



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

**AGENDA**

**DATE: Tuesday, May 28, 2024**

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

**LOCATION: 5055 Walnut Drive, Eureka, 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 May 28, 2024 Agenda Pgs 1-2
2. Approval of Minutes of the Regular Meeting of May 14, 2024 Pgs 3-7
3. Appoint New Board Secretary Robert Christensen Pgs 9

**D. REPORTS**

1. General Manager
  - a) District Update Pgs 11
2. Finance Department
  - a) April 2024 Budget Statement Pgs 13-22
3. Engineering
  - a) Update Pgs 23
4. Planning
  - a) Update Pgs 25
5. Legal Counsel

6. Director Reports

7. Other

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

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

**F. NEW BUSINESS**

1. Review, Consider Fiscal Year 2023/24 Draft Capital Improvement Program (CIP) Tables. *Pgs 27-39*

**G. ADJOURNMENT**

Next Res: 2024-05

Next Ord: 2024-01

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Robert Christensen at (707) 443-4558, ext. 210 or by email at [asm@humboldtcsd.org](mailto:asm@humboldtcsd.org). 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 5:01 p.m. on Tuesday, May 14, 2024, 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, Hansen, Matteoli, and Ryan. Director Gardiner participated via teleconference from 20 Via Ravello, Henderson, NV. Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), Assistant Engineer Rawal (AE), and Utility Services Planner McNeill (USP).

**B. PLEDGE OF ALLEGIANCE**

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

**C. CONSENT CALENDAR**

1. Approval of the May 14, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of April 23, 2024

Public Comment: None

DIRECTOR HANSEN MOVED, DIRECTOR RYAN SECONDED, TO ACCEPT AND APPROVE THE MAY 14, 2024 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**D. REPORTS**

1. General Manager
  - a) District Update
    - Administrative Services Position – An offer has been made and accepted, and the final steps of pre-employment verification are nearing completion.
    - Consumer Confidence Report – The annual report has been certified with a copy uploaded to the District and State Water Board websites.
    - Level Up – During the latter part of April two District staff tested for and obtained new State Drinking Water Operation Certifications by the State Water Resources Control Board: Distribution Operator 2 for Chris Armstrong and a Distribution Operator 3 for Jacob Mitchell.

2. Finance Department

a) April 2024 Check Register

FM affirmed standard expenditures during the month of April with the addition of two planned CIP Vehicle replacement purchases: Sewer Camera Van and Crane Truck. Director Benzonelli questioned whether PGE expenses might be offset by renewable energy options. GM advised discussions are underway with Redwood Coast Energy Authority (RCEA) to investigate localized microgrid possibilities.

3. Engineering

a) Update

AE reviewed the May 9, 2024 Memorandum summarizing significant accomplishments since the April 23<sup>rd</sup> meeting and advising of an 8-inch AC water main break the evening of May 3. District staff responded immediately to repair and restore services to ratepayers in the Humboldt Hill area.

4. Planning

a) Update

USP advised - Previous Per-and Polyfluoroalkyl Substances (PFAS) testing resulted in No Detection and a new test of 29 forms of PFAS will occur in 2025 for both HBMWD's source water and for District water wells; staff continues to assist Redwood Acres to identify options they might implement to reduce their sewage costs; the department is planning to deploy 2,500 Automated Meter Reading (AMR) meters this calendar year.

6. Director Reports

- Director Gardiner commented that the CPUC approved the latest rate structure for PGE as it also provides reduced rates to low-income, thus, not everyone is experiencing significant increases.
- Director Benzonelli advised at a recent listening sessions with residents of Fields Landing and King Salmon areas, the single most prevalent complaint is directed at the ever increasing charges by PGE.

**E. PUBLIC PARTICIPATION**

Former Director Alan Bongio expressed appreciation to the outgoing Board Secretary.

**F. NEW BUSINESS**

1. Consideration of Redwood Acres Request for Additional Review their Two-and-a-Half Year Long Leak and the District's Leak Relief Policy

President Benzonelli informed the Board that out of concern regarding lawsuit threats by the ratepayer District Legal Counsel Plotz recommended to review the Redwood Acres letter, review continuation of review of the District's leak relief policy, and adhere to District Public Comment Policy.

GM reviewed the corresponding Agenda Report responding to Redwood Acres CEO Mic Moulton's letter requesting the Board review Redwood Acres leak history and review the District Leak Policy.

**PUBLIC COMMENT:**

Mic Moulton, Redwood Acres CEO – Requested the Board review its policy and refund sewer charges that did not go into the sewer system.

Mickey Hulstrom, former HCSD Community Services Manger – Expressed his feeling that additional credit to Redwood Acres may be valid as the significant water leak would have diluted the effluent entering the sewer system.

Board comments included tabling the matter and invite Legal Counsel to the next meeting to continue discussion, summarizing the repeated credits issued to the Redwood Acres account during the recent several years, repeating Legal Counsel's instruction not to engage in questions and answers.

**IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, TO TABLE THE DISCUSSION TO THE NEXT MEETING WITH LEGAL COUNSEL PRESENT.**

Comments by the Board resumed reiterating Legal Counsel's instructions, reviewing the District's Public Participation Policy, commitment to continue AdHoc efforts to update the current District Leak Policy, affirming the District cannot give Redwood Acres preferential treatment, and commitment to not charging any ratepayer more than its fair share, the District's monthly paper bills include a two year summary of water use that would have reflected the sharp increase in water use beginning in June, 2021 and would have shown on the bill for 24 consecutive cycles. GM clarified the first 13 months of Redwood Acres

leak did not impact their sewer billing as their Winter Average had been established prior to the beginning of the latest leak episode.

MOTION FAILED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Consideration of Selecting an Auditor for Fiscal Years Ending 2023 through 2027

FM reviewed the history of the existing auditor relationship and status of the recent solicitation for auditing proposals. Independent analysis by each Management staff member, resulted in the unanimous recommendation of CJ Brown CPA.

PUBLIC COMMENT: None

Discussions ensued acknowledging the positive experience with current auditor O'Connor & Company, the concept of new eyes with different approach, and evaluation of greater expense for CJ Brown CPA. GM added that the estimates from CJ Brown CPA include significantly more hours and more detailed procedures, thus, justifying the selection.

IT WAS MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR RYAN, TO ACCEPT THE PROPOSAL FROM CJ BROWN CPA TO PERFORM DISTRICT ANNUAL FINANCIAL REPORTS FOR THE FISCAL YEARS ENDING 2023 THROUGH 2027. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

3. Consideration of Ratepayer Vacation/Construction Sewer Waiver Policy

FM reviewed the Agenda Report requesting staff's proposal to bill sewer flat charges during sewer waiver vacancies. Discussion clarified billing for sewer fixed charges during vacancies will align all District sewer billing policies.

IT WAS MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR MATTEOLI, TO APPROVE THE RATEPAYER VACATION/CONSTRUCTION SEWER WAIVER POLICY. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
May 14, 2024

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

**G. ADJOURNMENT**

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF MAY 14, 2024 AT 6:30 P.M.

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Submitted, Board Secretary

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## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: May 2024

**AGENDA ITEM:** C.3.

**TITLE:** Joint Board Secretary Robert Criven

**PRESENTED BY:** Terrence Illia General Manager

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### Recommendation:

Joint Robert Criven a Board Secretary by motion and roll call vote.

### Summary:

To enable the District newly hired administrative assistant to serve as Board Secretary and perform the function of the position it is necessary to officially appoint Robert Criven as Board Secretary.

### Fiscal Impact:

None.

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# Humboldt Community Services District

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

## MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: May 24, 2024

SUBJECT: General Manager Report for May 28, 2024 Board Meeting

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### **Administrative Services**

The new Administrative Assistant, Rob Christensen, started work on Monday, May 20, 2024. Brenda has been working with Rob all week to bring him up to speed on all of the processes and procedures associated with the job. Rob is doing a great job learning the ropes and I expect that he will continue to grow into the role quickly become an asset to the District.

