



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

AGENDA

DATE: Tuesday, July 11, 2023

TIME: 5:00 p.m.

LOCATION: 5055 Walnut Drive, Eureka, CA

This meeting will also be held by Zoom video/teleconference, per Government Code Section 54953(b)

Teleconference locations: 5055 Walnut Drive, Eureka, CA and
6661 Catalina Drive, Riverside, CA

The HCSD Boardroom is open to the public during open session segment(s) of the meeting. This meeting will also be held by Zoom video/teleconference, per Government Code Section 54953(b). If members of the public 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>) entering Meeting ID 867 4479 5850 and Passcode 197244. Access may also be achieved via telephone only by dialing 1-669-900-9128.

A. ROLL CALL

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

B. PLEDGE OF ALLEGIANCE

C. CONSENT CALENDAR

1. Approval of July 11, 2023 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of June 27, 2023 *Pgs 3-7*

D. REPORTS

1. General Manager
 - a) District Update *Pg 9*
2. Finance Department
 - a) June 2023 Check Register *Pgs 11-17*
3. Legal Counsel

4. Director Reports

5. 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. NEW BUSINESS

G. OLD BUSINESS

1. Public Hearing – Consideration of Adopting Resolution 2023-08 Modifying Water Rates and Resolution 2023-09 Modifying Sewer Rates *Pgs 19-27*

2. Public Hearing – Consideration of Adopting Resolution 2023-10 Modifying Water and Sewer Capacity Charges *Pgs 29-34*

H. ADJOURNMENT

Next Res: 2023-11

Next Ord: 2023-02

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, June 27, 2023, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

A. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 5:00 p.m. Present upon roll call were Directors Benzonelli, Gardiner, Hansen, and Matteoli. Director Ryan arrived at 5:42 p.m. Staff in attendance: General Manager Williams (GM), Superintendent Latham, and Finance Manager Montag (FM), with Assistant Engineer Adams (AE) attending remotely.

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of the June 27, 2023 Agenda
2. Approval of Minutes of the Regular Meeting of June 13, 2023

Public Comment: None

DIRECTOR MATTEOLI MOVED, DIRECTOR HANSEN SECONDED, TO ACCEPT AND APPROVE THE JUNE 27, 2023 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. REPORTS

1. General Manager
 - a) District Update
 - Water and Sewer Capacity Charge Ordinance – Subsequent to the May 23, 2023 first reading of Ordinance 2023-01, several omissions were identified that warrant re-introduction at a future meeting and is presently scheduled for the July 11, 2023 meeting.
2. Engineering
 - a) Engineering Status

- Brier Lane Water Storage Tank Rehabilitation Project – Structural and overflow piping modifications are complete. The concrete catch basin is yet to be installed, and the painting crew is mobilizing to prepare for painting and coating. The project is on schedule to complete prior to the end of September.
- Paving Projects Update – Park St. and Christian Ln. are complete. Tower Dr. at the intersection of Myrtle is delayed due to PG&E backfill specifications failing multiple times. In response to Director Gardiner’s questions regarding the difficulties imposed upon the District by PG&E, both GM and AE emphasized the District has informed PG&E their Tower Dr. demands have become unreasonable after three attempts and that PG&E must now complete the paving project.

3. Superintendent

a) May 2023 Operations/Maintenance Report

In addition to standard operation and maintenance of District facilities, all stationary and portable generators were tested, 8335 ft. of sewer main line and 566 ft. of sewer later lines were cleaned, a new pump was installed at the Liberty Bell SLS, and staff continued work on the Blackberry Street SLS Rehabilitation as well as preparation for many other upcoming CIP and response to water main line breaks.

4. Finance Department

a) May 2023 Budget Statement

FM reviewed the report commenting that the year continues to perform as anticipated. Some significant year-end expenses and income will appear in June.

5. Director Reports

Director Benzonelli advised she attended the June 26, 2023 RREDC meeting wherein the discussion addressed Humboldt County’s emergency response strategies.

E. PUBLIC PARTICIPATION

None

F. NEW BUSINESS

1. Consideration of Adopting Resolution 2023-05 Commending William (Bill) Bitner for Thirty (30) Years of Service to the District

PUBLIC COMMENT: None

Without discussion, IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN TO ADOPT RESOLUTION 2023-05 COMMENDING WILLIAM W. BITNER III FOR THIRTY YEARS OF SERVICE WITH THE DISTRICT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Consideration of Fiscal Year 23/24 Salary Adjustment for HCSD’s Non-represented (Management) Employees

GM reviewed the corresponding report recommending a six per cent (6%) COLA for District’s exempt management staff.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR HANSEN, TO AUTHORIZE A 6% COST OF LIVING ADJUSTMENT TO THE DISTRICT’S EXEMPT MANAGEMENT STAFF EFFECTIVE JULY 1, 2023. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

3. Consideration of Approving the 2023 Annual Water Supply Demand Report for the Department of Water Resources (DWR)

GM summarized the 2018 legislation requiring each urban supplier to submit the annual report to the Department of Water Resources by July 1, and the resulting expectation of a 200% water surplus for the 2023/24 water year.

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR HANSEN TO APPROVE AND ADOPT THE 2023 WATER SUPPLY AND DEMAND REPORT:

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

4. Consideration of Adopting Resolution 2023-06 Establishing Appropriation Limits for Fiscal Year 2023/24

FM reviewed the legislation history and formula utilized to calculate the District’s Fiscal Year 2023/24 appropriations limit without question.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN TO ADOPT RESOLUTION 2023-06 ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023/2024. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

G. OLD BUSINESS

1. Consideration of Approving Fiscal Year 2023/24 Capital Improvement Plan (CIP)

GM reviewed the detailed report summarizing the various planned projects and indicating approximately \$800,000 dedicated to projects during the FY 22/23 were not completed as planned thus rolled over to the coming fiscal year. Additionally, staff obtained \$1 Million in grant funding to offset the cost of previously unplanned repairs to infrastructure in Walnut Drive that was damaged by the earthquake. Discussion addressed: a) City of Eureka’s process in determining District share of the wastewater treatment plant (WWTP) expenses; b) the looming significant WWTP expenses necessary to comply with the latest NPDES requirements as well as the possibility to finance those costs once the project is better defined; c) the unusual circumstances at South Bay School requiring installation of a backflow device.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN TO APPROVE THE FISCAL YEAR 2023/24 CAPITAL IMPROVEMENT PLAN. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Consideration of Adopting Resolution 2023-07 Establishing a Budget and Master Fee Schedule for Fiscal Year 2023/24

