



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

AGENDA

DATE: Tuesday, September 26, 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 20 Via Ravello, Henderson, NV

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 September 26, 2023 Agenda Pgs 1-2
2. Approval of Minutes of the Regular Meeting of September 12, 2023 Pgs 3-5
3. Approval of Facility Use Request by Greater Eureka Chamber of Commerce Pg 7

D. REPORTS

1. General Manager
 - a) District Update Pgs 9-18
2. Superintendent
 - a) August 2023 Construction Pg 19
 - b) August 2023 Operations/Maintenance Pg 21
3. Finance Department

a) August 2023 Budget Statement

Pgs 23-32

4. Legal Counsel
5. Director Reports
6. 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

1. Consideration of Authorizing the GM to Proceed with the Purchase of a New Sewer Camera (CCTV) Van Pgs 33-39
2. Consideration of Directive to Limit Acceptance of Credit and Debit Card Payments to Ratepayer Monthly Rates and Service Charges and Retiree Health Benefits Copay Pg 41

G. OLD BUSINESS

H. ADJOURNMENT

Next Res: 2023-13
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, September 12, 2023, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call were Directors Benzonelli, Gardiner, Hansen, Matteoli, and Ryan. Staff in attendance: General Manager Williams (GM), Superintendent Latham, and Finance Manager Montag (FM).

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of the September 12, 2023 Agenda
2. Approval of Minutes of the Regular Meeting of August 22, 2023

Director Ryan noted an error in the Minutes, Item H. Adjournment wherein Ryan made the motion, not Gardiner who was absent.

Public Comment: None

DIRECTOR HANSEN MOVED, DIRECTOR RYAN SECONDED, TO ACCEPT AND APPROVE THE SEPTEMBER 12, 2023 CONSENT CALENDAR WITH CORRECTION TO THE AUGUST 22, 2023 MINUTES ITEM H. ADJOURNMENT REFLECTING DIRECTOR RYAN AS MAKING THE MOTION. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. REPORTS

1. General Manager

a) District Update

- Personnel – GM presented an offer for the open Assistant/Associate Engineer position, however, the candidate declined stating the need for a more flexible work schedule. Recruitment efforts will continue until the position is filled. On August 28, HCSD welcomed its newest member to

the Maintenance Department, Chris Armstrong, as a Utility II. Efforts continue to recruit a second individual to restore full staff. A regular full-time position within the Customer Service Department is currently filled by a temporary employee through Express Professionals. It is hoped the individual will prove capable and eventually join the HCSD team full time.

2. Finance Department

a) August 2023 Check Register

FM affirmed all transactions were normal and drew attention to the first semi-annual Martin Slough Interceptor loan payment.

5. Director Reports

a) Director Gardiner thanked FM for providing the Board a copy of his response to a customer query.

b) Director Benzoni advised the regular RREDC meeting for September is cancelled due to scheduling of conflicting out of the area meeting obligations.

E. PUBLIC PARTICIPATION

None

F. NEW BUSINESS

1. Consideration of Adopting Resolution 2023-12 Authorizing an Update to the Fiscal Year 2023/2024 Master Rate and Charges Schedule Related to Water and Sewer Capacity Charges

FM presented the latest update to the fiscal year Master Rate and Charges Schedule summarizing the modification due to the state requirement of a 60-day curing period for increases applying to Capacity Charges adopted by the Board on July 11, 2023.

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN, TO ADOPT RESOLUTION 2023-12 ADOPTING A MASTER RATE AND CHARGE SCHEDULE FOR FISCAL YEAR 2023-2024. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Consideration of Submitting Public Comment to the California Water Boards Regarding Guidelines for the Extended Water and Wastewater Arrearage Payment Program

GM reviewed the State proposal to extend arrearage funding to forgive eligible applicants' unpaid water and wastewater services from the previous end date of June 15, 2021 to December 31, 2022. The District could potentially receive up to \$208,398 including a portion for program administrative costs.

Brief discussion ensued resulting in full consensus of the Board to direct the GM to submit public comment to the California Water Board supporting an extension to the arrearage payment program.

3. Consideration of Appointing an AdHoc Committee to Assist with TowerCo Contract Negotiations

GM summarized TowerCo's interest and history in establishing a cell tower on a portion of the District yard's most southern corner and the importance of Board input during contract negotiation. Board discussion included requests to reach out to nearby residents again to ensure they understand the proposal. Directors Gardiner and Matteoli volunteered to participate in an AdHoc to assist the GM with contract negotiations.

H. ADJOURNMENT

There being no further business, IT WAS MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR GARDINER, 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 SEPTEMBER 12, 2023 AT 5:27 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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: September 26, 2023

AGENDA ITEM: C.3 (Consent Calendar)

TITLE: Approval of Facilities Use Request by Greater Eureka Chamber of Commerce

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

As part of the September 26, 2023 Consent Calendar, approve the Greater Eureka Chamber of Commerce (GECC) Facility Use request for Friday, October 6, 2023, between the hours of 8:30 a.m. and 4:30 p.m.

Summary:

In accordance with District policy adopted by the Board in January 2009 the GECC has requested use of the District Boardroom to conduct a Leadership class on Friday, October 6 from 8:30 a.m. to 4:30 p.m. consisting of classroom instruction. GECC anticipates attendance of less than 15 people, and have initiated evidence of required insurance. Historically, the Board has not imposed a fee for non-profit community-oriented requests.

Staff recommends the Board accept the GECC Facilities Use request without charge.

Fiscal Impact:

None

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Humboldt Community Services District

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MEMORANDUM

TO: Board of Directors
FROM: Terrence Williams, General Manager
DATE: September 22, 2023
SUBJECT: General Manager Report for September 26, 2023 Board Meeting

Humboldt Fire District Number 1

As you know, I was appointed to the Humboldt Fire District #1 (HFD1) Board of Directors back in April and then I was sworn in, in June. On September 26, 2023, there is a joint meeting scheduled at 5:30 pm between the HFD1 Board and the City Council to discuss the Humboldt Bay Fire (HBF) Joint Powers Agreement (JPA). The JPA Board is made up of two members of the City Council and two members of the HFD1 Board. Unfortunately, the joint meeting overlaps with HCSD's Board meeting. As such, the agenda for the HCSD Board meeting has been rearranged so that the GM report and the New Business items precede the other items that are less likely to require my participation. This is so that I can leave the meeting early to attend the HFD1 COE joint meeting.

Regional Waterboard Meeting

The North Coast Regional Water Quality Control Board (Waterboard) will be holding their upcoming meeting at City Hall in Eureka at 9 am on October 5, 2023 (agenda included in this Board packet, the electronic version includes clickable links). There are several items that will be considered and discussed at the meeting including the Nordic Aquafarms NPDES permit and the City of Eureka's NPDES permit, both of which the District submitted public comment for. I plan to attend this meeting and I hope that others will join me.

Meeting Announcement

9:00 a.m., Thursday, October 5, 2023

Eureka City Hall

Council Chambers

531 K Street

Eureka, CA 95501

and via Video and Teleconference

Meetings of the North Coast Regional Water Quality Control Board include a physical meeting location open to the public and options for teleconference participation and viewing by webcast.

Opportunities for public participation:

- Members of the public may join the Board Members at the noticed, physical location (above). For those who wish to comment on an agenda item in-person at the physical meeting location, please complete a pink speaker card located on the handout table at the time of arrival and give to the Board Clerk.
- For those who wish to comment on an agenda item from a remote location, please complete the [virtual speaker card](#). (https://us02web.zoom.us/webinar/register/WN_fOG3y-P9Qn-NU0u2MGJq5Q).
- For those who only wish to watch the meeting, the customary webcast remains available at [Cal-Span](#) and should be used UNLESS you intend to comment.

