



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

AGENDA

DATE: Tuesday, March 26, 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 March 26, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of February 27, 2023

D. REPORTS

1. General Manager
 - a) District Update
2. Finance Department
 - a) January 2024 Budget Report
 - b) February 2024 Budget Report
 - c) February 2024 Check Register
3. Engineering
 - a) Update

4. Planning
 - a) Update
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. Consideration of Nominating a District Director to Serve on LAFCo
2. Consideration of Supporting Bill H.R. 7525 Special District Grant Accessibility Act

G. ADJOURNMENT

Next Res: 2024-04
Next Ord: 2024-01

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 5:01 p.m. on Tuesday, February 27, 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, Gardiner, Hansen, Matteoli, and Ryan. Staff in attendance: General Manager Williams (GM), 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 February 27, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of February 13, 2024

Public Comment: None

DIRECTOR HANSEN MOVED, DIRECTOR MATTEOLI SECONDED, TO ACCEPT AND APPROVE THE FEBRUARY 27, 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 GM, AE, and USP met with ACWA Region 1 Representative Rotz on February 15, 2024 wherein discussion included state/federally funded low-income rate relief, grant funding for rehabilitation/replacement of aging infrastructure and the pending results of a new appointment to the ACWA Region 1 Board. Current ACWA lobbying targets infrastructure bond money related to flood protection, enhanced groundwater storage, and rehabilitation or replacement of aging infrastructure.
3. Engineering
 - a) Update

AE summarized his focus to become familiar with District operations and responsibilities, endeavor to generate a working schedule addressing status of CIP projects both existing and anticipated, as well as streamlining the District's file storage systems.

4. Planning

a) Update

Planning tasks continue to focus on the update of District plans, compliance with State mandated reporting requirements, as well as providing proponents of new construction with fire hydrant flow data for use in their fire sprinkler calculations, etc. Installation of all 22 water sampling stations is nearly complete. In early March the District will install a hydrant meter/backflow device for Redwood Acres upcoming event – Redwood Region Logging Conference to be held March 14-16

6. Director Reports

- Director Ryan advised the ACWA Region 1 Board informed her that another candidate has been selected for the open position, however, she was encouraged to participate on a committee.
- Director Benzonelli attended the monthly RREDC meeting on February 26 wherein Connie Stewart from Cal Poly Initiatives and North Coast Connect presented the latest maps of all fiber optic loops along CalTrans right of ways. “Zero” is the project proponent and has privately funded the project to bring the cable to the hubs. A coalition of counties is researching funding to bring service to the end-users. The County RREDC representative advised a County AdHoc is going department to department in an effort to reduce costs to minimize the existing County deficit, and a select County team is slated to travel to the U.K., Scotland, and the Netherlands to look at off-shore wind developments. RREDC has also joined the COAD – Community Organization Active in Disasters. Additionally, RREDC members agreed to formally oppose AT&T’s application to the CPUC requesting the state remove the company’s role as a Carrier of Last Resort and Eligible Telecommunications Carrier Designation.

E. PUBLIC PARTICIPATION

None

F. NEW BUSINESS

1. Consideration of Approving Update to Administrative Assistant, Administrative Services Manager I, and Administrative Services Manager II Job Descriptions and Corresponding Salary Schedule

GM reviewed the job description updates to the District’s Administrative classification and the corresponding recommended salary schedule emphasizing the strategy to attract an individual possessing desired skills and experience with the ability to advance through the positions.

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
February 27, 2024

PUBLIC COMMENT: None

Director Ryan suggested including “driving” under “Other Duties” and advertising with the City Clerks Association of California.

IT WAS THEN MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR HANSEN, TO APPROVE THE ADMINISTRATIVE SERIES JOB DESCRIPTIONS AND CORRESPONDING SALARY SCHEDULES. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Consideration of Resolution 2024-03 Approving an Updated Expenditure Control Policy

GM summarized the need to update the District Expenditure Control Policy to reflect recent staffing changes: replace Superintendent with Engineer, and include Utility Services Planner for purchasing authorizations and as co-signers for check payments.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR GARDINER, TO ADOPT RESOLUTION 2024-03 AMENDING THE DISTRICT EXPENDITURE CONTROL POLICY.

Director Ryan questioned Item III (8) Credit Card Use and the existing listed credit cards. Discussion resulted in consensus to delete the first three paragraphs of Item III (8) as all have been superseded by the District CalCard Visa.

DIRECTOR MATTEOLI AMENDED THE MOTION TO ADOPT RESOLUTION 2024-03 AMENDING THE DISTRICT EXPENDITURE CONTROL POLICY WITH THE DELETION OF ITEM III (8) PARAGRAPHS 1, 2, AND 3. DIRECTOR GARDINER SECONDED THE AMENDED MOTION. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

3. Consideration of Extending, by Amendment, On-Call Engineering Services

GM elaborated upon the report emphasizing the existing contracts will expire March 1, 2024 unless extended. As such, GM recommended extending the existing agreements to September 1, 2024 to provide ample time to execute a new solicitation process.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN TO AUTHORIZE THE GENERAL MANAGER TO EXTEND THE EXISTING ON-CALL ENGINEERING SERVICES CONTRACTS THROUGH SEPTEMBER 1, 2024. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

G. OLD BUSINESS

1. Consideration of New AdHoc Appointment for Property Tax Negotiation

Director Matteoli announced recusal from Item G.1. as recommended by District Legal Counsel due to his affiliation with Coldwell Banker/Cutten, and left the meeting.