FM reviewed the wage and benefit adjustments from the first presentation on June 13 and described modifications to the annual Master Fee Schedule that will require further adjustment should the Rate Study recommendations be adopted at the July 11, 2023

regular meeting. GM added that water and sewer capacity charge updates will also be considered at the July 11 meeting, however, not implemented until sixty (60) days thereafter. Additional elaboration by the GM advised the significant Labor & Equipment Rate increases are a direct result of meeting compliance with CalOES grant conditions that stipulate rates must align with CalTrans labor expenses.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN TO ADOPT RESOLUTION 2023-07 ESTABLISHING A BUDGET FOR FISCAL YEAR 2023/24. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

H. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF JUNE 27, 2023 AT 6:01 P.M.

Submitted, Board Secretary

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Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors
FROM: Terrence Williams, General Manager
DATE: July 7, 2023
SUBJECT: General Manager Report for July 11, 2023 Board Meeting

Healthy Staff

Beginning Monday, July 3, several District staff members have reported symptoms of illness. While the COVID restrictions have been lifted for the most part, outbreaks of contagious illness are still quite disruptive to the day-to-day operation of the District. To avoid spread, we have asked everybody exhibiting symptoms to stay home until they are feeling better. Consistent with the previous guidelines, we are asking that people not return to work until they have been fever-free for at least 24 hours and that their symptoms are improving. We are also asking people to maintain social distancing and avoid close contact with one another unless absolutely necessary. Over a third of the District's staff have been out sick this week.

Maintenance Department

Chris Naughton of the District's maintenance department is retiring this month. He has faithfully served the District for over 21 years. Chris is our lead CCTV operator and is heavily relied upon by other members of the staff for his extensive knowledge of District facilities and operations. Chris will be sorely missed and we wish him all the best in his future endeavors.

We have recently run a recruitment campaign for two new Utility Workers for the maintenance department. One to fill the position that Chris is leaving behind and one to fill a position that had been filled by Josh Olufsen until he unexpectedly separated from the District. The solicitation closed July 1 for which the District received eight applicants. Staff is reviewing the application packages and will be scheduling interviews next week. We hope to identify two new permanent members of the HCSD family in the near future.

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Accounts Payable

Checks by Date - Detail by Check Date

User: FM
 Printed: 7/6/2023 8:35 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
56297	A072 0008655	Accurate Drug Testing Services Pre-Employment Drug Screen/KB	06/09/2023	30.00
Total for Check Number 56297:				30.00
56298	A360 876801	AFLAC Supplemental Health Premium - Monthly Payme	06/09/2023	149.68
Total for Check Number 56298:				149.68
56299	A610 3150456746	Amerigas - Arcata Fields landing generator filled	06/09/2023	891.46
Total for Check Number 56299:				891.46
56300	C194 28852091INV	Carahsoft Technology Corp Annual AutoCad Water Model Software 025.26.:	06/09/2023	1,802.00
Total for Check Number 56300:				1,802.00
56301	C410 May 2023 May 2023	City of Eureka: SW Humboldt Hill 21% General 79%	06/09/2023	28,293.93 106,439.07
Total for Check Number 56301:				134,733.00
56302	D910 237551	Don's Rent-All Inc 11 HP Gas Concrete Saw	06/09/2023	48.07
Total for Check Number 56302:				48.07
56303	E485 05312023 05312023 139816/3 139822/3 139826/3 139950/3 140192/3 140388/3 140401/3 140532/3 140758/3	Cooney Parris and Rieke Corp Discount Earned for May Discount Earned for May Chem Splash Goggles 3/8 MNPT x 1/4 Nipple TF Thread Seal Tape/ Nipple F M22M x 3/8 Spray Paint Black x2 Met Cutting Whl/ Bar Pry San Angelo/ 8" Black 16.5GA Rebar Tie Wire x2 Twine Twnylon/Adapter Barbxmpt/Hex Bushing SmartFlo Max Hose 5/8 x 100 Grd Cord Outlet 15A Black	06/09/2023	-0.84 -10.54 20.46 4.84 14.62 10.78 86.71 18.73 30.01 62.48 7.53
Total for Check Number 56303:				244.78
56304	E558 342702 345446	NAPA Auto Parts of Eureka 2.5 Blue Def x3 Napa Gold Oil Filter Unit #12 & #11	06/09/2023	41.36 91.69