Supporting documents for agenda items are posted on our website at least 10 days prior to the scheduled meeting. To view or download documents, go to [North Coast Water Board](#).

Except for items designated as time certain, there are no set times for agenda items. Items may be taken out of order at the discretion of the Chair. Agenda items are subject to postponement. You may contact the designated staff contact person in advance of the meeting day for information on the status of any agenda item.

Thursday, October 5, 2023 – 9:00 A.M.

i. Pledge of Allegiance

ii. Roll Call and Introductions

iii. Board Member Reports and Ex Parte Communication Disclosure. This item is for Board discussion only. No public testimony will be allowed, and the Board will take no formal action.

iv. State Board Liaison's and Executive Officer's Reports: These items are for Board discussion only. No public testimony will be allowed, and the Board will take no formal action.

v. Board Chair's Report: No public testimony will be allowed, and the Board will take no formal action.

vi. Public Forum: Time will be reserved for the general public to address the Board on any matter within the Board's jurisdiction, excluding those items on the agenda. The Board Chair may limit the public forum to thirty (30) minutes initially and continue any remaining appearances beyond the thirty (30) minutes at the end of the regularly scheduled business of the day. The Board Chair requests that each person addressing the Board limit their presentation to five (5) minutes.

1. Approval of Meeting Minutes: August 3-4, 2023

- [August Meeting Minutes](#)

Action Items

2. Public Hearing on Order No. R1-2023-0022 to consider adoption of proposed Waste Discharge Requirements and Water Recycling Requirements for the City of Rio Dell Wastewater Treatment Facility, WDID No. 1B83134OHUM, NPDES No. CA0022748 (Sabrina Cegielski)

- [Proposed Order No. R1-2023-0022](#)
- [Attachment A](#)
- [Attachment B](#)
- [Attachment C](#)
- [Attachment D](#)
- [Attachment E](#)
- [Attachment F](#)
- [Attachment G](#)
- [Attachment H](#)

3. Public Hearing on Order No. R1-2023-0019 to consider for adoption of proposed Waste Discharge Requirements for the Nordic Aquafarms California, LLC, WDID No. 1B20161NHUM (Justin McSmith)

4. Public Hearing on Order No. R1-2022-0008 to consider for adoption of proposed Waste Discharge Requirements for the City of Eureka, Elk River Wastewater Treatment Plant, WDID NO. 1B82151OHUM, NPDES NO. CA0024449 (Justin McSmith)

- [Staff Summary Report](#)
- [Proposed Order No. R1-2023-0016](#)

- [Notice of Public Hearing](#)
- [Revised Notice of Public Hearing](#)
- [Response to Comments Document](#)

Copies of the public comment letters received regarding this Order are available upon request by emailing Matthew.Herman@Waterboards.ca.gov

5. Public Hearing on Order No. R1-2023-0021 to consider Rescission of Cease and Desist Order No. R1-2016-0012 as modified by Order No. R1-2020-0020 for the City of Eureka, Elk River Wastewater Treatment Plant, WDID NO. 1B82151OHUM, NPDES NO. CA0024449 (Justin McSmith)

Information Items

6. [Executive Officer's Report](#) (Valerie Quinto)

7. Board Member Requests for Future Agenda Items and Other Items of Interest (Valerie Quinto)

Closed Session

8. The Board may meet in closed session to:

- Consider evidence received in an adjudicatory hearing and deliberate on a decision to be reached based on that evidence (Gov. Code, §11126, subd. (c)(3));
- Consider the appointment, employment, evaluation of performance, or dismissal of a public employee or to hear complaints or charges brought against a public employee (Gov. Code, § 11126, subd. (a)(1));
- Discuss whether to initiate litigation (Gov. Code, § 11126, subd. (e)(2)(C)(i)); and
- Discuss significant exposure to litigation or initiated litigation in the following matters (Gov. Code, § 11126, subd.(e)); (Gov. Code § 11126, subd. (e)(2)(B)(i)):
 - Humboldt Redwood Company LLC v. North Coast Regional Water Quality Control Board; State Water Resources Control Board, Petition for Writ of Mandate and Complaint; Humboldt County Superior Court, Case No. CV 1901082 (Nov. 18, 2019.)
 - People of the State of California, Ex. Rel. The Regional Water Quality Control Board, North Coast Region v. Independence Corporate Offices, Inc., a California Corporation; Clay Tucker, an individual; Rincon Land Holdings LLC, an Arizona Corporation and Does 1-50 Inclusive (September 11, 2017) Trinity County Superior Court, Case No. SCV-17CV066.
 - Green Diamond Resource Company v. North Coast Regional Water Quality Control Board; State Water Resources Control Board Real Party in Interest,

- Petition for Writ of Mandate and Complaint; Humboldt County Superior Court, Case No. CV 2000678 (July 8, 2020.)
- iv. People of the State of California, Ex. Rel. Department of Fish and Wildlife, State Water Resources Control Board, and Regional Water Quality Control Board, North Coast Region v. Shadowlight Ranch LLC; Joshua Sweet; Bohdan Curran, Individually and DBA Curran Equipment and Does 1 Through 30 inclusive, Humboldt County Superior Court Case No. CV 2001113 (October 30, 2020.)
 - v. Sonoma Luxury Resort LLC v. Regional Water Quality Control Board, North Coast Region, Petition for Administrative Mandamus, SCV 268564, Sonoma County Superior Court (June 3, 2021).
 - vi. Humboldt Redwood Company and Green Diamond Resource Company v. California State Water Resources Control Board and North Coast Regional Water Quality Control Board, Humboldt County Superior Court, Case No. CV2000678, (September 24, 2021).
 - vii. State Water Resources Control Board's Consideration of Own Motion Review Of Order No. R1-2023-0043 For Administrative Civil Liability In the Matter of Daniel Maldonado Suarez; Issued by the North Coast Regional Water Quality Control Board. (July 18, 2023).
 - viii. Bareilles v. North Coast Regional Water Quality Control Board, Sonoma County Superior Court, Case No. SCV-273798 (July 12, 2023).

9. Arrangements for Next Meeting and Adjournment

9:00 a.m., Tuesday December 12, 2023, and

9:00 a.m., Wednesday December 13, 2023

5550 Skylane Blvd, Suite A

Santa Rosa, CA 95403

Procedures and Notes

Accessibility - The facility is accessible to people with disabilities. **Anyone requiring reasonable accommodation to participate in the meeting should contact Deidre Wilkerson, Executive Assistant, at (707) 576-2066 or Deidre.Wilkerson@waterboards.ca.gov at least 5 working days prior to the meeting.** TTY/TDD/Speech-to-Speech users may contact the California Relay Service at 1-800-735-2929 or voice line at 1-800-735-2922.

General Statement - The primary duty of the Regional Water Board is to protect the quality of the waters within the region for all beneficial uses. This duty is implemented by formulating and adopting water quality plans for specific ground or surface water basins, and by prescribing and enforcing requirements on all domestic and industrial waste discharges. Responsibilities and procedures of the Regional Water Quality

Control Board come from the state's Porter-Cologne Water Quality Act and the nation's Clean Water Act.

Written Comments, Oral Comments and Presentations - The purpose of the meeting is for the Regional Water Board to obtain testimony and information from concerned and affected parties and make decisions after considering the recommendations made by the Executive Officer. The Regional Water Board and staff welcome information on pertinent problems, but comments at the meeting should be brief and directed to specifics of the case to enable the Regional Water Board to take the appropriate action.

Materials for each agenda item that will be considered by the Regional Water Board are posted on the Regional Water Board's website and may be provided to each person on the interested parties list. If you wish to be added to our interested parties list for a specific agenda item, please contact the staff person listed with the item in this agenda notice.