### **Automation**

The District's SCADA program is moving forward at a furious pace. Software is being developed and tested, panels are being assembled and as-built documentation drawings are being produced. The SCADA Technician is working with several staff members to ensure that all of the District's SCADA needs are being met. Throughout this process, training is occurring to ensure that District staff have the knowledge and experience to maintain, update, repair and modify the District's SCADA systems.

The District's Automated Retail Meter program is also moving forward. After much back and forth with the vendor and integration of software into our system, the automated readers are working correctly. District staff is working to install the new meters. To make up for lost time, the goal of 2,500 meters this calendar year has been set. This will put us back on track to have all of the District's retail meters fully automated by 2031.

### **Fleet**

The State of California has adopted new regulations regarding fleet electrification. This creates a challenge for the District in the next couple of years. Due to age and repair history, the District's fleet replacement program had scheduled the two trucks used by the Construction department to be replaced in 2025 and 2026. The State's regulations require that those are replaced with zero emission vehicles. Unfortunately, no zero emission vehicles exist that can perform the functions of those trucks. The District is working with the State and vendors to identify a workable solution in compliance with the new regulations.

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

April 2024

	Budgeted	Current	Actual	Budgeted	Y.T.D. Variance		Note
	Amount	Month to Date	Year to Date	Year to Date	Actual to Budget	Variance	
<b>OPERATING REVENUES</b>							
Metered Water Sale	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Water Meter Charge	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Water Meter Contribution Fee	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Water Rent Fee	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Reimbursable Maintenance Fee	1,000,000	1,000,000	1,000,000	1,000,000	0	0	1
Miscellaneous	1,000,000	1,000,000	1,000,000	1,000,000	0	0	1
<b>TOTAL OPERATING REVENUES</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>0</b>	<b>0</b>	
<b>OTHER OPERATING REVENUES</b>							
Capital Connection Fee	1,000,000	1,000,000	1,000,000	1,000,000	0	0	1
Interest General	1,000,000	1,000,000	1,000,000	1,000,000	0	0	1
Discontinuation Charge	1,000,000	1,000,000	1,000,000	1,000,000	0	0	1
Water Filled Metal	1,000,000	1,000,000	1,000,000	1,000,000	0	0	1
Bad Debt Recovery	1,000,000	1,000,000	1,000,000	1,000,000	0	0	1
Property Tax	1,000,000	1,000,000	1,000,000	1,000,000	0	0	1
<b>TOTAL OTHER OPERATING REVENUES</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>TOTAL DISTRICT REVENUES</b>	<b>10,000,000</b>	<b>10,000,000</b>	<b>10,000,000</b>	<b>10,000,000</b>	<b>0</b>	<b>0</b>	
<b>OPERATING EXPENSES</b>							
Salaries Direct	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Benefit	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
- Pension	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
- Worker's Comp	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
- Medicare	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
- Misc Benefit	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
<b>Total Salaries and Benefit</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>0</b>	<b>0</b>	
Lease	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
<b>Total Operating Salaries and Benefit</b>	<b>6,000,000</b>	<b>6,000,000</b>	<b>6,000,000</b>	<b>6,000,000</b>	<b>0</b>	<b>0</b>	
Water Rate BM D	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Water Rate Preka	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Water Treatment Operation Maint.	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Water Meter Analy	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Water Connection	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Water Office Administration	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Water Engineering	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Water Maintenance	1,000,000	1,000,000	1,000,000	1,000,000	0	0	2
Inspection	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Temporary Labor	1,000,000	1,000,000	1,000,000	1,000,000	0	0	3
Repair Maintenance Truck	1,000,000	1,000,000	1,000,000	1,000,000	0	0	4
Equipment Rental	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Building Ground Maintenance	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Electrical Power	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Street Light	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Telephone	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Postage	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Freight	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Medical	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Liability Insurance	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Legal	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Continuing	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Engineering	1,000,000	1,000,000	1,000,000	1,000,000	0	0	
Other Professional Service	1,000,000	1,000,000	1,000,000	1,000,000	0	0	

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
**BUDGETARY STATEMENT OF REVENUES AND EXPENSES**  
**FOR FISCAL YEAR 2024**

April 2024

	Budgeted	Current	Actual	Budgeted	Y.T.D.	Variance	
	Amount	Month to Date	Year to Date	Year to Date	Actual to Budget	Variance	Note
Bank Service Charge	00000	000	00000	00000	00000	000	
Transportation	00000	00000	000000	000000	00000	000	
Office Building Maintenance	00000	000	00000	00000	00000	000	
Water Treatment Plant Maintenance	00000	00000	000000	000000	00000	000	
Membership Subscription	00000	000	00000	00000	000000	00000	7
Bad Debt Mini Balance Writeoff	00000	000	000	00000	00000	00000	
Conference Continuation	00000	00000	00000	00000	00000	000	
Certification	00000	000	00000	00000	000	000	
State County LFO Fee and Charge	00000	0	00000	00000	00000	000	
Hydraulic Water Model Maintenance	00000	0	0	00000	00000	00000	
Collection Expense	0	0	0	0	0	0	
San Refuse	00000	000	00000	00000	000000	00000	
Miscellaneous	00000	000	00000	00000	00000	000	
Director Fee	00000	00000	00000	00000	00000	000	
<b>TOTAL OPERATING EXPENSES</b>	<b>0000000</b>	<b>000000</b>	<b>0000000</b>	<b>0000000</b>	<b>0000000</b>	<b>00000</b>	
<b>LONG TERM DEBT PAYMENTS</b>							
Safe Drinking Water Bond	00000	0	00000	00000	000000	00000	
Water Refi.	00000	0	00000	00000	000000	00000	
Drinking Water Loan	00000	0	00000	00000	00000	00000	
Water Treatment Loan	00000	0	00000	00000	000000	00000	
Water Recharge Bond	00000	0	00000	00000	00000	000	
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>0000000</b>	<b>0</b>	<b>000000</b>	<b>000000</b>	<b>0000000</b>	<b>00000</b>	
<b>CAPITAL EXPENDITURES</b>							
Rollin Stock Investment	00000	00000	000000	000000	0000000	000000	
Building Yard Acquisition Project	00000	00000	00000	00000	00000	000	
Capital Project Water	0000000	00000	000000	0000000	000000	000	
Capital Project Sewer	0000000	00000	000000	0000000	0000000	000	
Engineering Study	00000	0	0	00000	00000	00000	
District Design Standard	0	0	0	0	0	0	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>0000000</b>	<b>000000</b>	<b>0000000</b>	<b>0000000</b>	<b>0000000</b>	<b>00000</b>	
<b>OTHER</b>							
City of Eureka Project	00000	0	0	00000	00000	00000	
<b>TOTAL City of Eureka Project</b>	<b>000000</b>	<b>0</b>	<b>0</b>	<b>000000</b>	<b>000000</b>	<b>00000</b>	
Interfund Transfer In	0	0	0	0	0	0	
Interfund Transfer Out	0	0	0	0	0	0	
<b>BUDGET REVERSALS</b>	<b>000000</b>	<b>000000</b>	<b>0000000</b>	<b>000000</b>	<b>0000000</b>	<b>0000000</b>	