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56304:	133.05
56305	E650	Eureka Ready Mix	06/09/2023	
	86280	Class 2 Base 47.5 tons		870.08
	86364	Class 2 Base 47.5 tons		870.08
	86530	Concrete for Office ADA Improvement Project		1,287.66
			Total for Check Number 56305:	3,027.82
56306	E890	Express Employment Professionals	06/09/2023	
	29086894	Temporary Personnel - Construction PPE 05/28/		1,150.40
	29086894	Temporary Personnel - Maintenance PPE 05/28/		1,253.47
	29086894	Temporary Personnel - Finance PPE 05/28/2023		3,278.36
			Total for Check Number 56306:	5,682.23
56307	G090	Galco Industrial Electronics Inc	06/09/2023	
	4171870	Sewer panel parts		606.41
	4175111	Sewer panel parts		56.99
	4178747	Sewer panel parts		75.52
			Total for Check Number 56307:	738.92
56308	H010	Keenan Supply	06/09/2023	
	05312023	Discounts Earned May		-198.98
	S012902617.002	Swivel Brass Angle Meter Ball x6/ Angle Ball M		2,946.77
	S012934398.001	Mac-PakxMeter Swivel Brass Angle Meter VLV		932.91
	S012952839.003	202NS 9.05x1 Strap SRV Saddle x8/ Mac-Pakx\		2,176.30
	S013064110.001	Mainline ML06-44 4 Conxcixpl Flex CPLG x12		87.70
	S013103698.001	Replacement for E Street water leak		1,388.94
	S013117334.001	GXGXG SDR35 WYE		411.33
	S013118852.001	MJXFLNG ADPT/ Face Gasket/ Grip Ring Pak/		1,146.23
	S013122945.001	3/4x100 IPS SIDR-7 D-2239 250 PSI Polyethyle		197.47
	S013123763.001	6 150 1/8 Red Rubber Full Face Gasket x20		146.51
	S013126578.001	Mac-Pak Brass 3 Part CPLG x6/Thrd RW Gate \		841.58
	S013150432.001	3/4 x 100 IPS SIDR-7 250PSI Polyethylene Pipe		592.42
			Total for Check Number 56308:	10,669.18
56309	H180	HdL Coren and Cone	06/09/2023	
	SIN027050	Continuing Disclosure/CMFA Wastewater Rever		1,400.00
			Total for Check Number 56309:	1,400.00
56310	H210	Hensell Materials	06/09/2023	
	638088	#4 Grave 40x20 x5 / 2" Dobic's x25		57.08
	638141	Digging Bar		106.68
			Total for Check Number 56310:	163.76
56311	H410	Humboldt Bay Municipal Water D	06/09/2023	
	21243000	Water Purchased - May 2023		87,058.96
			Total for Check Number 56311:	87,058.96
56312	M230	Mendes Supply Co	06/09/2023	
	M246496	Boroxo Powdered Hand Soap x10		851.20
			Total for Check Number 56312:	851.20
56313	M450	Mission Linen	06/09/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	519233602	Uniforms/Mats		240.36
	519273758	Uniforms/Mats		405.97
	519318756	Uniforms/Mats		240.36
	519362458	Uniforms/Mats		405.97
				<hr/>
Total for Check Number 56313:				1,292.66
56314	P190 200840	Pacific Paper Co Binders Various/ Mouse Pad/ Binder Clips Med/	06/09/2023	166.53
				<hr/>
Total for Check Number 56314:				166.53
56315	P430	Pierson Building Center	06/09/2023	
	05312023	Discount Earned for May		-3.48
	05312023	Discount Earned for May		-15.92
	110718	80Lb Premix Concrete x4		37.98
	110722	5Gal Plastic Bucket Lid White		15.25
	110800	7 Pattern Nozzle/ Flexzilla Hose 5/8 x 75ft		98.30
	110800	Teflon Tape x6/Ext Cord 50'/Ext Cord 25'/Steel I		194.12
	110931	Quantum Bin Med QU5230BL x2		21.83
	111283	8ft Twin F/G Step Ladder 300lb		273.11
	113009	Material for the HCSD Office ADA Improvemen		40.30
	113482	Material for the HCSD Office ADA Improvemen		85.44
	113575	Material for the HCSD Office ADA Improvemen		16.92
	114398	Pickup Pal Magnet/ 40lb Lifting Magnet		32.75
				<hr/>
Total for Check Number 56315:				796.60
56316	P557	Rexel USA Inc.	06/09/2023	
	3W70552	Misc. parts for the new SCADA system		58.26
	3W82717	Misc. parts for the new SCADA system		59.95
	3X00175	Misc. parts for the new SCADA system		457.53
	3X01487	Misc. parts for the new SCADA system		557.07
	3X10100	Misc. parts for the new SCADA system		11.08
	3X72230	Misc. parts for the new SCADA system		1,372.47
	3X72306	Misc. parts for the new SCADA system		305.97
	3X95080	Twist Guard TM Test		107.34
	4A24504	Twist Guard TM Test		107.34
	4B50661	Hoffman enclosures for SCADA Project		577.07
	Y692006	Misc. parts for the new SCADA system		256.82
				<hr/>
Total for Check Number 56316:				3,870.90
56317	P670 06302023	US Postal Service Annual Rental PO Box 158 - 07.01.23 - 06.30.24	06/09/2023	354.00
				<hr/>
Total for Check Number 56317:				354.00
56318	P785 510A	Powell Landscape Materials Concrete for various repair projects in Pine Hill	06/09/2023	219.59
				<hr/>
Total for Check Number 56318:				219.59
56319	S808 09008593	Statewide Traffic Safety and Signs (6) JBC Type 1 barricades	06/09/2023	279.50
				<hr/>
Total for Check Number 56319:				279.50
56320	T410	Malcolm Kelly Inc.	06/09/2023	
	1020063-01	Parts for the Blue Spruce water main line repair		55.35
	1551826-01	Parts for the Blue Spruce water main line repair		-19.88

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56320:	35.47
56321	U410	United Way of Humboldt	06/09/2023	
		PR Batch 00001.06.2023 UNITED WAY	PR Batch 00001.06.2023 UNI	1.00
		PR Batch 00001.06.2023 UNITED WAY	PR Batch 00001.06.2023 UNI	0.71
		PR Batch 00001.06.2023 UNITED WAY	PR Batch 00001.06.2023 UNI	2.29
			Total for Check Number 56321:	4.00
56322	V700	Valley Pacific Petroleum Services Inc	06/09/2023	
	INV 23-674071	Unleaded Gasoline / Diesel Fuel		4,513.06
	INV 23-676736	Fuel Sight Gauges		99.13
			Total for Check Number 56322:	4,612.19
56323	W208 1050	Watt's Cleaning Services	06/09/2023	
		District offices cleaning for May 2023		1,745.00
			Total for Check Number 56323:	1,745.00
56324	W570 349897 350432	Western Chain Saw	06/09/2023	
		CF3 Pro Line / Trimmer Line		50.23
		Blue Spruce Main Repair Chains		64.46
			Total for Check Number 56324:	114.69
			Total for 6/9/2023:	261,115.24
56325	UB*02111	AMBER ATKINS	06/20/2023	
		Refund Check		40.20
		Refund Check		6.97
		Refund Check		56.08
		Refund Check		14.03
		Refund Check		6.61
			Total for Check Number 56325:	123.89
56326	UB*02112	BETTY/MAI YIA YANG	06/20/2023	
		Refund Check		1.10
		Refund Check		1.12
		Refund Check		0.39
		Refund Check		4.58
		Refund Check		1.95
			Total for Check Number 56326:	9.14
56327	A072 00008742	Accurate Drug Testing Services	06/20/2023	
		DOT Physical Exam/AW		100.00
			Total for Check Number 56327:	100.00
56328	A160	ACWA-JPIA	06/20/2023	
	0699837	aMedical Plan - Employees Coverage Period 07/		39,805.04
	0699837	bDental Plan - Employees Coverage Period 07/		1,172.24
	0699837	cVision Plan - Employees Coverage Period 07/0		250.08
	0699837	dLife/AD&D Plan - Employees Coverage Perio		339.68
	0699837	eMedical Plan - Board Members Coverage Peric		9,788.72
	0699837	fDental Plan - Board Members Coverage Perio		342.64
	0699837	gVision Plan - Board Members Coverage Period		62.52