Written comments and materials must be submitted by the deadlines set by item-specific Notices and/or Hearing Procedures. Written comments and materials for information items must be submitted at least three days before the Board meeting. Written comments and materials that are received after identified deadlines will not generally be admitted. Any person requesting to submit late materials must demonstrate good cause, and the Chair must find that the admission of the late materials would not prejudice the North Coast Regional Water Board or any designated party. Pursuant to title 23, California Code of Regulations, section 648.4, the Regional Water Board may refuse to admit written testimony or evidence into the administrative record if it is not submitted to the Regional Water Board in a timely manner, unless the proponent can demonstrate why he or she was unable to submit the material on time or that compliance with the deadline would create an unreasonable hardship.

Any person who appears before the Board has an obligation to represent their interest in a professional manner. We expect all statements made before this Board to be truthful, with no attempts to mislead this Board by false statements, deceptive presentation, or failure to include essential information.

In order to give everyone an opportunity to be heard, a time limit for oral comments may be imposed on any agenda item. Interested persons are encouraged to submit their comments in writing by the applicable due date and use time for oral comments to summarize those concerns. **Speakers should plan to deliver their oral comments within 5 minutes. If a longer period of time is desired, speakers will be expected to notify the Executive Officer three days prior to the meeting date, for approval by the Chair and for scheduling purposes.** The speaker will be expected to have submitted a written summary of the comments to be delivered by the due date for the

associated agenda item and limit oral comments to a summary of pertinent points previously presented in writing.

Speakers are responsible for providing and operating projectors and other presentation aids. Some equipment may be available at the Board meeting; however, the type of equipment available will vary depending on the meeting location. **To ascertain the availability of presentation equipment please contact Deidre Wilkerson at (707) 576-2066 or Deidre.Wilkerson@waterboards.ca.gov at least 5 working days prior to the meeting.**

Hearing Record - Material presented to the Regional Water Board as part of testimony that is to be made part of the record must be left with the Regional Water Board. This includes photographs, slides, charts, diagrams, written testimony, etc. All Regional Water Board files pertaining to the items on this agenda are hereby made a part of the record submitted by staff to the Regional Water Board for its consideration prior to action on the related items.

Petition of Regional Water Board Action - Any person affected adversely by a decision of the Regional Water Board may petition the State Water Resources Control Board (State Water Board), to review the decision in accordance with Water Code section 13320 and California Code of Regulations, title 23, sections 2050 and following. The State Water Board must receive the petition by 5:00 p.m., 30 days after the date of the Regional Water Board's action, except if the thirtieth day following the action falls on a Saturday, Sunday or state holiday, the petition must be received by the State Water Board by 5:00 p.m. on the next business day. Copies of the laws and regulations applicable to filing a petition will be provided upon request, and may also be accessed at Water Quality Petitions (https://www.waterboards.ca.gov/public_notices/petitions/water_quality/).

Board Members	
Hector Bedolla, Board Chair	Healdsburg
Gregory Giusti, Vice Chair	Ukiah

William Matsubu	Eureka
Alexandra Hart	Montague
Vacant	
Vacant	
Vacant	
State Board	
Dorene D'Adamo	State Board Liaison
Management Staff	
Valerie Quinto	Executive Officer
Josh Curtis	Assistant Executive Officer
Claudia Villacorta	Assistant Executive Officer
Matthias St. John	Climate Specialist
Deidre Wilkerson	Executive Assistant
Nathan Jacobsen	Counsel to the Board
Bayley Toft-Dupuy	Counsel to the Board
Edith Viera	Staff Services Manager

Celene Uribe	Small Business Liaison
Planning & Stewardship Division	
Katharine Carter	Division Supervisor
Lisa Bernard	Supervisor, Planning Unit
Vacant	Supervisor, Adaptive Watershed Management Unit
Bryan McFadin	Flow & Riparian Protection Specialist
Elias Scott	Stewardship Specialist
Elizabeth Pope	Humboldt Bay Stewardship Specialist
Nonpoint Source & Surface Water Protection Division	
Johnathan Warmerdam	Division Supervisor
James Burke	Supervisor, Southern Nonpoint Source and Forestry Unit
Forest Fortescue	Supervisor, Northern Nonpoint Source and Forestry Unit
Gil Falcone	Supervisor, Southern 401 Certification & Nonpoint Source Protection Unit
Ryan Bey	Supervisor, Northern 401 Certification & Nonpoint Source Protection Unit
Jake Shannon	Restoration Specialist
Point Source Control & Groundwater Protection Division	
Charles Reed	Division Supervisor
Heaven Moore	Supervisor, NPDES Unit
Heidi Bauer	Supervisor, Cleanup Unit
Kelsey Cody	Supervisor, Land Disposal & Groundwater Permitting Unit
Chris Watt	Groundwater Specialist

Cannabis & Enforcement Division	
Kason Grady	Division Supervisor
David Kusmar	Supervisor, Cannabis Regulatory Unit 1
Mona Dougherty	Supervisor, Cannabis Regulatory Unit 2
Jeremiah Puget	Supervisor, Compliance Assurance Unit

Regional Water Quality Control Board
North Coast Region
5550 Skylane Boulevard, Suite A
Santa Rosa, CA 95403

Email Subscription

Email Subscription: To receive our Meeting Agenda electronically, follow these steps:

- o Go to our main web page at North Coast Water Board (<https://www.waterboards.ca.gov/northcoast/>)
- o Click on the link for “Subscribe” at the top of the page
- o Enter your email address to proceed
- o Confirm your email address, create optional password
- o Select “Board Meeting Agenda” from the next page and click “Submit”
- o Enter First Name, Last Name, County, and click ‘Submit’

Humboldt Community Services District

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

BOARD MEMORANDUM

To: H.C.S.D. Board of Directors
From: Tim Latham, District Superintendent
Date: September 21, 2023
Subject: August 2023 Construction Operations Report

General business for the month of August included water service line replacements due to leaks on Anderson Lane, Mabele Avenue, Holly Street and Lucas Street, water service line repairs on Home Drive, Sauter Lane and Purdue Drive, replacing a broken angle meter stop on Crab Street, performing vehicle and equipment maintenance, water meter reading, customer service orders, landscape maintenance, valve exercising, and hauling dirt to fill sites.

Other business included the continued construction of the District office as part of the District Office Rehabilitation Project and a majority of the month was spent on the installation of a new water main line on 18th Street in Myrtle town as part of the 18th Street Steel Main Line (SMR) Replacement Project.

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Humboldt Community Services District

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

BOARD MEMORANDUM

To: H.C.S.D. Board of Directors
From: Tim Latham, District Superintendent
Date: September 21, 2023
Subject: August 2023 Operations/Maintenance Report

The Operations/Maintenance Department was busy in August with a variety of projects. In addition to the standard operation and maintenance of District facilities, crews continued to do station maintenance, landscape maintenance, and assisted with customer service. All of the stationary and portable generators were tested in order to ensure proper operation in the time of need.

General business included cleaning 15,122 feet of sewer main line and 938 feet of sewer lateral line all in various areas throughout the District, servicing Flygt sewer pumps at multiple sewer lift stations, greasing/servicing water pumps at multiple water booster stations, pump flow testing at several sewer lift stations to assist with the engineering for replacement pumps, continued work related to the Blackberry Street SLS Rehabilitation Project, and continued preparations for several Capital Improvement Projects (CIP) projects.

Other business included observing the groundwater discharge to the District sewer collection system on Union Street as part of the Special Sewer Discharge Permit process, the completion of the annual seismic valve inspection and testing on the Blue Spruce water storage tank, and the onboarding of a new Operations/Maintenance Department employee.