**HUMBOLDT COMMUNITY SERVICES DISTRICT**  
 SUMMARY BUDGETARY STATEMENT OF REVENUES AND EXPENSES  
 FOR FISCAL YEAR

April 2024

	Budgeted	Current	Total	Budgeted	Y.T.D. Variance	
	Amount	Month to Date	Year to Date	Year to Date	Actual to Budget	Variance
OPERATING REVENUES						
TOTAL OPERATING REVENUES	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0.00
TOTAL OPERATING EXPENSES	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0.00
NET OPERATING DEFICIT FROM OPERATIONS	0	0	0	0	0	0.00
NON-OPERATING REVENUES						
TOTAL NON-OPERATING REVENUES	0	0	0	0	0	0.00
TOTAL LONG TERM DEBT PRINCIPAL	0	0	0	0	0	0.00
REVENUE DEFICIT BEFORE CAPITAL CONTRIBUTIONS	0	0	0	0	0	0.00
ADDITIONAL REVENUES FROM CONTRIBUTIONS	0	0	0	0	0	0.00
CITY OF HUMBOLDT REIMBURSEMENT DEBT INTEREST	0	0	0	0	0	0.00
NET INTERFUND TRANSFERS IN	0	0	0	0	0	0.00
BUDGET OPERATING DEFICIT	0	0	0	0	0	0.00

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

April 2024

	Budgeted 000000	Current Month to Date	Fiscal Year to Date	Budgeted Year to Date	Y.T.D. Variance Fiscal to Budget	% Variance
<b>OPERATING REVENUES</b>						
Metered Water Sale	1000000	100000	1000000	1000000	1000000	100.00
Water Connection Fee	100000	0	100000	100000	100000	100.00
Water Rent Fee	100000	100000	100000	100000	100000	100.00
Incentive Fee	0	0	0	0	0	0.00
Reimbursable Maintenance Fee	10000	10000	10000	10000	10000	100.00
Miscellaneous	100000	0	100000	100000	100000	100.00
<b>TOTAL OPERATING REVENUES</b>	<b>1300000</b>	<b>200000</b>	<b>1300000</b>	<b>1300000</b>	<b>200000</b>	<b>15.38</b>
<b>OTHER OPERATING REVENUES</b>						
Water Capital Connection Fee	1000000	0	1000000	1000000	1000000	100.00
Interest General	100000	100000	100000	100000	100000	100.00
Dividend Earned	100000	0	100000	100000	100000	100.00
Sale of Fixed Assets Other Metal	100000	0	100000	100000	100000	100.00
Bad Debt Recovery	100000	0	100000	100000	100000	100.00
FMR Investment	0	0	0	0	0	0.00
Other Non-Operating Revenue	0	0	0	0	0	0.00
<b>TOTAL OTHER OPERATING REVENUES</b>	<b>400000</b>	<b>100000</b>	<b>400000</b>	<b>400000</b>	<b>100000</b>	<b>25.00</b>
<b>TOTAL DIRECT REVENUES</b>	<b>1700000</b>	<b>300000</b>	<b>1700000</b>	<b>1700000</b>	<b>300000</b>	<b>17.65</b>
<b>OPERATING EXPENSES</b>						
Salaries Direct	1000000	100000	1000000	1000000	1000000	100.00
Salaries Benefit Allocated	1000000	100000	1000000	1000000	1000000	100.00
Benefit RR	1000000	100000	1000000	1000000	1000000	100.00
- Pension	1000000	100000	1000000	1000000	1000000	100.00
- Worker's Comp	100000	0	100000	100000	100000	100.00
- FICA/Medicare	100000	100000	100000	100000	100000	100.00
- Misc Benefit	0	0	0	0	0	0.00
<b>Total Salaries and Benefit</b>	<b>3000000</b>	<b>300000</b>	<b>3000000</b>	<b>3000000</b>	<b>300000</b>	<b>10.00</b>
Lease and Rent	1000000	100000	1000000	1000000	1000000	100.00
<b>Total Operating Salaries and benefit</b>	<b>4000000</b>	<b>400000</b>	<b>4000000</b>	<b>4000000</b>	<b>400000</b>	<b>10.00</b>
Water Purchase BM/D	1000000	100000	1000000	1000000	1000000	100.00
Water Purchase Other	1000000	100000	1000000	1000000	1000000	100.00
Water Analytical	100000	100000	100000	100000	100000	100.00
Electricity Production	1000000	100000	1000000	1000000	1000000	100.00
Electricity Office and Administration	100000	100000	100000	100000	100000	100.00
Electricity Engineering	100000	0	100000	100000	100000	100.00
Electricity Maintenance	100000	100000	100000	100000	100000	100.00
Temporary Labor	100000	0	100000	100000	100000	100.00
Repair and Maintenance Truck	100000	100000	100000	100000	100000	100.00
Equipment Rental	100000	0	100000	100000	100000	100.00
Building Ground Maintenance	100000	100000	100000	100000	100000	100.00
Electrical Other	1000000	100000	1000000	1000000	1000000	100.00
Telephone	100000	0	100000	100000	100000	100.00
Postage	100000	0	100000	100000	100000	100.00
Freight	100000	0	100000	100000	100000	100.00
Medical	100000	0	100000	100000	100000	100.00
Engineering	100000	0	100000	100000	100000	100.00
Other Professional Service	100000	0	100000	100000	100000	100.00
Transportation	100000	100000	100000	100000	100000	100.00
Office Equipment Maintenance	100000	0	100000	100000	100000	100.00
Computer Software Maintenance	100000	0	100000	100000	100000	100.00
Member Services Distribution	100000	100000	100000	100000	100000	100.00
Bad Debt Mini Balance Writeoff	100000	100000	100000	100000	100000	100.00
Conference and Conferences	100000	100000	100000	100000	100000	100.00
Certification	100000	100000	100000	100000	100000	100.00
State County LFO Fee and Charge	100000	0	100000	100000	100000	100.00
Hydrant Water Model Maintenance	100000	0	100000	100000	100000	100.00
San Recharge	100000	100000	100000	100000	100000	100.00



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

April 2024

	Budgeted Amount	Current Month to Date	Actual Year to Date	Budgeted Year to Date	Y.T.D. Variance Actual to Budget	Variance
Miscellaneous	0000	0	0	0000	0000	0000
General Fund in Expense Allocation	000000	0000	000000	000000	000000	0000
<b>TOTAL OPERATING EXPENSES</b>	<b>000000</b>	<b>00000</b>	<b>000000</b>	<b>000000</b>	<b>000000</b>	<b>0000</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Safe Drinking Water Bond	000000	0	00000	000000	000000	0000
Ref.	0	0	0	0	0	0
Danaher Bank Loan	0000	0	0000	0000	0000	0000
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>000000</b>	<b>0</b>	<b>00000</b>	<b>000000</b>	<b>000000</b>	<b>0000</b>
<b>CAPITAL EXPENDITURES</b>						
Lease Rollin to Capital Expend	0	0	0	0	0	0
Building Yard Improvement	0	0	0	0	0	0
Capital Improvement Water	0000000	000000	0000000	0000000	0000000	000000
Engineering Studies	0	0	0	0	0	0
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>0000000</b>	<b>000000</b>	<b>0000000</b>	<b>0000000</b>	<b>0000000</b>	<b>000000</b>
INTERFUND TRANSFERS TO	0	0	0	0	0	
<b>BUDGETARY REVENUE DEFICIT</b>	<b>00000000</b>	<b>000000</b>	<b>0000000</b>	<b>00000000</b>	<b>00000000</b>	<b>000000</b>