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0699837	hLife/AD&D Plan -Board Members Coverage P		26.07
	0699837	iMedical Plan -Retired Members Coverage Peric		19,316.87
	0699837	jDental Plan - Retired Members Coverage Perio		1,192.00
	0699837	kVision Plan - Retired Members Coverage Peric		343.86
	0699837	ICOBRA - Medical Coverage Period 07/01-31/2		3,343.37
	0699837	mCOBRA - Dental Coverage Period 07/01-31/2		106.12
	0699837	nCOBRA - Vision Coverage Period 07/01-31/2		15.63
			Total for Check Number 56328:	76,104.84
56329	C036	Corporate Payment Systems	06/20/2023	
	242042931520001	MM/Microsoft: Upgrade windows to Pro for rep		99.00
	242316831297967	TL/Chef Store: Coffee for outside break room		72.26
	242316831574000	WP/Harbor Freight:Tools for the const utility tru		108.47
	242750431450300	TW/NCJournal: Utility Worker Recruitment Ad		153.90
	242753031440847	TW/CalRural Water: Utility Worker Recruitmen		50.00
	244309934354008	TL/Microsoft		82.00
	244310631540837	MM/Amazon: Hard drive Docking station for da		30.58
	244921631430000	TW/LostCoastComm: Utility Worker Recruitme		120.00
	246921631301040	DT/Allied Elec:Spare time delay relay for the se		727.93
	246921631311053	TW/ Curtain Cookin' Nook: GM/Carnam Lunch		30.00
	246921631441022	TW/CraigsList: Utility Worker Recruitment Ad		40.00
	249064131351739	TL/DRI Crash Plan		29.97
	249216315200006	MM/PCSalesOnline: Microsoft Office for new c		48.00
	249430031478980	MM/Costco: Replacement Shop Computer x 2, c		1,747.98
			Total for Check Number 56329:	3,340.09
56330	C180	Canon Solutions America Inc.	06/20/2023	
	6004410986	Constr Color Copies XLN04212- 2190		158.54
	6004410986	Constr Black Copies XLN04212- 1633		18.38
	6004410986	UseTaxRecoveryFee/ConstrCopier		6.85
			Total for Check Number 56330:	183.77
56331	C430	City of Eureka: WA	06/20/2023	
	05312023	Water Purchased - Min Water Purchased - May 2		56,635.00
			Total for Check Number 56331:	56,635.00
56332	C495	Colantuono, Highsmith, Whatley, PC	06/20/2023	
	56236	Legal Services: Prop 218 Services through 5/31/		105.00
	56237	Legal Services: Special Counsel Services throug		175.00
			Total for Check Number 56332:	280.00
56333	C670	CWEA - Oakland	06/20/2023	
	3890	MechTech 2 Certification Renewal Fee/ TL		100.00
			Total for Check Number 56333:	100.00
56334	D730	Dept of Water Resources	06/20/2023	
	2307D50049	Interest Davis-Grunsky		211.63
			Total for Check Number 56334:	211.63
56335	D807	DLT Solutions	06/20/2023	
	5177635A	Annual Software Subscription Renewal		2,794.64
			Total for Check Number 56335:	2,794.64
56336	E170	Employee Relations	06/20/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	95149	New EE Background Cks (2)		70.19
			Total for Check Number 56336:	70.19
56337	E330 536256/7	Englund Marine and Industrial Supply Rubber boots for temporary employee DL	06/20/2023	42.95
			Total for Check Number 56337:	42.95
56338	E890 29122605 29122605 29122605 29122605 29160767 29160767 29160767 29160767	Express Employment Professionals Temporary Personnel - Finance PPE 06/04/2023 Temporary Personnel - Construction PPE 06/04/ Temporary Personnel - Maintenance PPE 06/04/ Temporary Personnel - HR PPE 06/04/2023 Temporary Personnel - Construction PPE 06/11/ Temporary Personnel - Maintenance PPE 06/11/ Temporary Personnel - Blackberry SLS PPE 06/ Temporary Personnel - Finance PPE 06/11/2023	06/20/2023	1,848.61 1,163.59 1,732.40 67.00 1,150.40 1,609.36 621.76 2,107.84
			Total for Check Number 56338:	10,300.96
56339	H525 PT0002394 PT0002409 PT0002410 PT0002411 PT0002412 PT0003939	Humboldt Co Div of Environmental Health Annual Haz Mat Bus Plan Fees Annual Haz Mat Bus Plan Fees	06/20/2023	750.83 436.82 436.82 436.82 436.82 336.00
			Total for Check Number 56339:	2,834.11
56340	H810 1000000986	Humboldt Waste Management Auth Greenwaste - Self Haul / Soild Waste - Self Haul	06/20/2023	240.21
			Total for Check Number 56340:	240.21
56341	I525 240307	Infosend UB/Process and Mail/Bills - May 2023	06/20/2023	4,704.05
			Total for Check Number 56341:	4,704.05
56342	J800 162066	Johnson's Mobile Rentals LLC Rental fencing for the Ridgewood Tank Rehabili	06/20/2023	252.78
			Total for Check Number 56342:	252.78
56343	M099 A0119135	Mad River Community Hospital Pre Employment/ SK	06/20/2023	413.75
			Total for Check Number 56343:	413.75
56344	M560 343	The Mitchell Law Firm LLP Legal Services - May 2023	06/20/2023	64.00
			Total for Check Number 56344:	64.00
56345	M780 009424	Municipal Maintenance Equipmen Swivel joint for front hose reel repairs on Unit #:	06/20/2023	1,368.06
			Total for Check Number 56345:	1,368.06
56346	P550	Pitney Bowes Inc	06/20/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0015620065	Qtrly Rent Base C Series Send Pro Individual		40.91
	0015620065	Qtrly Rent Base C Series IMI Meter		84.36
Total for Check Number 56346:				125.27
56347	R250 30465785	Recology Humboldt County Garbage Service - May 2023	06/20/2023	511.75
Total for Check Number 56347:				511.75
56348	R265 742-208142-0	Reddaway Freight to ship Buhne Drive sewer pump to Xyle	06/20/2023	772.03
Total for Check Number 56348:				772.03
56349	R705 938769-4	Guy Rents Inc Wood chipper rental for the water main line repa	06/20/2023	442.46
Total for Check Number 56349:				442.46
56350	S670 INV-012759	Springbrook Holding Company LLC Annual Maintenance 07.01.23 - 06.30.24	06/20/2023	26,063.91
Total for Check Number 56350:				26,063.91
56351	T145 40588	TechnoFlo Systems Flow test station meters	06/20/2023	2,955.11
Total for Check Number 56351:				2,955.11
56352	U410	United Way of Humboldt PR Batch 00002.06.2023 UNITED WAY PR Batch 00002.06.2023 UNITED WAY PR Batch 00002.06.2023 UNITED WAY	06/20/2023 PR Batch 00002.06.2023 UNI PR Batch 00002.06.2023 UNI PR Batch 00002.06.2023 UNI	1.09 0.45 2.46
Total for Check Number 56352:				4.00
56353	U730 INV00001545 INV00009790 INV00024165 INV00027528	USA Bluebook 8oz Bottle of Bacteriostatic Additive x3 R07 Special: 108287 / 107425 / 11103010 Spruce Point Well Pump Tube Pump Tube	06/20/2023	96.30 198.59 371.68 371.68
Total for Check Number 56353:				1,038.25
Total for 6/20/2023:				192,086.84
Report Total (57 checks):				453,202.08