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

August 2023

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
OPERATING REVENUE							
Metered Water Sales	5,876,000	543,293	1,000,452	979,333	21,119	2.2	
Sewer Service Charges	8,057,944	532,033	958,403	1,342,991	(384,588)	(28.6)	1
Sewer Service Charges - Pass Through	-	81,895	206,693	-	206,693	-	1
Water & Sewer Construction Fees	47,000	5,101	16,027	7,833	8,193	104.6	
Account Fees	35,000	7,769	12,978	5,833	7,145	122.5	
Reimbursable Maintenance Fees	1,000	-	-	167	(167)	(100.0)	2
Miscellaneous	2,000	250	250	333	(83)	(25.0)	2
TOTAL OPERATING REVENUE	14,018,944	1,170,341	2,194,952	2,336,491	(141,539)	(6.1)	
NON-OPERATING REVENUE							
Capital Connection Fees	384,000	12,702	54,959	64,000	(9,041)	(14.1)	2
Interest/General	30,000	-	-	5,000	(5,000)	(100.0)	2
Discounts Earned	2,000	70	180	333	(153)	(46.0)	2
Sales:Fixed Assets/Scrap Metal	15,700	-	-	2,617	(2,617)	(100.0)	2
Bad Debt Recovery	2,000	-	-	333	(333)	(100.0)	2
Property Taxes & Assessments	430,000	-	-	71,667	(71,667)	(100.0)	2
Insurance Rebate	-	-	-	-	-	-	2
Other Non-Operating Revenue	-	-	-	-	-	-	
TOTAL NON-OPERATING REVENUE	863,700	12,772	55,139	143,950	(88,811)	(61.7)	2
TOTAL DISTRICT REVENUE	14,882,644	1,183,114	2,250,091	2,480,441	(230,350)	(9.3)	
OPERATING EXPENSES							
Wages Direct	2,000,000	125,472	266,943	333,333	66,390	19.9	
Benefits: PERS	515,000	40,781	80,842	85,833	4,991	5.8	
Group Ins	1,320,000	69,096	142,897	220,000	77,103	35.0	
Workers Comp Ins	27,500	-	-	4,583	4,583	100.0	
FICA/Medicare	155,000	9,709	20,693	25,833	5,141	19.9	
Misc Benefits	500	40	80	83	3	4.0	
Total Wages and Benefits	4,018,000	245,098	511,455	669,667	158,212	23.6	
Less: wages & ben charged to Capital Proj.	(300,000)	(21,711)	(30,629)	(50,000)	(19,371)	38.7	
Total Operating Wages and benefits	3,718,000	223,387	480,827	619,667	138,840		
Water Purchase HBMWWD	1,108,192	97,910	190,844	184,699	(6,145)	(3.3)	
Water Purchase Eureka	880,000	64,113	120,748	146,667	25,919	17.7	
Sewage Treatment Operations & Maint.	1,758,385	146,532	293,064	293,064	0	0.0	
Water/Sewer Analysis	15,000	884	884	2,500	1,616	64.6	
Supplies/ Construction	154,000	8,673	17,424	25,667	8,243	32.1	
Supplies/ Office-Administration	15,000	1,057	2,158	2,500	342	13.7	
Supplies/ Engineering	2,500	-	-	417	417	100.0	
Supplies/ Maintenance	100,000	15,474	37,795	16,667	(21,128)	(126.8)	3
Invoicing	57,000	9,558	9,558	9,500	(58)	(0.6)	
Temporary Labor	64,800	13,891	32,087	10,800	(21,287)	(197.1)	4
Repairs & Maintenance/Trucks	60,500	6,600	8,722	10,083	1,361	13.5	
Equipment Rental	5,000	-	-	833	833	100.0	
Building & Grounds Maintenance	30,000	3,298	5,304	5,000	(304)	(6.1)	
Electrical Power	498,150	35,631	69,452	83,025	13,573	16.3	
Street Lights	100,000	8,882	14,252	16,667	2,415	14.5	
Telephone	14,000	1,174	2,162	2,333	171	7.3	
Postage	3,000	-	-	500	500	100.0	
Freight	500	41	182	83	(99)	(118.3)	
Chemicals	10,000	-	2,246	1,667	(580)	(34.8)	
Liability Insurance	85,000	3,256	39,098	14,167	(24,931)	(176.0)	5
Legal	70,000	1,092	1,284	11,667	10,383	89.0	

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

August 2023

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Accounting	15,000	-	250	2,500	2,250	90.0	
Engineering	1,000	-	-	167	167	100.0	9
Other Professional Services	130,000	700	700	21,667	20,967	96.8	
Bank Service Charges	20,000	557	1,178	3,333	2,156	64.7	
Transportation	78,555	9,814	14,027	13,093	(935)	(7.1)	
Office Equip. Maintenance	5,000	202	443	833	390	46.8	
Computer Software Maintenance	45,000	100	26,282	7,500	(18,782)	(250.4)	6
Memberships & Subscriptions	24,600	674	674	4,100	3,426	83.6	
Bad Debts & Minimum Balance Writeoff	50,000	-	-	8,333	8,333	100.0	
Conference & Continuing Ed	34,500	648	1,883	5,750	3,867	67.2	
Certifications	3,500	-	100	583	483	82.9	
State/County & LAFCO Fees and Charges	40,000	-	-	6,667	6,667	100.0	
Hydraulic Water Model Maintenance	2,000	-	-	333	333	100.0	
Elections Expense	-	-	-	-	-	-	
Human Resources	25,000	532	2,893	4,167	1,274	30.6	
Miscellaneous	12,000	(39)	74	2,000	1,926	96.3	
Director's Fees	16,000	1,100	2,150	2,667	517	19.4	
TOTAL OPERATING EXPENSES	9,251,182	655,739	1,378,744	1,541,864	163,119	10.6	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	177,429	-	-	29,572	29,572	100.0	7
2012 CIP & Refi.	177,600	-	88,800	29,600	(59,200)	(200.0)	7
Davis-Grunsky Loan	6,050	-	-	1,008	1,008	100.0	7
VacCon Truck Loan	117,441	-	117,441	19,574	(97,867)	(500.0)	7
2014 Wastewater Revenue Bonds	485,575	-	-	80,929	80,929	100.0	7
TOTAL LONG TERM DEBT PAYMENTS	964,095	-	206,241	160,683	(45,558)	(28.4)	7
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	450,000	7,872	7,872	75,000	67,128	89.5	
Building, Yard & Paving Improvements	92,500	5,154	33,693	15,417	(18,276)	(118.5)	8
Capital Improvements Water	2,021,360	94,217	139,623	336,893	197,271	58.6	
Capital Improvements Sewer	1,443,000	1,529	3,659	240,500	236,841	98.5	
Engineering & Studies	110,000	-	-	18,333	18,333	100.0	9
District Design Standards	-	-	-	-	-	-	
TOTAL CAPITAL EXPENDITURES	4,116,860	108,772	184,847	686,143	501,296	73.1	
OTHER							
City of Eureka Projects: Treatment Plant	433,029	-	-	72,172	72,172	100.0	
TOTAL City of Eureka Projects	433,029	-	-	72,172	72,172	100.0	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	117,478	418,603	480,258	19,580	460,678	(2,352.8)	

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

August 2023

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE & EXPENSES						
TOTAL OPERATING REVENUE	14,018,944	1,170,341	2,194,952	2,336,491	(141,539)	(6.1)
TOTAL OPERATING EXPENSES	(9,251,182)	(655,739)	(1,378,744)	(1,541,864)	163,119	10.6
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,767,762	514,603	816,208	794,627	21,581	2.7
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	863,700	12,772	55,139	143,950	(88,811)	(61.7)
TOTAL LONG TERM DEBT SERVICE	(964,095)	-	(206,241)	(160,683)	(45,558)	(28.4)
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	4,667,367	527,375	665,105	777,895	(21,672)	(2.8)
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(4,116,860)	(108,772)	(184,847)	(686,143)	501,296	73.1
CITY of EUREKA PROJECT REIMBURSEMENT	(433,029)	-	-	(72,172)	72,172	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>117,478</u>	<u>418,603</u>	<u>480,258</u>	<u>19,580</u>	<u>460,678</u>	<u>(2,352.8)</u>

