904	62,118	5.46%
Street Lights	59,842	65,000	67,662	70,000	3.46%
Telephone	8,728	9,880	6,712	9,360	39.45%
Postage	2,128	750	750	750	0.00%
Freight	-	-	-	-	0.00%
Liability Insurance	54,488	65,000	58,474	62,000	6.03%
Legal Services	6,699	30,000	3,484	70,000	1909.18%
Accounting	10,612	15,000	13,000	13,000	0.00%
Engineering	255	510	510	510	0.00%
Other Professional Services	5,250	22,800	3,000	70,800	2260.00%
Bank Service Charges	47,220	35,000	26,619	28,000	5.19%
Transportation	-	-	-	-	0.00%
Office Equip. Maintenance	6,171	10,360	4,440	5,180	16.67%

**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	% Change vs actual
Computer Software Maintenance	6,152	7,200	5,600	7,200	28.57%
Memberships & Subscriptions	15,387	20,070	21,054	22,320	6.01%
Bad Debts & Minimum Balance Writeoff	-	-	-	-	0.00%
Conference & Continuing Ed	314	4,200	777	7,245	832.43%
Certifications	-	2,538	1,078	1,645	52.60%
State/County & LAFCO Fees and Charges	860	24,000	16,800	19,200	14.29%
Elections Expense	14,869	-	-	15,000	0.00%
Human Resources	10,496	6,400	2,008	6,720	234.66%
Miscellaneous	170	5,580	7,440	7,440	0.00%
Director's Fees	11,850	16,000	11,280	16,000	41.84%
General & Admin Expense Allocation	(343,150)	(435,962)	(336,715)	(524,188)	55.68%
<b>TOTAL OPERATING EXPENSES</b>	<b>59,842</b>	<b>65,000</b>	<b>67,662</b>	<b>70,000</b>	<b>3.46%</b>
<b>LONG TERM DEBT PAYMENTS</b>					
New Financing - F450 w/ Crane	-	-	-	(140,000)	N/A
New Financing - Dump Truck	-	-	-	(200,000)	N/A
Less: Allocated to Water & Sewer Funds	-	-	-	340,000	N/A
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>CAPITALIZED EXPENDITURES</b>					
Vehicles/Rolling Stock/Capital Equipment	-	58,000	50,000	340,000	580.00%
Building, Yard & Paving Improvements	-	170,000	141,000	94,000	-33.33%
Engineering & Studies	5,000	100,000	100,000	-	-100.00%
Less: Allocated to Water & Sewer Funds	(5,000)	(328,000)	(291,000)	(434,000)	49.14%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>385,733</b>	<b>305,000</b>	<b>289,545</b>	<b>300,000</b>	<b>3.61%</b>

## 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	% Change vs actual
<b>OPERATING REVENUE &amp; EXPENSES</b>					
TOTAL OPERATING REVENUE	(1,319)	-	-	-	0.00%
TOTAL OPERATING EXPENSES	(59,842)	(65,000)	(67,662)	(70,000)	3.46%
NET SURPLUS/(DEFICIT) FROM OPERATIONS	(61,161)	(65,000)	(67,662)	(70,000)	3.46%
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>					
TOTAL NON-OPERATING REVENUE	446,894	370,000	357,207	370,000	3.58%
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	385,733	305,000	289,545	300,000	3.61%
HCSD CAPITAL IMPROVEMENT EXPENDITURES	-	-	-	-	0.00%
BUDGET SURPLUS or (DEFICIT)	<u>385,733</u>	<u>305,000</u>	<u>289,545</u>	<u>300,000</u>	3.61%
<b>Working Capital Reserve Summary</b>					
BUDGET SURPLUS or (DEFICIT)	385,733	305,000	289,545	300,000	3.61%
Beginning Working Capital Reserves	1,097,218	1,482,951	1,482,951	1,772,496	19.52%
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>	16.93%

**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
<b>VEHICLES, ROLLING STOCK &amp; EQUIPMENT</b>				
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	-	-	-
<b>Total Vehicles, Rolling Stock &amp; Equipment</b>	<b>533,772</b>	<b>58,000</b>	<b>50,000</b>	<b>340,000</b>
<b>BUILDING, YARD &amp; PAVING IMPROVEMENTS</b>				
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
<b>Total Building, Yard &amp; Paving Improvements</b>	<b>-</b>	<b>170,000</b>	<b>141,000</b>	<b>94,000</b>
<b>WATER SYSTEM IMPROVEMENTS (Water)</b>				
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
<b>Total Water System Improvements</b>	<b>1,381,202</b>	<b>1,260,000</b>	<b>1,085,430</b>	<b>1,617,700</b>