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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: July 11, 2023

AGENDA ITEM: G.1 (Old Business)

TITLE: Public Hearing – Consideration of Adopting Resolution 2023-08 Adopting Water Rates and Resolution 2023-09 Adopting Sewer Rates

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

General Manager recommends that the Board of Directors: Hold a Public Hearing; Receive Public Comment; Close Public Hearing; Tally Protest Votes; Provided there is no majority protest, Motion to adopt Resolution 2023-08 adopting new water rates starting August 1, 2023 as detailed in the Final Report entitled Water and Wastewater Rate Study dated March 2023; and motion to adopt Resolution 2023-09 adopting new sewer rates starting August 1, 2023 as detailed in the Final Report entitled Water and Wastewater Rate Study dated March 2023.

Summary:

This agenda item is proposed to be the last in a public process that has spanned nearly one year to analyze, propose and adopt new sewer and water rates to be in place from the District's Fiscal Year 2023/24 through Fiscal Year 2028/29. At tonight's meeting, the GM recommends that the Board of Directors:

1. Hold a Public Hearing;
2. Receive Public Comment;
3. Close Public Hearing;
4. Tally Protest Votes as per the District's adopted Resolution 2009-2 "Guidelines for the Submission and tabulation of Protests"; and if there is no majority protest,

5. Motion to adopt Resolution 2023-08 implementing new water rates starting August 1, 2023 as detailed in the Final Report entitled Water and Wastewater Rate Study dated March 2023; and
6. Motion to adopt Resolution 2023-09 implementing new sewer rates starting August 1, 2023 as detailed in the Final Report entitled Water and Wastewater Rate Study dated March 2023.

Due to the fact that 1) the sewer and water rate studies were separate studies that involved different financial, operational and capital needs and 2) that while all District customers have water service, not all District customers have sewer service (and thus they each have different numbers that constitute a majority protest), Staff recommends that the sewer rate increases and the water rate increases be handled as separate approvals, each having their own Resolution and to be acted on separately, although the two matters can be heard together in one hearing.

The current and proposed water rates for fiscal year 2023/24 through 2027/28 are summarized in Table 1.

Table 1: Summary of current and proposed water rates for FY 23/24 through 27/28.

Water Rate Schedule	Current Rates	Proposed Rates (40% Fixed/60% Variable)				
		FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28
Fixed Service Charge (by Meter Size)						
Monthly Fixed Service Charges:						
Residential 5/8-, 3/4-, and 1-inch ¹	\$26.46	\$23.55	\$26.61	\$30.07	\$33.98	\$38.40
5/8 inch	\$26.46	\$23.55	\$26.61	\$30.07	\$33.98	\$38.40
3/4 inch	\$38.42	\$33.90	\$38.30	\$43.28	\$48.91	\$55.27
1 inch	\$62.34	\$54.59	\$61.68	\$69.70	\$78.76	\$89.00
1 1/2 inch	\$122.13	\$106.32	\$120.14	\$135.76	\$153.40	\$173.35
2 inch	\$193.89	\$168.39	\$190.28	\$215.02	\$242.97	\$274.56
3 inch	\$385.23	\$333.93	\$377.34	\$426.39	\$481.82	\$544.46
4 inch	\$600.49	\$1,037.45	\$1,172.32	\$1,324.72	\$1,496.93	\$1,691.53
6 inch	\$1,198.44	\$1,658.20	\$1,873.77	\$2,117.36	\$2,392.61	\$2,703.65
Volumetric Charges for All Water Consumed						
Uniform Rate (per hcf)	\$4.06	\$5.31	\$6.00	\$6.78	\$7.66	\$8.66

1. Fixed charges for 5/8-, 3/4-, and 1-inch *single-family residential* meters are the same.

AGENDA REPORT ITEM G.1

JULY 11, 2025

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The current and proposed wastewater rates for fiscal year 2023/24 through 2027/28 are summarized in Table 2.

Table 2: Current and proposed wastewater rates for FY 23/24 through 27/28.