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

**April 2024**

	Budgeted Amount	Current Month to Date	Total Year to Date	Budgeted Year to Date	Y.T.D. Variance Total to Budget	Variance
<b>OPERATING REVENUES</b>						
Per Service Charge	1,000,000	1,000,000	1,000,000	1,000,000	0	0
Per Connection Fee	100,000	0	100,000	100,000	0	0
Port Fee	100,000	100,000	100,000	100,000	0	0
Initiation Fee	0	0	0	0	0	0
Reimbursable Maintenance Fee	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
<b>TOTAL OPERATING REVENUES</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING REVENUES</b>						
Capital Connection Fee	100,000	100,000	100,000	100,000	0	0
Interest General	0	0	0	0	0	0
Dividend Earned	0	0	0	0	0	0
Sale of Fixed Asset/Infrastructure/Metal	0	0	0	0	0	0
Bad Debt Recovery	0	0	0	0	0	0
Other Non-Operating Revenue	0	0	0	0	0	0
<b>TOTAL NON-OPERATING REVENUES</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL DIRECT REVENUES</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>0</b>	<b>0</b>
<b>OPERATING EXPENSES</b>						
Salaries Direct	1,000,000	1,000,000	1,000,000	1,000,000	0	0
Salaries Beneficial/Allocated	100,000	100,000	100,000	100,000	0	0
Beneficial/Retiree	100,000	100,000	100,000	100,000	0	0
- Retirement	100,000	100,000	100,000	100,000	0	0
- Worker's Comp/Inj	0	0	0	0	0	0
- FICA/Medicaid	0	0	0	0	0	0
- Misc Benefits	0	0	0	0	0	0
<b>Total Salaries and Benefits</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>0</b>	<b>0</b>
Lease/Expense ben. charged to Capital Proj	0	0	0	0	0	0
<b>Total Operating Salaries and benefits</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>0</b>	<b>0</b>
Water Treatment/Operating/Maint.	100,000	100,000	100,000	100,000	0	0
Water Analytical	0	0	0	0	0	0
Utility Construction	100,000	100,000	100,000	100,000	0	0
Utility Office/Ind. Initiation	100,000	100,000	100,000	100,000	0	0
Utility Engineering	100,000	100,000	100,000	100,000	0	0
Utility Maintenance	100,000	100,000	100,000	100,000	0	0
Temporary Labor	100,000	100,000	100,000	100,000	0	0
Repair/Maintenance/Track	100,000	100,000	100,000	100,000	0	0
Equipment Rental	100,000	100,000	100,000	100,000	0	0
Building/Property Maintenance	100,000	100,000	100,000	100,000	0	0
Electrical Power	100,000	100,000	100,000	100,000	0	0
Telephone	100,000	100,000	100,000	100,000	0	0
Contract	100,000	100,000	100,000	100,000	0	0
Freight	100,000	100,000	100,000	100,000	0	0
Legal	100,000	100,000	100,000	100,000	0	0
Engineering	100,000	100,000	100,000	100,000	0	0
Other Professional Service	100,000	100,000	100,000	100,000	0	0
Transportation	100,000	100,000	100,000	100,000	0	0
Office/Property Maintenance	100,000	100,000	100,000	100,000	0	0
Water/Water Treatment Maintenance	100,000	100,000	100,000	100,000	0	0

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

**April 2024**

	Budgeted Amount	Current Month to Date	Total Year to Date	Budgeted Year to Date	Y.T.D. Variance Total to Budget	Variance
Member Subscription	1000	0	1000	1000	0	0.00
Bad Debt Mini Balance Writeoff	1000	0	0	1000	1000	0.00
Conference Continuation	1000	1000	1000	1000	0	0.00
Certification	1000	1000	1000	1000	0	0.00
State County LFO Fee and Charge	1000	0	1000	1000	1000	0.00
San Rate	1000	1000	1000	1000	0	0.00
Miscellaneous	1000	1000	1000	1000	0	0.00
General Fund in Expense Allocation	1000	1000	1000	1000	0	0.00
<b>TOTAL OPERATING REVENUES</b>	<b>10000</b>	<b>10000</b>	<b>10000</b>	<b>10000</b>	<b>0</b>	<b>0.00</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Water Revenue Bond	10000	0	10000	10000	10000	0.00
Refi.	10000	0	0	10000	10000	0.00
San Truck Loan	10000	0	10000	10000	10000	0.00
Debt Service Allocation	0	0	0	0	0	0.00
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>10000</b>	<b>0</b>	<b>10000</b>	<b>10000</b>	<b>10000</b>	<b>0.00</b>
<b>OPERATING EXPENSES</b>						
Rollin Stock Capital Expense	10000	0	10000	10000	10000	0.00
Build Yard Gain Interest	0	0	0	0	0	0.00
Capital Interest Expense	10000	10000	10000	10000	0	0.00
Engineering Fee	0	0	0	0	0	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>10000</b>	<b>10000</b>	<b>10000</b>	<b>10000</b>	<b>0</b>	<b>0.00</b>
<b>OTHER</b>						
City ofureka Project	10000	0	0	10000	10000	0.00
Treatment Plant	0	0	0	0	0	0.00
Martin Project	0	0	0	0	0	0.00
<b>TOTAL OTHER</b>	<b>10000</b>	<b>0</b>	<b>0</b>	<b>10000</b>	<b>10000</b>	<b>0.00</b>
<b>BUDGET DEFICIT</b>	<b>10000</b>	<b>10000</b>	<b>10000</b>	<b>10000</b>	<b>10000</b>	<b>0.00</b>

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

April 2024

	Budgeted Amount	Current Month to Date	Total Year to Date	Budgeted Year to Date	Y.T.D. Variance Total to Budget	% Variance
<b>OPERATING REVENUES</b>						
Interest will be allocated to 2024 year	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
<b>TOTAL OPERATING REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING REVENUES</b>						
Property Tax	100,000	0	0	100,000	(100,000)	(100.00)
Insurance Rebate	0	0	0	0	0	0
Miscellaneous Income	0	0	0	0	0	0
<b>TOTAL NON-OPERATING REVENUES</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>(100,000)</b>	<b>(100.00)</b>
<b>TOTAL DIRECT REVENUES</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>(100,000)</b>	<b>(100.00)</b>
<b>OPERATING EXPENSES</b>						
Salaries and Benefits	100,000	100,000	100,000	100,000	0	0.0
- Fringe	100,000	100,000	100,000	100,000	0	0.0
- Worker's Comp	100,000	100,000	100,000	100,000	0	0.0
- Medicare	100,000	100,000	100,000	100,000	0	0.0
- Misc Benefits	100,000	100,000	100,000	100,000	0	0.0
<b>Total Salaries and Benefits</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>	<b>0.0</b>
Leases and benefits allocated to Capital Proj	100,000	100,000	100,000	100,000	0	0.0
Leases allocated to Water and Sewer Fund	100,000	100,000	100,000	100,000	0	0.0
<b>Total allocated Salaries and Benefits</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
- Depreciation	0	0	0	0	0	0
- Depreciation Amortization	100,000	0	100,000	100,000	0	0.0
- Depreciation Engineering	0	0	0	0	0	0
- Depreciation Maintenance	0	0	100,000	0	(100,000)	0
- Indirect	100,000	100,000	100,000	100,000	0	0.0
- Web Payment Portal	0	0	0	0	0	0
- Temporary Labor	100,000	0	0	100,000	(100,000)	(100.0)
- Repair and Maintenance Truck	0	0	0	0	0	0
- Equipment Rental	0	0	0	0	0	0
- Building and Ground Maintenance	100,000	100,000	100,000	100,000	0	0.0
- Electrical Power	100,000	100,000	100,000	100,000	0	0.0
- Street Light	100,000	100,000	100,000	100,000	0	0.0
- Telephone	100,000	100,000	100,000	100,000	0	0.0
- Postage	100,000	0	0	100,000	(100,000)	(100.0)
- Freight	0	0	100,000	0	(100,000)	0
- Liability Insurance	100,000	100,000	100,000	100,000	0	0.0
- Legal Services	100,000	100,000	100,000	100,000	0	0.0
- Continuity	100,000	0	100,000	100,000	0	0.0
- Engineering	100,000	0	0	100,000	(100,000)	(100.0)
- Other Professional Services	100,000	0	100,000	100,000	0	0.0
- Bank Service Charge	100,000	100,000	100,000	100,000	0	0.0
- Transportation	0	0	0	0	0	0
- Office Equipment Maintenance	100,000	100,000	100,000	100,000	0	0.0
- Computer Software Maintenance	100,000	100,000	100,000	100,000	0	0.0
- Member Services Subscription	100,000	0	100,000	100,000	0	0.0
- Bad Debt/Mini-Budget Balance Writeoff	0	0	0	0	0	0
- Conference and Continuity Fund	100,000	0	100,000	100,000	0	0.0
- Certification	100,000	0	0	100,000	(100,000)	(100.0)