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

August 2023

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Metered Water Sales	5,876,000	543,293	1,000,452	979,333	21,119	2.2
Water Construction Fees	35,000	5,049	11,152	5,833	5,319	91.2
Account Fees	19,950	4,428	7,397	3,325	4,072	122.5
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	-	-	133	(133)	(100.0)
Miscellaneous	1,000	-	-	167	(167)	(100.0)
TOTAL OPERATING REVENUE	5,932,750	552,771	1,019,002	988,792	30,210	3.1
NON-OPERATING REVENUE						
Water Capital Connection Fees	145,000	9,744	37,149	24,167	12,982	53.7
Interest/General	23,547	-	-	3,925	(3,925)	(100.0)
Discounts Earned	1,280	40	103	213	(111)	(51.9)
Sales:Fixed Assets/Scrap Metal	8,844	-	-	1,474	(1,474)	(100.0)
Bad Debt Recovery	1,140	-	-	190	(190)	(100.0)
FW/MR Assessment	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	179,811	9,784	37,252	29,969	7,283	24.3
TOTAL DISTRICT REVENUE	6,112,561	562,555	1,056,253	1,018,760	37,493	3.7
OPERATING EXPENSES						
Wages Direct	940,000	57,025	119,847	156,667	36,819	23.5
Wages & Benefits: Allocated	670,438	46,704	92,941	111,740	18,798	16.8
Benefits: PERS	185,400	8,910	16,882	30,900	14,018	45.4
Group Ins	409,200	23,116	46,167	68,200	22,033	32.3
Workers Comp Ins	14,850	-	-	2,475	2,475	100.0
FICA/Medicare	72,850	4,375	9,226	12,142	2,915	24.0
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,292,738	140,131	285,065	382,123	97,058	25.4
Less: wages & ben charged to Capital Proj.	(185,000)	(17,333)	(18,817)	(30,833)	(12,016)	39.0
Total Operating Wages and benefits	2,107,738	122,798	266,247	351,290	85,042	24.2
Water Purchase HBMWD	1,108,192	97,910	190,844	184,699	(6,145)	(3.3)
Water Purchase Eureka	880,000	64,113	120,748	146,667	25,919	17.7
Water Analysis	15,000	884	884	2,500	1,616	64.6
Supplies/ Construction	113,960	5,718	12,293	18,993	6,701	35.3
Supplies/Office-Administration	4,500	197	606	750	144	19.2
Supplies/ Engineering	1,425	-	-	238	238	100.0
Supplies/ Maintenance	50,000	1,001	11,504	8,333	(3,171)	(38.0)
Temporary Labor	29,484	7,918	18,290	4,914	(13,376)	(272.2)
Repairs & Maintenance/Trucks	33,880	3,163	4,372	5,647	1,274	22.6
Equipment Rental	3,700	-	-	617	617	100.0
Building & Grounds Maintenance	1,800	334	682	300	(382)	(127.3)
Electrical Power	273,983	21,701	41,975	45,664	3,688	8.1
Telephone	4,480	56	56	747	691	92.6
Postage	1,290	-	-	215	215	100.0
Freight	285	41	41	48	7	14.3
Chemicals	10,000	-	2,246	1,667	(580)	(34.8)
Engineering	390	-	-	65	65	100.0
Other Professional Services	34,000	-	-	5,667	5,667	100.0
Transportation	44,776	5,594	7,996	7,463	(533)	(7.1)
Office Equip. Maintenance	750	-	-	125	125	100.0
Computer Software Maintenance	21,600	-	14,856	3,600	(11,256)	(312.7)
Memberships & Subscriptions	1,476	384	384	246	(138)	(56.2)
Bad Debts & Minimum Balance Writeoff	28,500	-	-	4,750	4,750	100.0
Conference & Continuing Ed	12,075	275	979	2,013	1,034	51.4
Certifications	1,050	-	57	175	118	67.4
State/County & LAFCO Fees and Charges	13,600	-	-	2,267	2,267	100.0
Hydraulic Water Model Maintenance	2,000	-	-	333	333	100.0
Human Resources	9,750	-	-	1,625	1,625	100.0

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

August 2023

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Miscellaneous	2,640	-	-	440	440	100.0
General & Admin Expense Allocation	286,811	14,886	40,499	47,802	7,303	15.3
TOTAL OPERATING EXPENSES	5,099,134	346,972	735,559	849,856	114,297	13.4
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	-	-	29,572	29,572	100.0
2012 CIP & Refi.	-	-	-	-	-	-
Davis-Grunsky Loan	6,050	-	-	1,008	1,008	100.0
TOTAL LONG TERM DEBT PAYMENTS	183,479	-	-	30,580	30,580	100.0
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	2,021,360	94,217	139,623	336,893	197,271	58.6
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	2,021,360	94,217	139,623	336,893	197,271	58.6
INTERFUND TRANSFERS IN	-	-	-	-	-	-
BUDGET SURPLUS (DEFICIT)	(1,191,412)	121,366	181,072	(198,569)	379,641	191.2

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

August 2023

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Sewer Service Charges	8,057,944	532,033	958,403	1,342,991	(384,588)	(28.6)
Sewer Service Charges - Pass Through	-	81,895	206,693	-	206,693	-
Sewer Construction Fees	12,000	52	4,874	2,000	2,874	143.7
Account Fees	15,050	3,341	5,581	2,508	3,072	122.5
Inspection Fees	-	-	150	-	150	-
Reimbursable Maintenance Fees	200	-	-	33	(33)	(100.0)
Miscellaneous	1,000	250	250	167	83	50.0
TOTAL OPERATING REVENUE	8,086,194	617,570	1,175,950	1,347,699	(171,749)	(12.7)
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	239,000	2,958	17,810	39,833	(22,024)	(55.3)
Interest/General	6,453	-	-	1,076	(1,076)	(100.0)
Discounts Earned	720	30	77	120	(43)	(35.5)
Sales: Fixed Assets/Scrap Metal	6,856	-	-	1,143	(1,143)	(100.0)
Bad Debt Recovery	860	-	-	143	(143)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	253,889	2,988	17,887	42,315	(24,428)	(57.7)
TOTAL DISTRICT REVENUE	8,340,083	620,558	1,193,837	1,390,014	(196,177)	(14.1)
OPERATING EXPENSES						
Wages Direct	580,000	33,846	77,538	96,667	19,128	19.8
Wages & Benefits: Allocated	670,438	46,704	92,941	111,740	18,798	16.8
Benefits: PERS	118,450	4,930	9,982	19,742	9,760	49.4
Group Ins	250,800	12,972	30,461	41,800	11,339	27.1
Workers Comp Ins	9,075	-	-	1,513	1,513	100.0
FICA/Medicare	46,500	2,601	5,979	7,750	1,771	22.8
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,675,263	101,054	216,902	279,210	62,308	22.3
Less: wages & ben charged to Capital Proj.	(65,000)	(465)	(2,323)	(10,833)	(8,510)	78.6
Total Operating Wages and benefits	1,610,263	100,589	214,579	268,377	53,798	20.0
Sewage Treatment: Operating & Maint.	1,758,385	146,532	293,064	293,064	0	0.0
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,040	2,955	5,131	6,673	1,542	23.1
Supplies/ Office-Administration	4,500	149	457	750	293	39.0
Supplies/ Engineering	1,075	-	-	179	179	100.0
Supplies/ Maintenance	50,000	14,473	26,291	8,333	(17,958)	(215.5)
Temporary Labor	19,116	5,973	13,798	3,186	(10,612)	(333.1)
Repairs & Maintenance/Trucks	26,620	3,437	4,350	4,437	87	2.0
Equipment Rental	1,300	-	-	217	217	100.0
Building & Grounds Maintenance	1,500	252	514	250	(264)	(105.7)
Electrical Power	119,556	5,880	11,898	19,926	8,028	40.3
Telephone	2,240	42	42	373	331	88.8
Postage	960	-	-	160	160	100.0
Freight	215	-	-	36	36	100.0
Legal	-	-	-	-	-	-
Engineering	100	-	-	17	17	100.0
Other Professional Services	24,000	-	-	4,000	4,000	100.0
Transportation	33,779	4,220	6,032	5,630	(402)	(7.1)
Office Equip. Maintenance	550	-	-	92	92	100.0