Sewer Rate Schedule	Current Rates	Recommended Monthly Fixed Sewer Rates				
		FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28
<i>Projected Increase in Rate Revenue per Financial Plan:</i>		14.00%	14.00%	14.00%	14.00%	14.00%
Monthly Fixed Service Charge						
Customer Service Charge Per Account	\$4.28	\$3.84	\$4.38	\$5.00	\$5.70	\$6.50
Monthly Fixed Service Charge Per Living Unit (LU)						
Residential:						
Single Family Residential (1-3)	\$19.09	\$30.43	\$34.70	\$39.56	\$45.10	\$51.42
Multi-Family (4 or more)	\$15.27	\$22.42	\$25.56	\$29.14	\$33.22	\$37.88
Mobile Homes	\$16.61	\$18.26	\$20.82	\$23.74	\$27.07	\$30.86
Trailer Parks	\$16.61	\$18.26	\$20.82	\$23.74	\$27.07	\$30.86
Commercial:						
Commercial - Light Strength (< 370 mg/liter)	\$19.09	\$30.43	\$34.70	\$39.56	\$45.10	\$51.42
Commercial - Medium Strength (370-500 mg/liter)	\$19.09	\$30.43	\$34.70	\$39.56	\$45.10	\$51.42
Commercial - Heavy Strength (>500 mg/liter)	\$19.09	\$30.43	\$34.70	\$39.56	\$45.10	\$51.42
Volumetric Charge (\$/HCF)^{1,2}						
	<i>(Includes Passthrough)⁴</i>					
Residential³						
Single Family Residential (1-3)	\$9.02	\$10.09	\$11.51	\$13.13	\$14.97	\$17.07
Multi-Family (4 or more)	\$9.02	\$10.09	\$11.51	\$13.13	\$14.97	\$17.07
Mobile Homes	\$9.02	\$10.09	\$11.51	\$13.13	\$14.97	\$17.07
Trailer Parks	\$9.02	\$10.09	\$11.51	\$13.13	\$14.97	\$17.07
Commercial³						
Commercial - Light Strength (< 370 mg/liter)	\$10.79	\$10.10	\$11.52	\$13.14	\$14.98	\$17.08
Commercial - Medium Strength (370-500 mg/liter)	\$11.97	\$17.63	\$20.10	\$22.92	\$26.13	\$29.79
Commercial - Heavy Strength (>500 mg/liter)	\$13.26	\$22.50	\$25.65	\$29.25	\$33.35	\$38.02

1. One Unit is equal to one HCF (Hundred Cubic Feet) or 748 gallons.
2. Rate is charged based on the monthly average winter water use of the previous calendar year (December - March) for each account.
3. Volumetric Charges apply to each unit (hcf) billed to all customer classes.
4. Current Volumetric Charges include passthrough adjustments; that additional revenue has been incorporated into both fixed and volumetric charges going forward.

Fiscal Impact:

If new rates are approved, for FY 2023/24 the projected increases in revenue are:
 Water: \$361,992; Sewer: \$989,572

RESOLUTION NO. 2023-08

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

ADOPTING WATER RATES

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

WHEREAS, the District's Board of Directors has determined that the rates for water services need to be modified to provide for fair and equitable service charges to all customers of the District; and

WHEREAS, District Staff have analyzed the District's water purchase, treatment, delivery, maintenance, operation and capital improvement costs; and

WHEREAS, it is necessary for the District's water system to raise sufficient revenues to operate and maintain a safe and reliable water system in accordance with public health requirements and meeting the District's contractual obligations with other agencies; and

WHEREAS, the District Staff identified a number of water system improvements that are necessary to ensure an uninterrupted water supply to the District's customers; and

WHEREAS, the Water Fund's capital reserves must be maintained at an adequate level; and

WHEREAS, to address these funding needs, District Staff and its rate Consultant NBS prepared a water system cost of service analysis. This analysis was prepared to determine what system user rates would adequately recover system operating costs and provide sufficient funds to meet planned water system infrastructure improvements; and

WHEREAS, the proposed rate increases will provide additional water system revenues. With these added revenues, future operating costs of the Water Fund will be adequately addressed and the Fund's capital reserves maintained according to District policy; and

WHEREAS, the proposed charges have been determined in a manner consistent with State law, including but not limited to Government Code 50076's requirement that service fees not exceed the reasonable cost of service; and

WHEREAS, at least forty-five (45) days in advance of the public hearing at which this Resolution was considered, notice of the public hearing and notice of protest procedures against the proposed rate increases, were mailed to all property owners and rate payers in compliance with California Constitution Article XIII D, "Property-Related Fees and Charges"; and

WHEREAS, the District's Board of Directors finds that the water rates hereinafter set forth do not exceed the reasonable cost of providing the service for which the rates are charged, that the proceeds of the rates will be used only for water service and that no customer is asked to pay more than the proportional cost of serving his or her parcel.

NOW THEREFORE, be it Resolved as follows:

Section 1. Water Service Charges. The monthly service charges for water service within the District shall be as shown on the Water Rate Schedule shown in EXHIBIT A.

Section 2. Effective Date. This Resolution shall become effective and the Water Rates specified in EXHIBIT A shall be imposed for any charges billed on or after August 1, 2023 and July 1 of each following year as indicated in EXHIBIT A.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Board of Directors of the Humboldt Community Services District held this 11th day of July 2023, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Heidi Benzonelli, Board President

Attest:

Brenda K. Franklin, Board Secretary

EXHIBIT A RES. 2023-08

Water Rate Schedule	Current Rates	Proposed Rates (40% Fixed/60% Variable)				
		FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28
Fixed Service Charge (by Meter Size)						
Monthly Fixed Service Charges:						
Residential 5/8-, 3/4-, and 1-inch ¹	\$26.46	\$23.55	\$26.61	\$30.07	\$33.98	\$38.40
5/8 inch	\$26.46	\$23.55	\$26.61	\$30.07	\$33.98	\$38.40
3/4 inch	\$38.42	\$33.90	\$38.30	\$43.28	\$48.91	\$55.27
1 inch	\$62.34	\$54.59	\$61.68	\$69.70	\$78.76	\$89.00
1 1/2 inch	\$122.13	\$106.32	\$120.14	\$135.76	\$153.40	\$173.35
2 inch	\$193.89	\$168.39	\$190.28	\$215.02	\$242.97	\$274.56
3 inch	\$385.23	\$333.93	\$377.34	\$426.39	\$481.82	\$544.46
4 inch	\$600.49	\$1,037.45	\$1,172.32	\$1,324.72	\$1,496.93	\$1,691.53
6 inch	\$1,198.44	\$1,658.20	\$1,873.77	\$2,117.36	\$2,392.61	\$2,703.65
Volumetric Charges for All Water Consumed						
Uniform Rate (per hcf)	\$4.06	\$5.31	\$6.00	\$6.78	\$7.66	\$8.66

1. Fixed charges for 5/8-, 3/4-, and 1-inch *single-family residential* meters are the same.

RESOLUTION NO. 2023-09

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

ADOPTING SANITARY SEWER RATES

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

WHEREAS, the District's Board of Directors has determined that the rates for sewer services need to be modified to provide for fair and equitable service charges to all user classes of the District; and

WHEREAS, District Staff has identified a number of sewer system improvements and studies that are necessary to maintain safe and reliable sewer service to the District's customers and meet contractual obligations to the City of Eureka; and

WHEREAS, it is necessary for the District's sewer system to raise sufficient revenues to operate and maintain the system in accordance with public health and environmental requirements; and

WHEREAS, the District's Sewer Fund's capital reserves must be replenished and maintained at an adequate level; and

WHEREAS, both fixed and variable costs of sewer system operation must be distributed by customer class in proportion to the burden each class places on the sewer system; and

WHEREAS, implementation of a monthly fixed account charge is necessary to equitably distribute the costs of service and to provide stable funding for the sewer service; and

WHEREAS, District Staff and its rate consultant NBS prepared a sewer system cost of service analysis to determine what system user rates would adequately recover system operating costs and provide sufficient funds to meet planned sewer system infrastructure improvements; and

WHEREAS, the proposed charges have been determined in a manner consistent with State law, including but not limited to Government Code 50076's requirement that service fees not exceed the reasonable cost of service; and

WHEREAS, at least forty-five (45) days in advance of the public hearing at which this Resolution was considered, notice of the public hearing and notice of protest procedures against the proposed rate increases, were mailed to all property owners and rate payers in compliance with California Constitution Article XIII D, "Property-Related Fees and Charges"; and

WHEREAS, the proposed rate increases will provide additional revenue whereby future operating costs of the Sewer Fund will be adequately addressed and the Fund's capital reserves will be maintained according to District policy; and

WHEREAS, the District has followed all public notice and protest rules under California Proposition 218.

WHEREAS, the District's Board of Directors finds that the sewer rates hereinafter set forth, do not exceed the reasonable cost of providing the service for which the rates are charged, that the proceeds of the rates will be used only to fund sewer service and that no customer is asked to pay more than the proportion cost of serving his or her parcel; and

NOW THEREFORE, be it Resolved as follows:

Section 1. Sewer Service Charges. The monthly service charges for sewer service within the District shall be as shown on the Sewer Rate Schedule shown in EXHIBIT A.

Section 2. Effective Date. This Resolution shall become effective and the Sewer Rates specified in EXHIBIT A shall be imposed for any charges billed on or after August 1, 2023 and July 1 of each following year as indicated in EXHIBIT A.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Board of Directors of the Humboldt Community Services District held this 11th day of July 2023, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Heidi Benzonelli, Board President

Attest:

Brenda K. Franklin, Board Secretary

EXHIBIT A

Sewer Rate Schedule	Current Rates	Recommended Monthly Fixed Sewer Rates				
		FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28
<i>Projected Increase in Rate Revenue per Financial Plan:</i>		14.00%	14.00%	14.00%	14.00%	14.00%
Monthly Fixed Service Charge						
Customer Service Charge Per Account	\$4.28	\$3.84	\$4.38	\$5.00	\$5.70	\$6.50
Monthly Fixed Service Charge Per Living Unit (LU)						
Residential:						
Single Family Residential (1-3)	\$19.09	\$30.43	\$34.70	\$39.56	\$45.10	\$51.42
Multi-Family (4 or more)	\$15.27	\$22.42	\$25.56	\$29.14	\$33.22	\$37.88
Mobile Homes	\$16.61	\$18.26	\$20.82	\$23.74	\$27.07	\$30.86
Trailer Parks	\$16.61	\$18.26	\$20.82	\$23.74	\$27.07	\$30.86
Commercial:						
Commercial - Light Strength (< 370 mg/liter)	\$19.09	\$30.43	\$34.70	\$39.56	\$45.10	\$51.42
Commercial - Medium Strength (370-500 mg/liter)	\$19.09	\$30.43	\$34.70	\$39.56	\$45.10	\$51.42
Commercial - Heavy Strength (>500 mg/liter)	\$19.09	\$30.43	\$34.70	\$39.56	\$45.10	\$51.42
Volumetric Charge (\$/HCF)^{1,2}						
	<i>(Includes Passthrough)⁴</i>					
Residential³						
Single Family Residential (1-3)	\$9.02	\$10.09	\$11.51	\$13.13	\$14.97	\$17.07
Multi-Family (4 or more)	\$9.02	\$10.09	\$11.51	\$13.13	\$14.97	\$17.07
Mobile Homes	\$9.02	\$10.09	\$11.51	\$13.13	\$14.97	\$17.07
Trailer Parks	\$9.02	\$10.09	\$11.51	\$13.13	\$14.97	\$17.07
Commercial³						
Commercial - Light Strength (< 370 mg/liter)	\$10.79	\$10.10	\$11.52	\$13.14	\$14.98	\$17.08
Commercial - Medium Strength (370-500 mg/liter)	\$11.97	\$17.63	\$20.10	\$22.92	\$26.13	\$29.79
Commercial - Heavy Strength (>500 mg/liter)	\$13.26	\$22.50	\$25.65	\$29.25	\$33.35	\$38.02

1. One Unit is equal to one HCF (Hundred Cubic Feet) or 748 gallons.
2. Rate is charged based on the monthly average winter water use of the previous calendar year (December - March) for each account.
3. Volumetric Charges apply to each unit (hcf) billed to all customer classes.
4. Current Volumetric Charges include passthrough adjustments; that additional revenue has been incorporated into both fixed and volumetric charges going forward.