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

**April 2024**

	Budgeted Amount	Current Month to Date	Total Year to Date	Budgeted Year to Date	Y.T.D. Variance Total to Budget	Variance
State County LFO Fee and Charge	0	0	0	0	0	0
Collection Agency	0	0	0	0	0	0
San Resource	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
Director Fee	0	0	0	0	0	0
General Fund in Expense Allocation	0	0	0	0	0	0
<b>TOTAL OPERATING REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>LONG TERM DEBT PAYMENT</b>						
Energy Efficiency Loan	0	0	0	0	0	0
Refi	0	0	0	0	0	0
Fee Finance	0	0	0	0	0	0
Levies Allocated to Water Meter Fund	0	0	0	0	0	0
<b>TOTAL LONG TERM DEBT PAYMENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CAPITAL BUDGETING</b>						
Rollin to Capital Expend	0	0	0	0	0	0
Building Yard Maintenance	0	0	0	0	0	0
Engineering Study	0	0	0	0	0	0
District Design Standard	0	0	0	0	0	0
<b>TOTAL CAPITAL BUDGETING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>INTERFUND TRANSFER OUT</b>						
<b>BUDGET DEFICIT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Humboldt Community Services District

## Notes April 2024

Note on 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 on Maintenance

Significant extra maintenance costs due to necessary new Sewer Pump in HH area, New flow meter for Hubbard WBS, repair and replacement of sewer Flygt pumps for SLS stations, repair of Sewer Camera, and hazardous tree removal at Lentell Storage Tank site, necessary replacement of Sewer pumps for King Salmon SLS and Fields Landing SLS, replacement door for Spruce Point well, Seismic valve testing for the Blue Spruce Tank, and a replacement pump for the South Bay Well.

Note on 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. As of current month, positions have been filled and temp labor costs are now 0

Note on Repair and Maintenance Truck

Significant vehicle repair costs in March due to vehicle repair after accident (Unit 12), and air compressor replacement necessary for Dump Truck.

Note on Freight

Primary source of freight charges is for shipping to return pumps to manufacturer for repair. Overage compared to budget is not expected to impact District finances.

Note on Liability Insurance

Increases in claims in previous two years has resulted in an increase in the District's "Experience Modifier", causing an increase in General Liability premium costs. The Experience Modifier is based on claims from the previous 3 years, so this increase is expected to remain for up to 3 years even if claims are reduced in the current and subsequent years. Credit in April is from payment received from insurance company for claims

Note on Membership Subscription

Annual membership fee for ACWA occurred in October, which is last major expenditure expected for the Fiscal year. Total annual expenditure is expected to be in line with annual budgeted amount.

Note on HR Expense

Additional HR expenses in December due to onboarding of multiple new Staff members as well as expenses for Employee Appreciation Dinner. Total for year expected to be in line with Budget

Note on Debt Service

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

Note on Vehicle Rollin to Inventory

Vehicle Expenditure amount exceeds budget due to Unit 10 Dump Truck and Unit 4 Crane Truck originally budgeted for FY 23 being received and paid in FY 2024.

Note on Engineering

Engineering Expense - a/c 6810 - Operating Expense	Apr 2024	YTD
Water Fund		
Eng Bid Advertising		
None		-
<b>Total posted to 6810</b>	-	-
<b>Engineering &amp; Studies - a/c 9040 - Capital Improvement Projects</b>		
Non Engineering Costs Posted to 9040		
None	-	-
<b>Grand Total posted to 9040</b>	-	-

# Humboldt Community Services District

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

## ENGINEERING MEMORANDUM

**To:** Board of Directors  
**From:** Kush Rawal, Assistant Engineer  
**Date:** May 22, 2024  
**Subject:** Assistant Engineer Progress Report for May 28, 2024 Board Meeting

District forces have welcomed the addition of the new utility crane truck as it is already making a measurable improvement to the services HCSD is able to provide. One of the main uses of this vehicle is pulling pumps from our water and sewer systems to service, maintain, or replace components that protect our infrastructure. The Operations and Maintenance department has been spending a significant amount of time maintaining our flight pump systems at each of our sewer lift stations and have already reported increased efficiency, capability, and safety using the new utility crane truck.

The new utility crane truck increases efficiency because the new hydraulic system, as opposed to the previous manual system, allows the set-up time to be reduced by approximately 15 minutes per site. The operations and maintenance crew has reported saving up to 1.5 hours per day addressing pump maintenance allowing them to service two more pump sites each day. Beyond increased efficiency, the new utility crane truck also expands the capability of District forces to lift heavy sewer or water infrastructure. The new utility crane truck allows operators to extend the crane an additional 10 feet as well as support a load 2500 pounds greater than the previous utility crane truck. Finally, the modern technologies such as a remote operated crane, increased storage accessibility, and a full utility lighting system to illuminate tools in storage, as well as the work zone will allow District forces to perform services with a higher degree of safety and effectiveness.

The Operations and Maintenance department is actively working to complete two CIP projects at Ridgewood Water Booster Station and Roth Court Sewer Lift Station. At the Ridgewood Water Booster Station, District forces are installing a third pump assembly that will bolster the station's ability to pump water at a greater rate as well as provide additional redundancy when pumps need repair or service. District forces have completed mechanical installation of the pump system and are looking to complete supporting electrical upgrades in early June. Roth Court Sewer lift station rehab consists of modifying the infrastructure to eliminate a tight confined workspace as well as replace aging infrastructure. Roth Court Sewer Lift Station Rehabilitation is slated to be completed mid-June.

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# Humboldt Community Services District

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

## MEMORANDUM

TO: Board of Directors

FROM: Brian McNeill, Utility Services Planner

DATE: May 24, 2024

SUBJECT: Utility Services Planner Report for May 28, 2024 Board Meeting

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District staff is moving forward toward the goal of replacing 2,500 manually read water meters with automated meters this calendar year. Areas where water meters will be changed out have been prioritized based on the average meter age per route; the routes with the oldest District meters will be replaced first. The prioritization of meter replacement by average age should provide the largest benefit to the District by focusing on replacing meters which are likely to be under registering. This approach will benefit the District two-fold, first, the more accurate meters will reduce the District water loss estimate by more accurately recording the volume of water that is being consumed by each rate payer, and second, the revenue generated through water sales should increase, by more accurately recording the water that is being consumed.

The Planning Department has been responding to many building and planning department referrals for proposed projects within the District. One of the projects is a proposal for four new four-unit apartment buildings in the Humboldt Hill area. The Planning department is working with the project proponent to assist with moving the project forward.

North Coast Unified Air Quality Management District performed the annual inspection of the District's portable diesel generators. The inspections went well, with no issues found, the District is in compliance for another year.

Reoccurring tasks were performed including the collection of bacteriological water quality samples from throughout the District, distribution of backflow reminder letters to rate payers who are due to submit their annual backflow test results, and verifying backflow compliance by reviewing the completed backflow test results.

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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:** May 28, 2024

**AGENDA ITEM:** F.1.

**TITLE:** Review, Consider Fiscal Year 2024/25 Draft Capital Improvement Program (CIP) Tables

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

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### **Recommendation:**

Review and Consider the Draft Capital Improvement Program Tables and approve by motion and roll call vote.

### **Summary:**

The District's Capital Improvement Program (CIP) is updated annually to reflect the District's planned spending for rehabilitation and improvement projects to support infrastructure and facilities. The tables included with this agenda report indicate the project schedule and planned spending for the various capital improvement projects. What follows is a brief description and motivation for each of the Capital Projects that the District will be undertaking during Fiscal Year 2024-25.