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

August 2023

	Budgeted 2023-24	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	-	11,207	2,700	(8,507)	(315.1)
Memberships & Subscriptions	984	290	290	164	(126)	(76.8)
Bad Debts & Minimum Balance Writeoff	21,500	-	-	3,583	3,583	100.0
Conference & Continuing Ed	15,180	207	738	2,530	1,792	70.8
Certifications	805	-	43	134	91	68.0
State/County & LAFCO Fees and Charges	7,200	-	-	1,200	1,200	100.0
Human Resources	7,250	-	-	1,208	1,208	100.0
Miscellaneous	1,920	-	-	320	320	100.0
General & Admin Expense Allocation	286,811	14,886	40,499	47,802	7,303	15.3
TOTAL OPERATING EXPENSES	4,052,048	299,884	628,934	675,341	46,407	6.9
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	484,575	-	-	80,763	80,763	100.0
2012 CIP & Refi.	177,600	-	-	29,600	29,600	100.0
VacCon Truck Loan	117,441	-	117,441	19,574	(97,867)	(500.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	779,616	-	117,441	129,936	12,495	9.6
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	450,000	-	-	75,000	75,000	100.0
Building, Yard& Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	1,443,000	1,529	3,659	240,500	236,841	98.5
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	1,893,000	1,529	3,659	315,500	311,841	98.8
OTHER						
City of Eureka Projects:						
Treatment Plant	433,029	-	-	72,172	72,172	100.0
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	433,029	-	-	72,172	72,172	100.0
BUDGET SURPLUS (DEFICIT)	1,182,390	319,145	443,803	197,065	246,738	(125.2)

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

August 2023

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
TOTAL OPERATING REVENUE	-	-	-	-	-	-
NON-OPERATING REVENUE						
Property Taxes	430,000	-	-	71,667	(71,667)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	430,000	-	-	71,667	(71,667)	(100.0)
TOTAL DISTRICT REVENUE	430,000	-	-	71,667	(71,667)	(100.0)
OPERATING EXPENSES						
Wages Direct	480,000	34,601	69,558	80,000	10,442	13.1
Benefits: PERS	211,150	26,941	53,978	35,192	(18,786)	(53.4)
Group Ins	660,000	33,007	66,268	110,000	43,732	39.8
Workers Comp Ins	3,575	-	-	596	596	100.0
FICA/Medicare	35,650	2,732	5,487	5,942	455	7.7
Misc Benefits	500	40	80	83	3	4.0
Total Wages and Benefits	1,390,875	97,321	195,371	231,813	36,442	15.7
Less: wages & ben charged to Capital Proj.	(50,000)	(3,913)	(9,488)	(8,333)	1,155	(13.9)
Less: Allocated to Water and Sewer Funds	(1,340,875)	(93,408)	(185,883)	(223,479)	(37,597)	16.8
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	711	1,095	1,000	(95)	(9.5)
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	-	-	-	-	-	-
Invoicing	57,000	9,558	9,558	9,500	(58)	(0.6)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	16,200	-	-	2,700	2,700	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	26,700	2,712	4,108	4,450	342	7.7
Electrical Power	104,612	8,050	15,578	17,435	1,857	10.7
Street Lights	100,000	8,882	14,252	16,667	2,415	14.5
Telephone	7,280	1,076	2,065	1,213	(851)	(70.2)
Postage	750	-	-	125	125	100.0
Freight	-	-	141	-	(141)	-
Liability Insurance	85,000	3,256	39,098	14,167	(24,931)	(176.0)
Legal Services	70,000	1,092	1,284	11,667	10,383	89.0
Accounting	15,000	-	250	2,500	2,250	90.0
Engineering	510	-	-	85	85	100.0
Other Professional Services	72,000	700	700	12,000	11,300	94.2
Bank Service Charges	20,000	557	1,178	3,333	2,156	64.7
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	3,700	202	443	617	173	28.1
Computer Software Maintenance	7,200	100	218	1,200	982	81.8
Memberships & Subscriptions	22,140	-	-	3,690	3,690	100.0
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,245	166	166	1,208	1,041	86.2
Certifications	1,645	-	-	274	274	100.0

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

August 2023

	Budgeted 2023-24	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	19,200	-	-	3,200	3,200	100.0
Elections Expense	-	-	-	-	-	-
Human Resources	8,000	532	2,893	1,333	(1,560)	(117.0)
Miscellaneous	7,440	(39)	74	1,240	1,166	94.0
Director's Fees	16,000	1,100	2,150	2,667	517	19.4
General & Admin Expense Allocation	(573,622)	(29,772)	(80,998)	(95,604)	(14,606)	15.3
TOTAL OPERATING EXPENSES	100,000	8,882	14,252	16,667	2,415	14.5
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	88,800	-	(88,800)	-
New Financing	(340,000)	-	-	(56,667)	(56,667)	100.0
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	(340,000)	-	88,800	(56,667)	(145,467)	256.7
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	7,872	7,872	-	(7,872)	-
Building, Yard & Paving Improvements	92,500	5,154	33,693	15,417	(18,276)	(118.5)
Engineering & Studies	110,000	-	-	18,333	18,333	100.0
District Design Standards	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	202,500	13,026	41,565	33,750	(7,815)	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	467,501	(21,909)	(144,617)	77,917	(222,534)	(285.6)

Humboldt Community Services District
Notes
August 2023

Note 1 - Sewer Revenue

Sewer revenue currently lower than projected due to rate increases being effective 8/1/23. This affected revenue for July and August billings. Future months are expected to have revenues in line with budget projection.

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 - Maintenance

In addition to significant maintenance costs for new Sewer Pump in HH area, Annual Cathodic Testing services, and New flow meter for Hubbard WBS in July, additional large costs for sewer Flygt pumps for SLS stations in August.

Note 4 - Temporary Labor

Temporary labor costs have increased due to difficulties in finding suitable permanent applicants. Increased temporary labor costs have been more than offset by reductions in regular District wage expenses. Expected staff hirings will lower temporary labor expenses.

Note 5 - Liability Insurance

Annual Property insurance premium paid in July for entire year. Expense for entire year is expected to be in line with budget amount.

Note 6 - Computer software maintenance

Maintenance/Licensing fees for computer software is paid in one annual charge in July. Total expense for year is expected to be in line with annual budgeted amount.

Note 7 - Debt Service

Loan Payments are made throughout the year. The total expenditures by the end of the year will match budget amounts.

Note 8 - Capital Improvements

Office building work is nearly complete. Expenditures for year are expected to be in line with budgeted amount.