**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
<b>Total Sewer System Improvements</b>	<b>100,054</b>	<b>275,000</b>	<b>174,000</b>	<b>865,000</b>

**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)	-	-	-	-
<b>Total Engineering &amp; Studies</b>	<b>5,000</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>

**CITY OF EUREKA CIPS (Sewer)**

CoE WWTP CIP	596,221	1,336,000	1,336,000	1,135,000
CoE MS	1,653	-	-	-
<b>Total City of Eureka CIPs</b>	<b>597,874</b>	<b>1,336,000</b>	<b>1,336,000</b>	<b>1,135,000</b>

HUMBOLDT COMMUNITY SERVICES DISTRICT  
FY 2022/2023 MASTER FEE SCHEDULE

**Customer Service Account Fees**

	<u>Fee</u>
<b>Activation, Deposits and Miscellaneous Charges</b>	
Credit Card Convenience Fee	\$3.50
Establish Water & Sewer Accounts (Admin)	\$35.00
Initial Residential Deposits:	
Water & Sewer	\$200.00
Water Only	\$100.00
Sewer Only	\$100.00
Increase in Deposit due to non-payment per occurrence:	\$50.00
Maximum Deposit:	\$300.00
Multi-Family Units:	
Water & Sewer (1 <sup>st</sup> unit)	\$50.00
Each Additional Unit	\$40.00
Water Only (1 <sup>st</sup> Unit)	\$35.00
Each Additional Unit	\$20.00
Commercial Deposits	2.5 x Mo Base Rate
When considering collection of a security deposit, deposit requirements may be waived if customer meets any of the following District guidelines for creditworthiness:	
(a) Prior service within the District showing timely payments within the previous two (2) years, or	
(b) Produce a letter of credit from PG&E, or other recognized utility showing timely payments for a period of one (1) year	
(c) Produce a positive rating report from a recognized credit reporting agency. (Ref. Code §7.06.030)	
(d) Participation in Automatic Payment Program	
Returned Checks	\$25.00
Reinstatement of Service after discontinuance for nonpayment	1 <sup>st</sup> time = \$40.00 \$65.00 + penalties thereafter
Tow Truck Call Fee	\$25.00 + actual tow costs
Broken Lock Fee	\$25.00
Tampering Fee (any unauthorized operation of meters, valves, etc.)	\$260.00
Meter Test Deposit – refunded if test fails	\$147.00
After-hours Service Call	\$84.00

HUMBOLDT COMMUNITY SERVICES DISTRICT  
FY 2022/2023 MASTER FEE SCHEDULE

**WATER – MONTHLY SERVICE RATES**

Rates below are effective August 1, 2021 and are effective until further notice. The monthly fixed charge shall depend on the meter size. Volumetric rates are for units of 100 cubic-feet (HCF).

<b><u>Fixed Monthly Service Charges</u></b>		<b><u>Volumetric Consumption Charge</u></b>
5/8 inch meter	\$26.46	\$4.06 per HCF
3/4 inch meter	\$38.42	\$4.06 per HCF
1 inch meter	\$62.34	\$4.06 per HCF
1-1/2 inch meter	\$122.13	\$4.06 per HCF
2 inch meter	\$193.89	\$4.06 per HCF
3 inch meter	\$385.23	\$4.06 per HCF
4 inch meter	\$600.49	\$4.06 per HCF
6 inch meter	\$1,198.44	\$4.06 per HCF

**Other Miscellaneous Water Fees:**

	<u>Fee</u>
Temporary Construction Meter – Installation	\$40.00
Monthly Rate	\$92.95 + \$4.06 per HCF
Private Fire Protection Services	\$3.00 times diameter (inches) of service line

**Water Hauler Program:**

	<u>Fee</u>
<600 gallons	\$20
>600 gallons	\$0.03/gallon

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**SEWER - MONTHLY SERVICE RATES:**

Rates below are effective August 1, 2021 and are effective until further notice. The rates and minimum sewer service charges billed monthly to customers within the service area of the District shall be as follows:

<i>Monthly Fixed Service Charge per Account</i>	<i>Plus Monthly Fixed Service Charge Per Living Unit (LU)/Equivalent Dwelling Unit (EDU)*</i>	<i>Plus Winter Average - Volumetric Charge per 100 cft.</i>
\$4.28	Single Family Residential (1-3 LU)	\$19.09
\$4.28	Multi-Family (4 or more LU)	\$15.27
\$4.28	Mobile Homes	\$16.61
\$4.28	Trailer Parks	\$16.61
\$4.28	Commercial – Light Strength (<370 mg/liter)	\$19.09
\$4.28	Commercial – Med. Strength (370-500 mg/liter)	\$19.09
\$4.28	Commercial – Heavy Strength (>500 mg/liter)	\$19.09

\* Fixed monthly service charges for Residential accounts shall be based on the number of Living Units (LU) at the Service Address. Fixed Monthly Service Charges for Commercial accounts shall be based on Equivalent Dwelling units (EDU).

**Sewer Pass Through Rate:**

Approved “pass-through” rate to recover City of Eureka charges for wastewater treatment and Capital Improvement Projects (within HCSD responsibility) in excess of calculated sewer charges for current rates.	
Charged as a multiplier to the Volumetric Surcharge:	
Single Family/Multi Family/Mobile Homes/Trailer Parks	\$3.08
Commercial Light Strength	\$3.69
Commercial Medium Strength	\$4.87
Commercial Heavy Strength	\$6.16

**Sewer – Other Miscellaneous Charges**

	<i>Fee</i>
Special Sewer Discharge Permit:	\$250 plus an additional charge for actual gallons discharged to the public sewer system based on strength of discharged wastewater

**Waste Water Hauler Program:**

Wastewater shall meet the District's Specific Pollutant Limits prior to discharge. No wastewater from a septic tank, portable bathroom, or recreational vehicle is allowed to be discharged to the District's sewage collection system. Discharge shall not exceed 1000 gallons a day.	
<500 gallons	\$20.00
501-1000 gallons	\$30.00

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**WATER SYSTEM CONNECTION AND CONSTRUCTION FEES**

**Water Connection Fee (Capacity Charge Buy-in).**

The water capital connection fee is \$3,045 per 5/8” meter equivalency. See table below for additional meter sizes.

Water connection (capacity charge) for all classes of customers shall be based upon the number of meters per lot as well as the size of meter connected to the system as detailed in the following table; Connection fees are in addition to the actual cost of installing a service including main line tap, service line, meter, and box.

**Figure 1: Water Capital Connection Fees**

Meter Size	Equivalency Factor		Max. Water Connection Fee Per Meter
	Max. Continuous Flow (gpm) <sup>(1)</sup>	Equivalency to 5/8-inch Base Meter Size	
5/8 inch	25	1.00	\$3,045.00
3/4 inch	35	1.40	\$4,263.00
1 inch	55	2.20	\$6,699.00
1-1/2 inch	100	4.00	\$12,180.00
2 inch	160	6.40	\$19,488.00
3 inch	320	12.80	\$38,976.00
4 inch	500	20.00	\$60,900.00
6 inch	1,000	40.00	\$121,800.00

<sup>(1)</sup> Source: AWWA M1, Table B-2. Assumes displacement meters for 5/8” through 2”, Compound Class I for 3” through 6”

**WATER METER PURCHASE AND INSTALLATION:** In addition to the capital connection fee, where the District installs a new water meter and service line, the meter charge and installation fee shall be dependent on the size of the meter required. All costs are based upon actual time and materials. Where the Developer has installed the new water service line, the District shall install the meter upon payment of the corresponding meter charge, installation fee and appropriate connection fee. Charges within and without the limits of the District boundaries are payable in advance for the installation of new services and meters when work is performed by District forces. Fees shall be as indicated in the table below. Costs do not include permanent pavement or sidewalk replacement.