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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: July 11, 2023

AGENDA ITEM: G.2 (Old Business)

TITLE: Public Hearing – Consideration of Adopting Resolution 2023-10
Adopting Water and Sewer Capacity Charges

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

GM recommends that the Board of Directors: Hold a Public Hearing; Receive Public Comment; Close Public Hearing; Motion to Adopt Resolution 2023-11 adopting new water and sewer capacity charges as detailed in the Final March 2023 Report entitled Water and Wastewater Rate and Capacity Charge Study; Roll-call vote.

Summary:

Proposed water and sewer capacity charges were discussed and accepted by the majority of the Board at the District's March 28, 2023 regular meeting. Capacity Charges are paid to the District when development occurs representing buy-in to the existing system, future system maintenance/improvements, and allocation of outstanding long-term debt. New charges will become effective sixty (60) days after adoption by resolution.

Based upon the analysis presented in the March 2023 final report Water and Wastewater Rate and Capacity Charge Study, it is recommended the Board of Directors adopt the new capacity charges as described in Table 1 and Table 2.

Table 1: Current and proposed water capacity charges.

Meter Size	Current Capacity Charges	Updated Maximum Capacity Charges Per Meter Size ¹
Residential (5/8, 3/4, and 1-inch)	\$3,045	\$5,597
Non-Residential		
5/8 Inch	\$3,045	\$5,597
3/4 Inch	\$4,263	\$8,396
1 Inch	\$6,699	\$13,993
1 1/2 Inch	\$12,180	\$27,985
2 Inch	\$19,488	\$44,776
3 Inch	\$38,976	\$89,552
4 Inch	\$60,900	\$139,925
6 Inch	\$121,800	\$279,850

1. Source: AWWA M1, Table B-2.. Assumes displacement meters for 5/8" through 2", Compound Class I for 3" through 8", and Turbine Class II for 10" through 12" meters.

Table 2: Current and proposed sewer capacity charges.

Summary of Costs Allocated to Connection Fees	Adjusted System Cost Basis	Planned Additional EDU's (thru 2032)	Maximum Capacity Charge
Current Sewer Capacity Charge Per EDU ¹			\$2,958
Maximum Sewer Capacity Charge Per EDU	\$ 2,402,732	241	\$9,974

1. EDU = Equivalent Dwelling Unit or typical single family residential customer.

Further, it is important to note that the District's Board reviews and sets all District fees and charges every year as part of its budget adoption process.

Fiscal Impact:

Over the next ten years, the increased Water Capacity Charge is expected to collect \$660,968 over what would be collected if the current Capacity Charges are maintained.

Over the next ten years, the increased Sewer Capacity Charge is expected to collect \$1,690,856 over what would be collected if the current Capacity Charges are maintained.

RESOLUTION NO. 2023-10

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

ADOPTING WATER AND SEWER CAPACITY CHARGES

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

WHEREAS, the District's Board of Directors has determined that the capacity charges for new water and sewer services require modification to provide for fair and equitable buy-in to the existing systems of all customers of the District; and

WHEREAS, District Staff and its rate Consultant NBS have analyzed the cost basis for existing system buy-in, future system maintenance/improvements, and allocation of long-term debt; and

WHEREAS, the proposed capacity charge increases will provide additional water and sewer system revenues. With these added revenues, future operating costs of the corresponding Funds will be adequately addressed and each Fund's capital reserves maintained according to District policy; and

WHEREAS, the proposed charges have been determined in a manner consistent with State law, including but not limited to Government Code 50076's requirement that service fees not exceed the reasonable cost of service; and

WHEREAS, at least ten (10) days in advance of the public hearing at which this Resolution was considered, notice of the public hearing to consider an increase in capacity charges was published in a newspaper of general circulation; and

WHEREAS, the District's Board of Directors finds that the water and sewer capacity charges hereinafter set forth do not exceed the reasonable cost of buying into the existing system(s) infrastructure, and that no customer is asked to pay more than the proportional cost of serving his or her parcel.

NOW THEREFORE, be it Resolved as follows:

Section 1. Water Capacity Charges. The base Water Capacity Charges within the District are shown in EXHIBIT A.

Section 2. Sewer Capacity Charges. The base Sewer Capacity Charge is shown in EXHIBIT B.

Section 3. Effective Date. This Resolution shall become effective and the revised Water and Sewer Capacity Charges shall be effective as of September 12, 2023 and reviewed for update July 1 of each following year.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Board of Directors of the Humboldt Community Services District held this 11th day of July 2023, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Heidi Benzonelli, Board President

Attest:

Brenda K. Franklin, Board Secretary

EXHIBIT A RES. 2023-10

Meter Size	Current Capacity Charges	Updated Maximum Capacity Charges Per Meter Size ¹
Residential (5/8, 3/4, and 1-inch)	\$3,045	\$5,597
Non-Residential		
5/8 Inch	\$3,045	\$5,597
3/4 Inch	\$4,263	\$8,396
1 Inch	\$6,699	\$13,993
1 1/2 Inch	\$12,180	\$27,985
2 Inch	\$19,488	\$44,776
3 Inch	\$38,976	\$89,552
4 Inch	\$60,900	\$139,925
6 Inch	\$121,800	\$279,850

1. Source: AWWA M1, Table B-2.. Assumes displacement meters for 5/8" through 2", Compound Class I for 3" through 8", and Turbine Class II for 10" through 12" meters.

EXHIBIT B RES. 2023-10

Summary of Costs Allocated to Connection Fees	Adjusted System Cost Basis	Planned Additional EDU's (thru 2032)	Maximum Capacity Charge
Current Sewer Capacity Charge Per EDU ¹			\$2,958
Maximum Sewer Capacity Charge Per EDU	\$ 2,402,732	241	\$9,974

1. EDU = Equivalent Dwelling Unit or typical single family residential customer.