Note 9 - Engineering

Engineering Expense - a/c 6810 - Operating Expense	Aug 2023	YTD
Water Fund		
Eng Bid Advertising		
None		-
Total posted to 6810	-	-
	<hr style="border-top: 3px double #000;"/>	<hr style="border-top: 3px double #000;"/>
Engineering & Studies - a/c 9040 - Capital Improvement Projects		
Non Engineering Costs Posted to 9040		
None	-	-
Grand Total posted to 9040	-	-
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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: September 26, 2023

AGENDA ITEM: D.1 (New Business)

TITLE: Consideration of Authorizing the General Manager to Proceed with the Purchase of a New Sewer Camera (CCTV) Van

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Motion and second to authorize the GM to proceed with the Purchase of a New Sewer Camera (CCTV) Van. Roll call vote.

Summary:

The District maintains a closed circuit television (CCTV) camera van that is used to inspect sewer lines. This critical piece of equipment allows District staff to see inside of sewer lines and identify problems before they manifest as emergencies. This equipment is critical to the District's systematic sewer inspection program and to the enhanced cleaning/trouble spot program. The camera van is at the end of useful life because of age, repair history, obsolescence of onboard equipment and diminished reliability.

The current unit is a 2001 Ford van with CUES CCTV sewer inspection system. Per District policy, the current unit was originally scheduled for replacement during the 2016-17 fiscal year as reflected in the 2012-13 CIP. The replacement date was repeatedly pushed out due to budgetary considerations and other high priority CIP projects.

District staff has researched the available equipment on the market and determined that the best option for the District consists of a Ford Transit 3500 with the IBAK RapidView HD CCTV sewer inspection system (quotation included in Board Packet). This is the latest version of the IBAK CCTV system and includes both mainline tractor and lateral launch system. The hardware and software included with this system are upgradable and include many features that will enable District staff to capture inspection information more quickly, accurately and with improved reliability over any other options on the market. The west coast vendor for IBAK products, Jack Doheny Company (JDC), is a Sourcewell member and participates in the cooperative purchasing agreement so the District can sole source this equipment from JDC without soliciting for competitive bids. This item is scheduled to be purchased this year in the District's CIP with a budget amount of \$450,000.00.

City of Eureka and City of Arcata have both recently purchased IBAK CCTV vans from JDC and are extremely satisfied with the products and the service from JDC.

Fiscal Impact:

Not to exceed \$450,000.00



Date: 9/21/2023
Branch: 1700



Sourcewell Contract #120721-RVL

CUSTOMER:	Humboldt CSD
ADDRESS:	5055 Walnut Drive
CITY, STATE, ZIP:	Eureka, CA 95534 (Humboldt County)
PHONE:	707-443-4550
EMAIL:	N/A
ATTN:	Darren Toland

RAPIDVIEW ID:	<u>N/A</u>
PROPOSAL ID:	<u>18945</u>

Eff: 3/21/23

DOHENYCOMPANY.COM

LIST

SELECTED

Standard Cameras:

1	V4015006	NANO-Pan and Tilt Lateral camera for 3" and up pipelines. Power LED Lighting Angle of view +/- 150° Auto-uprighting, POWER LED Lighting and 33 kHz Transmitter for locate. Navigate through "T"s and bends in pipe.	\$ 20,864.00	\$ 20,864.00
1	V0494050	ORION 3 Zoom HD/SD Adaptive - Pan and Tilt and Zoom camera for 4" and up pipelines. Automatically switches between SD and HD as needed Zoom (in HD) 32x digital, Zoom (in SD) 3x digital lossless May be used on tractor or pushrod. Auto-uprighting, LED Lighting and 33 kHz Transmitter for locate. Higher resolution and significantly improved picture quality. Laser diameter, deformation, defect and object measurement (third-party)	\$ 22,027.00	\$ 22,027.00
1	904055000	Adapter - 8HD-10HD (req. to connect Orion 3 to CB3.2 or CC 2.1-5-1 HD)	\$ 2,267.00	\$ 2,267.00

Camera Head Accessories:

1	901601040	Pressure Test Set	\$ 529.00	\$ 529.00
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T66 Tractor and Accessories:

1	905210191	Treaded Wheel set for 6" pipe for T66/8" for PANORAMO 150 (HARD)	\$ 936.00	\$ 936.00
1	905210991	Treaded Wheel set for 8" pipe for T66/10" for PANORAMO 150 (HARD)	\$ 1,279.00	\$ 1,279.00
1	905216291	Tungsten Carbide Wheels for T66 in 5" and up	\$ 1,250.00	\$ 1,250.00
1	905215991	Tungsten Carbide Wheels for T66/PANO 150 in 6" and up	\$ 1,453.00	\$ 1,453.00

T76 Tractor and Accessories:

1	904110390	Large Pneumatic Tires for T76/86/PANORAMO/LISY (Black)	\$ 1,476.00	\$ 1,476.00
1	900410391	T76/86/PANO 2 Treaded Wheelset for 8" and up (Hard)	\$ 1,279.00	\$ 1,279.00
1	900401691	Granulated Wheel set RAD100 for 8" PVC for T76/86/PANO 2/LISY	\$ 575.00	\$ 575.00
1	904401491	Tungsten Carbide Wheels for T76/86/PANO 2 in 6" and up	\$ 1,453.00	\$ 1,453.00
1	900406691	Tungsten Carbide Wheels for T76/86/PANO 2 in 8" and up	\$ 1,540.00	\$ 1,540.00

Lateral Launch System:

1	803021301	LISY Camera Cable (soft cable) 500' - required, then choose below;	\$ 3,371.00	\$ 3,371.00
1	803021401-S	Propulsion Pushrod MP1 120'	\$ 3,080.00	\$ 3,080.00
1	905302331	LISY "Holster" Bracket to hold LISY when off tractor	\$ 442.00	\$ 442.00

Vehicle Mounted Control Units:

1	V1976007	BS 7 - Vehicle Mounted Control EDI for ALL SYSTEMS controls all normal mainline and fiber optic systems, including PANORAMO. Diagnostic and control center with color touch-screen panel. 19" rack mount main control unit.	\$ 34,217.00	\$ 34,217.00
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Reels:

1	V8029020	KW505 FO2 4K (PANORAMO 4K capable) Synchronized Power Cable Reel Designed for use with FO2 X2 cable required for PANORAMO systems. Synchronized cable payout and retraction. Automatic level wind. Requires vehicle installation. Includes remote control pendant and LED boom light. Distance counter with rear display. Holds up to 2000' of 00/12 FO 2 X2 cable Includes integrated tractor lowering winch and control.	\$ 38,358.00	\$ 38,358.00
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Camera Cable:

1	80071900	HD FO4 Camera Cable Type 00/12 - 1640 feet	\$ 15,308.00	\$ 15,308.00
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Reel Accessories:

1	904350020	KUV 2.7 Cable Deflection Pulley for Standard and Fiber Optic Cable with holder and	\$ 756.00	\$ 756.00
1	800500841	Foot switch for winch (KW505 and KW305)	\$ 1,079.00	\$ 1,079.00
1	802975001	Cable Cleaning Brush for KW305/310/505	\$ 523.00	\$ 523.00

HD Systems:

1	V9052009	T66 HD Camera Tractor For use with HD Cables/systems Small mainline tractor for use in pipelines 4" and up Zero turn radius, full steering with ATC (Auto Tilt Compensation) Includes lowering claw, toolset and 4"/6"/8" wheelsets Requires one of the Camera Connections available below	\$ 13,507.00	\$ 13,507.00
1	V9052021	Camera Connection Type 2-8 HD for SD Cameras and Orion 3 (SD or HD Modes)	\$ 2,267.00	\$ 2,267.00
1	V9049001	T76 HD Camera Tractor Mainline tractor for use in pipelines 5" and up Zero turn radius, full steering with ATC (Auto Tilt Compensation) Includes lowering claw, toolset and 5"/6"/8"/10" wheelsets If using as a mainline crawler - requires V9040013 below T76 can be used as the chassis for the LISY 3.2 HD Extension Add the elevator to help in larger pipelines.	\$ 23,823.00	\$ 23,823.00
1	V9040013	T76/86 3.2 S HD Camera Base Module; Includes transmitter (33kHz) and (512Hz), required for HD cameras	\$ 6,684.00	\$ 6,684.00
1	904116031	T76/86 Camera Elevator Raise the Camera into the center of the pipe remotely	\$ 7,811.00	\$ 7,811.00
1	V9053052	LISY 3.2 SD for HD for Tractor-Lateral Launch Module Package W/O CABLE New design for better cable management and future expansion Attachment to HD T76/86 to conduct lateral launches. (HD Tractor required) For inspection of laterals from the mainline. (Lateral camera output not HD) Synchronized lateral pushrod drum and cable included. Core system will launch in 6" to 12" mainlines.	\$ 65,324.00	\$ 65,324.00
1	V9063001	LISYCam 3 HD Observation camera (requires LISY 4.1 HD drives)	\$ 3,240.00	\$ 3,240.00

Computer Systems:

1	V0001017	19" Industrial PC Package	\$ 3,731.00	\$ 3,731.00
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Chassis:

1	3500 Transit	2023 Ford Transit VanWagon XL, High Roof, Long Wheelbase Extended Length, 3.5L Ti VCT V6 Engine, 10-Speed Automatic Overdrive with Select Shift Transmission, 9950 GVRW, DRW. R	\$ 62,494.00	\$ 62,494.00
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Rapid View Build Out Options:

1	VZ000744	Cargo Van Conversion for GAS Chassis	\$ 39,067.00	\$ 39,067.00
1	VZ000306	KW Reel Cabinet with sliding aluminum drawer and LISY drum platform	\$ 2,179.00	\$ 2,179.00
1	Equipment sales	Additional Monitor	\$ 952.00	\$ 952.00

WinCan Software:

1	VX- EXPERT-1	WinCan VX Expert License	\$ 16,821.00	\$ 16,821.00
1	VX-INFINITY-EXPERT-1	Expert Enterprise Infinity Support Plan	\$ 2,700.00	\$ 2,700.00
1	H-7440-HD VITEC	HD Vitec Card	\$ 4,104.00	\$ 4,104.00
1	H-SENSORAY-2253	Audio/Video Capture Encoder/Decoder with Enclosure	\$ 1,112.40	\$ 1,112.40
1	T-WINCANTRAINING-2	Two Day On-Site Installation and Training	\$ 3,564.00	\$ 3,564.00

JDC Additional Accessories

1	TRP01	JDC -Top Manhole Roller	\$ 486.00	\$ 486.00
1	Poleset	JDC-18' of Fiberglas Poles, Mounting Bracket and IBAK Adapter	\$ 430.92	\$ 430.92
1	52846	3" Tiger Tail	\$ 39.96	\$ 39.96
1	VLOC3-CAM	Vivax-Metrotech VLOC3 Locator with Carry Bag	\$ 2,241.00	\$ 2,241.00

Sourcewell Build-Quote Summary

Module/Options/Chassis Total:	\$ 416,640.28
Options Sourcewell Discount 4%:	\$ 16,665.61
Module/Options Total per Sourcewell Price Schedule:	\$ 399,974.67
Freight and PDI:	\$ 8,000.00
Field Training:	\$ 4,400.00
Total:	\$ 412,374.67

Humbolt County - Sales Tax 7.75%: \$ 31,959.04
TOTAL PRICE WITH SALES TAX: \$ 444,333.71

RapidView LLC (Vendor) reserves
the right to increase the price of vehicle chassis, trailers, and all-terrain vehicles in proportion to any
increase of costs to the VENDOR between the date of acceptance of the order and the date of
delivery (including without limitation costs relating to exchange rates, model year changes,
manufacturer price increases, labor, materials, transport and taxes).

Terms and Conditions

*****Surcharges or rate increases issued by manufacturer that affect this quote following quote acceptance, but prior to order delivery, will be the responsibility of Buyer. Any surcharge or increase that is applied to this purchase will be applied at same cost as issued by manufacturer.*****

- Acceptance of this Proposal is subject to availability of the Equipment listed above.
- Sales Price does not include any applicable sales taxes. Buyer is responsible for and agrees to pay all applicable sales tax.
- The Sale of New Equipment Terms and Conditions are incorporated into and made a part of this Proposal upon acceptance and execution of this Proposal by both parties.
- Execution of this Proposal by Seller and Buyer constitutes a binding agreement between the parties.
- If this Proposal is not executed by both parties within thirty (30) calendar days from the Proposal Date, this Proposal shall become null and void, unless subsequently executed by both Buyer and Seller.

Thank you for your consideration of this proposal.

Sincerely yours,

Stephanie Prescott

Stephanie Prescott
Regional Sales Representative
760-644-5147
StephaniePrescott@teamjdc.com

This proposal becomes a contract for delivery and payment of the merchandise listed above only when signed by the customer or one of its officers.

Customer: _____

By: _____

Date: _____

Email: _____



Invoice Information Form

*Document must be complete for processing

Sold to:

Name _____

Address _____

Contact _____

Phone # _____

Email Address: _____

Accounts Payable Contact:

Name _____

Phone _____

Email _____

Ship to:

Name _____

Address _____

Contact _____

Phone # _____

Email Address _____

PLEASE SELECT TYPE OF BUSINESS

Environmental _____

Petro Chemical _____

Gas & Oil _____

Sewer & Water _____

Industrial Plant _____

Utility _____

Municipal _____

Other _____

Customer Signature: _____

TEAMJDC.COM



777 Doheny Drive
Northville, MI 48167

t 248-349-0904
p 248-349-2774

TITLE INFORMATION FORM

Must be typed. Please ensure accurate information provided with submission of this document. Any re-issuance of title resulting from inaccurate data may be subject to a \$250.00 processing fee.

Title Assigned to:

(In MI, OH & IN: Must be Physical Address)

(Name and information for purchaser of the unit)

Name

Address

Contact

Phone #

Email Address

County:	<hr/>
Fed ID#	<hr/>

Title Mailed to:

(Must be Physical Address)

(Company or business that will be registering the unit)

Name

Address

Contact

Phone #

Email Address

Lienholder:

(If no lienholder exists, 'Not Applicable' must be notated in Name field)

Name

Address

Contact

Phone #

Email Address

Customer Signature:

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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: September 26, 2023

Agenda Item: D.2 (New Business)

TITLE: Consideration of Directive to Limit Acceptance of Credit and Debit Card Payments to Ratepayer Monthly Rates and Service Charges and Retiree Health Benefits Copay

Presented by: Michael Montag, Finance Manager/District Treasurer

Recommendation: Staff recommends the Board of Directors:

Motion and roll call vote directing staff to limit acceptance of credit and debit card payments for the payment of monthly rates and service charges as well as Retiree Health Benefits Copay, and requiring payment of all other charges be made by check, money order, or cash.

Summary:

Currently, the District imposes a \$4.03 charge per transaction for processing credit and debit card payments. This fee is imposed due to California prop 218 requirements requiring that fees for processing credit and debit card transactions be paid by those utilizing such payment methods.

Recently, the District has received requests to pay via credit or debit card for capacity charges and construction charges. Due to the amount of such payments, the \$4.03 charge is not adequate to cover the fees for processing such large payments.

In order to prevent the District from absorbing excess processing fees, staff recommends limiting acceptance of debit and credit card for payment to monthly rates and charges, and retiree health benefits copay requiring that payment of all other charges be made via Check, Money Order, or Cash.