AMR Program – The automated retail meter program was approved in 2021 to replace the District's manually read retail meters with automated meters to improve labor efficiency and measurement accuracy. The program is designed to replace all of the District's retail meters over a ten year period. Once the meters have all been replaced, ten percent of the District's meter stock will be replaced each year going forward, because retail meters have a ten year expected lifespan.

SCADA Upgrade – the District's SCADA system monitors and automates the District drinking water and sewer collection system. There are over fifty locations where SCADA systems are integrated into the District's infrastructure. The SCADA systems are a major labor saver and they notify District staff when they detect problems or anomalies in the District's systems. The District's current SCADA system is over thirty years old and obsolete. The District's SCADA Upgrade program is systematically replacing the SCADA systems at each of the District's remote locations. Once the program is complete, the District will have state of the art SCADA systems as well as personnel trained to maintain, modify and implement upgrades to the SCADA systems.

PRV Program – The District maintains Pressure Reducing Valves (PRVs) to support 22 separate pressure zones. This item is for ongoing rehabilitation of District owned to ensure continued reliable service.

Sewer Pump Program – Sewer pumps are critical infrastructure and must remain functional to protect human health and the environment. Although District staff maintain and assess the condition of the District’s sewer pumping facilities, inevitably, there are unexpected pump repairs or replacements necessary. This program accounts for District spending for unplanned sewer pump rehabilitation or replacement.

Brier Lane 0.5 MG Tank – the Brier Lane Tank was rehabilitated during the summer of 2023 as part of the District’s systematic water storage rehabilitation program. The remaining work to be done includes the one-year inspections and final project close out. These will occur in September and October of 2024.

Ridgewood Tank – the Ridgewood tank was rehabilitated during the summer of 2022 as part of the District’s systematic water storage rehabilitation program. The final inspections were completed during the summer of 2023. The remaining work to be done includes security improvements to ensure public safety in the area of the tank and tank access road. This work was determined to be necessary as a result of the increased public access to the area resulting from the County designation of the McKay Tract Community Forest.

Hubbard 3rd Pump – the Hubbard Third Pump project is being implemented to increase redundancy and reliability of the Hubbard Booster station. The project will be completed during the summer of 2024.

Donna Drive 0.5 MG Tank – the Donna Drive tank is scheduled to be rehabilitated during summer 2025 as part of the District’s systematic water storage rehabilitation program. This tank was built in 1988 and the structural supports and coating systems are in need of replacement. Additionally, the safety systems for the ladder and fall protection are out of date and will be updated over the course of this project.

Spruce Point Well – the Spruce Point drinking water production well serves the Humboldt Hill, Pine Hill, King Salmon and Fields Landing areas. The objective of this project is to clean and inspect the well casing, replace the pump and column shaft and install a ground water level monitoring system as required by the State Water Resources Control Board. The project was scheduled to occur during the fall of 2023. As a result of the request for proposals, District Staff was made aware of technology that has a significantly longer useful life and will be significantly more energy efficient than the shaft driven solution that is currently installed. The District spends about \$34,000 in electricity at this location. The upgraded system is expected to increase the efficiency by 25 to 50 percent. District staff determined that the upgraded system would benefit the District because it will pay for itself in less than five years. The Spruce Point Well pump replacement project will be implemented in the fall of 2024.

Humboldt County ADA Access – this project supports the County of Humboldt’s efforts to provided ADA access at the sidewalks and street corners around the District. When the County’s work intersects the District’s infrastructure, District staff works with the County and their contractors to ensure that the District’s infrastructure is accessible and undamaged.

Truesdale WBS – the Truesdale Water Booster Station is the District’s primary purchase point for water from Humboldt Bay Municipal Water District. The station is near the south end of Bayshore Mall and pumps water, via transmission main, to the Walnut Drive water storage tanks. The Truesdale Station was built in 1970 and the original pumps are still in operation. The pumps are being systematically replaced with high efficiency pumps and variable frequency drives that will result in significantly reduced energy consumption and another 30 to 50 years of useable life.

New Connections – new connections appear on the CIP every year because District staff spend labor hours installing new connections for new construction around the District. This item is reimbursed directly by the project proponents but must be budgeted and accounted for.

Walnut EQ Repair – The earthquake on December 20, 2022 damaged the District’s water and sewer infrastructure under Walnut Drive between Northridge and Hurst Road. The District received a grant from Cal-OES to repair the damaged infrastructure. Construction is scheduled to occur during summer of 2025.

Crane Street – This project is one of the last remaining steel main replacement projects. The Steel Main Replacement program was designed to systematically replace the District’s aged steel mains and bring them into compliance with American Water Works Association guidelines for drinking water distribution and fire protection. This project was scheduled for 2023-2024 fiscal year. Investigation in preparation for this project revealed that the Crane Street steel water main is 850 feet long (600 feet longer than District records indicated). The project was pulled from fiscal year 2023-24 and scheduled for summer 2025 so that sufficient budget could be applied to accomplish the full project.

Sea Avenue SLS – The Sea Avenue Lift Station is being modified so that that the flow goes to the Martin Slough Interceptor. This project will be completed during the summer of 2024.

Allard Access Vault – The Allard Sewer Metering Station is near the corner of Allard Avenue and Little Fairfield Street. This is one of the points where the District’s collection system discharges to the City’s transmission mains. Access to the vault at the Allard Sewer Metering Station is hindered because the lid to the vault is failing. This project will rehabilitate the metering station vault and will be completed during spring/summer 2025.

Dr. Office Lane – Dr. Office Lane is an unnamed private road off of Harris Street between Walford Avenue and O’Neil Lane. The gravity sewer main that serves Dr. Office Lane is aged and in need of rehabilitation. There is significant root intrusion, and a “belly” or low spot in the sewer main near the connection to the main in Harris Street. There have been several backups to this line that have caused damage to private property and resulted in financial claims against the District. Construction for this project will be completed during the summer of 2025.

Noe Street – the Noe Street gravity sewer main serves houses along Noe Street and drains to the Pine Hill Lift Station. The asbestos cement gravity main is failing as a result of root intrusion and sewer gasses and is in need of rehabilitation. When this gravity main was installed, it was installed in the same trench with the forcemain that serves the Pine Hill lift station. The proximity of these two lines is too close to allow for pipe bursting or other trenchless techniques. As a result, both the Pine Hill lift station forcemain and the Noe Street gravity main will need to be addressed as part of this project.

Hartman Lane – Harman Lane Sewer Lift Station is at the bottom of Hartman Lane near F Street. Hartman Lift Station pumps to the F Street Lift Station. Both of these lift stations are scheduled to be eliminated and the flow will be sent to the Martin Slough Interceptor. A new gravity main will be installed that serves Hartman Lane that connects to the Martin Slough Interceptor. The main will need to be sized to accept the flow from the F Street Lift Station because when the F Street Lift Station is eliminated, the flow will flow down Hartman Lane through the new Hartman Gravity Main and to the Martin Slough Interceptor.

Hemlock – The Hemlock project was originally planned as part of the Martin Slough Interceptor Project. The concept is to take a City owned abandoned sewer forcemain that runs between the City’s O-Street Sewer Metering Station and the corner of Walnut and Hemlock and convert that to a gravity main to take the sewer flow from Cuten. This project is necessary in order for the District to accommodate sewer flows associated with the North McKay Ranch Subdivision.

South Broadway FM – The South Broadway Forcemain is a two mile long, 14-inch asbestos cement pipe that runs between the South Broadway Lift Station at the corner of Purdue Drive and South Broadway Street and the City’s Wastewater Treatment Plant. This pipeline is the subject of a FEMA Hazard Mitigation Grant that was awarded to the District. The aged forcemain conveys 40,000 gallons of wastewater per day in dry weather and more during wet weather. The forcemain runs along the edge of the bay on the inboard (east) side of the abandoned railroad berm. Since abandonment, there are sections of the railroad berm that are eroded to the point that wave action is regularly overtopping the berm. This forcemain needs to be replaced to ensure continued reliable service.