	<u>Fees</u>
5/8” Meter Charge	\$273.12
Installation	\$2,500.00
3/4” Meter Charge	\$308.12
Installation	\$2,575.00
1” Meter Charge	\$396.37
Installation	\$2,831.00
1 ½” and larger Meter Charge	Special Quote
Installation	Special Quote

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Split Water Service (New) (Does not include permanent pavement or sidewalk replacement)	2 ea 5/8" \$3,065.00 3+ Special Quote 2 ea 3/4" \$3,155.00 3+ Special Quote
Splitting an Existing Water Service	Actual cost. Not to exceed charges for a new service
Temporary Construction Meter	\$40.00
<b>Additional Fees for freshwater/Mitchell Road assessment area:</b> Charges for connections in the Freshwater/Mitchell Rd. assessment area shall be based on the Assessment District formula of said area as follows:	
<i>Assessment Criteria</i>	<i>Fee</i>
Acreage – per acre all zones	\$300.00
Parcel – per parcel (zone A) per parcel (zone B&C)	\$1,545.00 \$2,575.00
Capacity – Existing SFRE (zone A) Existing SFRE (zone B) Existing SFRE (zone C) Existing 2 <sup>nd</sup> Unit (zone A) Existing 2 <sup>nd</sup> Unit (zone B) Existing 2 <sup>nd</sup> Unit (zone C)	\$9,365.00 \$8,526.00 \$4,659.00 \$4,683.00 \$4,265.00 \$2,330.00

**SEWER CONNECTION AND CONSTRUCTION FEES**

This fee is in addition to the actual cost of installing a service including main line tap, lateral line and cleanout. Does not include permanent pavement or sidewalk replacement.

**Sewer Capital Connection Fee (Capacity Charge Buy-In)**

**The sewer capital connection fee is \$2,958.00/Equivalent Dwelling Unit (EDU)**

- A. Residential:** The fee is charged based on the number of EDUs.
- Single residential units equal one EDU without consideration of the number of fixture units.
  - Multiple residential units: The fee is calculated on the total fixture unit count converted to EDU and pro-rated for the second and subsequent EDU's based on a percentage calculation as compared to one EDU. One EDU shall equal 24 fixture units..
- B. Commercial** The fee is calculated on the total fixture unit count converted to EDU and pro-rated for the second and subsequent EDU's based on a percentage calculation as compared to one EDU. One EDU shall equal 24 fixture units.

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	<u>Fee</u>
Sewer Installation *if installed with water service, fee \$3,000	< 10 ft deep \$3,700.00* > 10 ft deep special quote
Sewer Capital Connection Fee - Residential	\$2,958.00 per EDU
Sewer Capital Connection Fee – Commercial/ Industrial	\$2,958.00 per EDU
Sewer Lateral Inspection Fee	\$150.00 refundable

**Water Conservation Fines & Penalties**

	<u>Fee</u>
1 <sup>st</sup> Violation (infracation)	\$25.00
2 <sup>nd</sup> Violation (Infracation)	\$50.00
3 <sup>rd</sup> Violation & subsequent violations within a 6-month period (misdemeanor)	\$100.00

**Labor & Equipment Rates**

	<u>Hourly Fee</u>
General Labor	\$59.50
Foreman	\$75.90
Inspector	\$81.40
Plan Checker	\$81.40
Engineering Technician	\$63.80
Clerk	\$57.20
Backhoe	\$64.24
Bobcat	\$64.24
Compressor	\$34.10
Concrete Saw	\$15.13
Dump Truck <7 yards	\$47.03
Dump Truck 10 yards	\$84.26
Excavator	\$100.87
Generator	\$12.87
Mole	\$27.50
Tapping Machine <2"	\$27.50
Tapping Machine >2"	\$44.00
Trailer	\$22.66
TV Van (sewer)	\$88.00
Utility Truck (small)	\$33.00
Utility Truck (large)	\$38.50
VacCon/Hydro Excavator	\$143.00

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**Administrative Fees**

Charges for Photocopies and/or Mailing of Printed Material Maps, Documents and Reports

	<u>Fee</u>
Photocopies Black & White per side: 8.5x11 page 11x17 page 24x36 page	\$0.10 \$0.20 \$3.00
Photocopies Color per side: 8.5 x 11 page 11 x 17 page 24 x 36 page	\$0.50 \$1.00 \$15.00
Conversion of document to electronic image	\$2.00 plus \$0.10 per page
Public records request deposit	Same as copies. Admin fees waived for <20 pages
Videos tapes, CDs, DVDs	\$3.00/each + actual cost of duplication
Mailing	\$3.00 each + actual cost for duplication
Agenda Annual Subscription (24 regular meetings)	\$28
Agenda Single – Mailed	\$1.25