Office ADA – as part of the office building siding and roof rehabilitation project, the District is required to spend a percentage of the project budget on ADA accessibility. To

that end, the District has created an improved ADA parking space, ADA accessible door with automatic opener and reconfigured the accessible building access. Going forward, paint and signage will be added marking out the new ADA parking space, the parking lot will be re-graded to smooth the transitions between the paved surface and the concrete parking space and to improve storm water drainage as well as eliminating the previous, non-compliant parking space that was labeled for ADA access. The next phases of the office building rehabilitation projects will include upgrades to the ADA accessible bathroom and drinking fountain among other accessibility considerations.

Vehicle Storage Upgrades – this project entails construction of a canopy or carport to protect the District’s sewer cleaning vacuum truck to protect it from the weather. The truck is too large to park in any of the District’s enclosed garage space.

Yard Paving Repairs – This project addresses damaged pavement and storm drainage within the District yard at Walnut Drive.

Breakroom Roof – The District’s staff breakroom, locker room, and the water meter testing lab are housed in the same building. The roof is in need of replacement due to age.

Office Building Exterior phase 2 – Phase 2 of the Office Building Exterior rehabilitation project is to repair the siding, rehab the windows and repaint the second floor of the District office building. A percentage of the budget for this project will be spent on ADA accessibility.

Small Truck Garage – the District’s small truck garage is used to store small trucks, portable generators, materials and equipment. The siding and roof are in need of repair/rehabilitation.

Drying Bed Cover – the District’s drying bed at the Walnut Drive yard is covered with a canvas cover. The custom stitched cover lasts between 10 and 15 years. The current cover is torn and a replacement needs to be installed before the wet season to avoid storm water entering the sewer system through the drain of the drying bed.

District Contribution to the City of Eureka CIP – by contract, the District is responsible for 32.1 percent of the City’s CIP for certain wastewater facilities and infrastructure. The City’s CIP was released to the public (and to HCSD) on April 18, 2024. Notably, the City has increased the District’s average annual CIP contribution by \$300,000 as compared with fiscal year 2023-24. Coincidentally, that is a direct increase of \$1.5M to the District’s spending over the five year CIP schedule.

**Fiscal Impact:**

\$5.5M for Fiscal Year 2024-25 of which \$4M is new spending and \$1.5M is being rolled over from 2023-24 for projects that were scheduled and budgeted but not completed.

*Intentionally left blank*



<b>WATER</b>	Current FY 23-24	<b>Scheduled FY 24-25</b>	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29	Projected Years 6 to 10*	Projected Years 11 to 20**	Comments
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>			
<b>WATER SYSTEM IMPROVEMENTS</b>									
<b>C=Contract</b>									
<b>PUMPING FACILITY UPGRADES</b>									
Donna Drive Hydro-tank	\$60,500								DOHS required
Ridgewood Water Booster Station	\$33,000								Third Pump Assembly
Water Sample Stations	\$21,000	<b>\$35,000</b>							
AMR Program	\$155,000	<b>\$275,200</b>	\$210,000	\$210,000	\$210,000	\$210,000	\$1,050,000	\$2,100,000	Replace Ten Percent Stock Per Year
SCADA Upgrade	\$203,000	<b>\$220,000</b>	\$110,000						
Brier Lane 0.5 MG Tank	C \$550,000	<b>\$40,000</b>							Engineering 22/23 Rehabilitation 23/24
Ridgewood Tank	C \$5,000	<b>\$50,000</b>							Tank Rehab, demobilize, fence
Hubbard 3rd Pump	\$36,300	<b>\$7,500</b>							Upsize pump/ mod system
Donna Drive 0.5 MG Tank	C \$5,000	<b>\$420,000</b>	\$350,000						Engineering and Temp System 23/24 Rehab 24/25
Hubboldt County ADA Access		<b>\$5,500</b>	\$5,500	\$5,500	\$5,500	\$5,500	\$27,500	\$55,000	
Truesdale WBS	\$25,000	<b>\$40,000</b>	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000		New pumps/Upgrade
PRV Program		<b>\$10,000</b>	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000	\$50,000	Annual PRV Rehab/Replacement
South Bay School Backflow Device		<b>\$20,000</b>							
Spruce Point Well	C	<b>\$75,000</b>							Well Cleaning and New Submersible Pump
Walnut Drive 0.5 MG Tank	C	<b>\$50,000</b>	\$375,000	\$350,000	\$20,000				Engineering 24/25 Rehabilitation 25/26 inspections 26/27
Cummings Road Tank	C		\$55,000	\$375,000	\$325,000	\$45,000			Engineering 25/26 Rehabilitation 26/27 inspections 27/28
Pigeon Point WBS				\$30,000					Rehab/roofing/siding
Donna Drive WBS	C			\$75,000					Siding, roofing and drainage
Dana Lane Tank				\$44,000	\$350,000	\$375,000	\$20,000		
Hubbard MCC and Pumps Update					\$125,000				
Princeton Well						\$1,250,000			Reestablish a well on District owned property
Meyers Well								\$825,000	Replace failed well on District owned property
Water Resiliency at Little CA St.							\$1,500,000		Booster Station and Well
Rehabilitate Remaining Tanks							\$4,000,000	\$4,500,000	
<b>Water Pumping Facilities Totals</b>	\$1,093,800	<b>\$1,248,200</b>	\$1,150,500	\$1,134,500	\$1,080,500	\$1,930,500	\$6,682,500	\$7,530,000	\$21,850,500

\*column represents the cumulative expenses for the 5 years between year 6 and year 10

\*\*column represents the cumulative expenses for the 10 years between year 11 and year 20

<b>WATER</b>				Current FY 23-24	<b>Scheduled FY 24-25</b>	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29	Projected Years 6 to 10*	Projected Years 11 to 20**	Comments
					<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>			
<b>CAPITAL IMPROVEMENTS - WATER</b>					<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>			Water main replacements
<b>WATER MAIN REPLACEMENTS C=Contract</b>												\$300/LF except as noted
<b>SMR=STEEL MAIN REPLACEMENT</b>												
<b>ACMR=ASBESTOS CEMENT MAIN REPLACEMENT</b>												
LF												
New Connections				\$15,000	<b>\$15,000</b>	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000	\$150,000	New connections
18th Street	SMR	450		\$107,508								\$300/LF 450 feet
Stanford Court	SMR	100		\$29,700								\$300/LF
Temple Circle	SMR	130		\$50,635								\$300/LF
Walnut EQ Repair				\$15,000	<b>\$500,000</b>							Grant Funded
Crane Street	SMR	850			<b>\$297,500</b>							\$350/LF
Shady Lane	SMR	400			<b>\$140,000</b>							\$350/LF
Meadowood	SMR	400				\$200,000						\$500/LF
Vista Tie In Phase 1	C	700				\$100,000	\$150,000	\$100,000				\$500/LF
Mitchell Road	C	3400				\$368,333	\$1,105,000	\$736,666				Myrtle to Cummings on Mitchel Road \$650/LF
Vista Tie In Phase 2	C	700					\$100,000	\$250,000				\$500/LF Includes Hillcrest and Gayhana
Beechwood Dr.	SMR	370					\$185,000					\$500/LF
Austin Court	SMR	260					\$130,000					\$500/LF
College Streets Upgrade	ACMR	ACMR	3700					\$925,000	\$925,000			\$500/LF
AC Water Main Replacement Program			272694							\$45,000,000	\$90,000,000	AC Mains @ \$500/LF
<b>Water Main Replacement Totals</b>				\$217,843	<b>\$952,500</b>	\$683,333	\$1,685,000	\$2,026,666	\$940,000	\$45,075,000	\$90,150,000	\$141,730,342

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<b>SEWER</b>	Current FY 23-24	<b>Scheduled FY 24-25</b>	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29	Projected Years 6 to 10*	Projected Years 11 to 20**	Comments
<b>SEWER MAINS</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>			Sewer main replacements
<b>MAIN EXTENSION &amp; REPLACEMENTS</b>									
<b>C=Contract</b>									
<b>M=Martin Slough Reversal</b>									
<b>V=Vendor</b>									
New Connections	\$4,000	<b>\$5,500</b>	\$5,500	\$5,500	\$5,500	\$5,500			
Dr. Office Lane C 370	\$17,000	<b>\$222,000</b>							Per Engineer's Estimate
Walnut EQ Repair C	\$15,000	<b>\$350,000</b>	\$150,000						Grant Funded
South Broadway FM C 11700	\$15,000	<b>\$110,000</b>		\$350,000	\$820,000	\$2,340,000	\$7,020,000		\$1000/LF per Engineer's Estimate
Hemlock M,C 4500		<b>\$80,000</b>	\$330,000	\$330,000	\$330,000				Per footage and manhole count
Hartman Lane M,C 900		<b>\$120,000</b>	\$550,000						Engineering 24/5 Reversal 25/26
Noe Street C		<b>\$75,000</b>	\$200,000						\$440/LF
Walnut Drive Trouble Spot C 525		<b>\$300,000</b>							\$440/LF
Walnut Drive Laterals C		<b>\$65,000</b>							
London Drive at Burns C 220			\$120,000						\$440/LF
F Street M,C 900			\$45,000	\$450,000					Engineering and \$440/LF
Ridgewood Drive C 200				\$88,000					\$440/LF
Summit Ridge to David C 265				\$116,600					\$440/LF
Spruce SLS M,C 1215				\$55,000	\$534,600				Engineering 25/26 Reversal 26/27
Mesa /Bell Terrace/B-Loma C 700				\$65,000	\$308,000				Engineering and \$400/LF
Worthington St. 125					\$55,000				\$440/LF
Quaker Park Mike C 1000						\$400,000			\$440/LF
Humboldt Hill Sewer Sys						\$550,000	\$2,750,000	\$5,500,000	
Fields Landing FM 7150							\$3,146,000		\$440/LF
Martin Slough Reversals M							\$1,650,000	\$3,300,000	
Trouble Spots							\$1,650,000	\$4,950,000	
Gravity Main Replacement 265,000							\$15,000,000	\$38,000,000	\$200/LF District Wide AC and Clay
Forcemain Replacement 12883							\$1,889,506	\$3,779,013	\$400/LF District Wide Aging Forcemains
<b>Sewer Main</b>	\$51,000	<b>\$1,327,500</b>	\$1,400,500	\$1,460,100	\$2,053,100	\$3,295,500	\$33,105,506	\$55,529,013	

\*column represents the cumulative expenses for the 5 years between year 6 and year 10

\*\*column represents the cumulative expenses for the 10 years between year 11 and year 20

REVENUE FUNDED	Current	Scheduled	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Comments
CAPITAL PROGRAM PROJECTIONS	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Years 6 to 10*	Years 11 to 20**		
<b>BUILDING, YARD &amp; PAVING IMPROVEMENTS</b>		1	2	3	4	5				
Office ADA	\$17,500	\$35,000	\$25,000							20% of building remodel cost
Vehicle Storage Upgrades		\$20,000								VacCon Storage
Yard Paving Repairs		\$40,000								Pavemeint Repairs in Corp Yard
Breakroom Roof C		\$45,000								Roof Replacement/Age
Office Building Exterior phase 2 C		\$125,000								Upstairs Siding and Windows
Small Truck Garage C		\$125,000								Rehabilitation
Drying Bed Cover	\$5,000	\$5,000								Replacement
Seal Coat Parking Lot C			\$30,000							Front parking lot
Yard Expansion C						\$110,000	\$250,000			
Office and Yard Facility Upgrades								\$500,000		
<b>Building and Yard</b>	<b>\$22,500</b>	<b>\$395,000</b>	\$55,000	\$0	\$0	\$110,000	\$250,000	\$500,000		

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\*\*column represents the cumulative expenses for the 10 years between year 11 and year 20

REVENUE FUNDED				Current	Scheduled	Projected	Projected	Projected	Projected	Projected	Projected	Comments
CAPITAL PROGRAM PROJECTIONS				FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Years 6 to 10*	Years 11 to 20**	
<b>VEHICLES / EQUIPMENT</b>					1	2	3	4	5			
			<b>C=Contract</b>									
			<b>V=Vendor</b>									
<b>Light Duty Service Vehicles</b>												
			Mileage									
			Hours									
4	2010	Ford F450 w/crane	V	109,707	\$167,707							Replacement/AQMD
3	2012	Ford 4x4	V	102,764		\$85,000						Age/Repair History
2	2012	Ford 4x4	V	111,248			\$85,000					Age/Repair History
<b>Heavy Duty Equipment</b>												
10	2010	Peterbilt 7 CY Dump Truck	V	57,829	\$171,715							Replacement/AQMD
<b>Specialty Equipment</b>												
17	2001	Sewer Camera Van	V	24,364	\$444,354							Age/Repair History
		Riding Mower	V			\$10,000						Labor Efficiency
		Truck Radio Repeater	V			\$12,000						Failed Replace
		Sewer Push Camera	V			\$17,500						Age/Repair History
		Hydrostatic Pressure Pump				\$5,000						Age/Repair History
		Fleet Replacement Program								\$2,000,000	\$4,000,000	
Vehicles & Equipment				\$783,776	\$129,500	\$85,000	\$0	\$0	\$0	\$2,000,000	\$4,000,000	\$6,998,276

\*column represents the cumulative expenses for the 5 years between year 6 and year 10

\*\*column represents the cumulative expenses for the 10 years between year 11 and year 20

	Current FY 23-24	Scheduled FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29	Projected Years 6 to 10*	Projected Years 11 to 20**
		1	2	3	4	5		
Sewer Facilities	\$1,435,000	<b>\$1,357,000</b>	\$2,682,500	\$2,551,500	\$2,575,000	\$2,360,000	\$15,686,667	\$30,933,333
Sewer Mains	\$51,000	<b>\$1,327,500</b>	\$1,400,500	\$1,460,100	\$2,053,100	\$3,295,500	\$33,105,506	\$55,529,013
Water Facilities	\$1,093,800	<b>\$1,248,200</b>	\$1,150,500	\$1,134,500	\$1,080,500	\$1,930,500	\$6,682,500	\$7,530,000
Water Mains	\$217,843	<b>\$952,500</b>	\$683,333	\$1,685,000	\$2,026,666	\$940,000	\$45,075,000	\$90,150,000
Building and Yard	\$22,500	<b>\$395,000</b>	\$55,000	\$0	\$0	\$110,000	\$250,000	\$500,000
Vehicles and Equipment	\$783,776	<b>\$129,500</b>	\$85,000	\$0	\$0	\$0	\$2,000,000	\$4,000,000
Sewer Total	\$1,889,138.0	<b>\$2,372,279.0</b>	\$4,153,000.0	\$4,011,600.0	\$4,628,100.0	\$5,710,500.0	\$49,917,172.7	\$88,712,346.3
Water Total	\$1,714,781.0	<b>\$2,177,610.0</b>	\$1,903,833.0	\$2,819,500.0	\$3,107,166.0	\$2,925,500.0	\$52,882,500.0	\$99,930,000.0
Total	\$3,603,919	<b>\$5,409,700</b>	\$6,056,833	\$6,831,100	\$7,735,266	\$8,636,000	\$102,799,673	\$188,642,346
							Annual averages for 10 and 20 year projections	\$20,559,935      \$18,864,235
							20 Year Projected Grand Total	\$329,714,837

\*column represents the cumulative expenses for the 5 years between year 6 and year 10

\*\*column represents the cumulative expenses for the 10 years between year 11 and year 20