Director Gardiner announced abstention from Item G.1. and left the meeting.

Director Benzonelli affirmed the need to appoint a different Board Member to the AdHoc. Discussion ensued resulting in Director Ryan recommending, and Director Hansen accepting, to join Director Benzonelli in the AdHoc to assist with Property Tax Negotiation.

Director Ryan also asked that the capacity charge tracking information previously requested by Director Gardiner include historic data. GM affirmed the full summary will be brought to the Board in the near future.

PUBLIC COMMENT: None

H. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF FEBRUARY 27, 2024 AT 5:56 P.M.

Submitted, Board Secretary

Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: March 22, 2024

SUBJECT: General Manager Report for March 26, 2024 Board Meeting

Boil Water Advisory

On the evening of March 20, 2024 near the intersection of Old Arcata Road and Indianola Road, the City of Eureka experienced a drinking water transmission main failure. This transmission main extends from the Humboldt Bay Municipal Water District (HBMWD) facilities near Essex, CA to the City of Eureka's water works facility near Sequoia Park in Eureka, CA. HCSD has a pumping facility near Redwood Acres that draws from this transmission main called the Hubbard Pump Station.

HBMWD, the City of Eureka and Humboldt Community Services District staff responded to the incident on the evening of the 20th. HBMWD staff worked to keep water flowing to as much of the region as possible and requested that HCSD staff cease pumping until such time that the leak was controlled. City of Eureka staff worked to isolate the transmission main and identify the extent of the failure. HCSD staff ceased pumping and worked to coordinate with City of Eureka and HBMWD staff.

Once the transmission main was isolated and the leak stopped at about 10pm, HCSD staff coordinated with City staff to back-feed the undamaged portion of the transmission main to feed the Hubbard Pump Station (near Redwood Acres) from the City's 20-million-gallon reservoir near Sequoia Park. With clean water being fed from the City's reservoir, HCSD engaged the Hubbard Pump Station to pump water out to the Mitchell Road and Freshwater area. Sometime during the night, City staff changed the valving on the transmission main releasing high turbidity water to the Hubbard Pump Station. HCSD staff was not notified at the time that the transmission valving was changed and continued pumping until the HCSD tanks were full at about 5am.

At about 1pm on March 21, 2024, HCSD staff was notified by City staff that the valving was changed during the night and that high turbidity water may have been released into the HCSD system. HCSD staff reached out to the State Water Resources Control Board (SWRCB) Water Resources Control Engineer assigned to HCSD's system, Scott Gilbreath, for guidance. Mr. Gilbreath advised that HCSD should issue a Boil Water Advisory and

follow the American Water Works Association (AWWA) protocols for sampling, testing and flushing after a mainline break. The SWRCB staff indicated that the advisory could be lifted after the appropriate sample results indicate the absence of bacteriological contamination. The samples were collected while the Boil Water Advisory and accompanying letter to rate payers was written and distributed to the media and affected public agencies. District staff followed up with an automated call and text message to all affected rate payers indicating that a Boil Water Advisory had been issued and instructing people to look at the HCSD website for more information and call the HCSD office if they had additional questions. Once the notifications were sent, District staff emailed the Board of Directors with the relevant information.

Water samples from the potentially affected area were delivered to the lab for testing at 3pm on March 21, 2024. The test results should be available at about 3pm on March 22. If the results show that there is no bacteriological contamination in the samples, the Boil Water Advisory will be lifted at that time. A statement will be issued to the affected rate payers through our automated telephone and texting system, the affected public agencies, and the press once the test results have been analyzed.

A note about Boil Water Advisories versus Boil Water Notices: A Boil Water Advisory is issued when an incident occurs and there is a chance that bacteriological contamination could have entered into the drinking water system. A Boil Water Notice is issued when bacteriological contamination is known to have entered into a public drinking water system. In this case, an incident occurred that could have introduced bacteriological contamination into the HCSD public drinking water system and so a Boil Water Advisory was issued. Through bacteriological testing of relevant samples, HCSD will be able to determine if bacteriological contamination did enter the system. Again, a statement will be issued when the bacteriological test results are returned and analyzed.

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

January 2024

	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	412,770	3,280,133	3,427,667	(147,533)	(4.3)	
Sewer Service Charges	8,057,944	666,869	4,521,122	4,700,467	(179,346)	(3.8)	
Water & Sewer Construction Fees	47,000	2,135	48,851	27,417	21,434	78.2	
Account Fees	35,000	15,284	57,671	20,417	37,255	182.5	
Reimbursable Maintenance Fees	1,000	545	805	583	222	38.0	1
Miscellaneous	2,000	84	1,054	1,167	(113)	(9.7)	1
TOTAL OPERATING REVENUE	14,018,944	1,097,687	7,910,140	8,177,717	(267,577)	(3.3)	
NON-OPERATING REVENUE							
Capital Connection Fees	384,000	-	212,795	224,000	(11,205)	(5.0)	1
Interest/General	30,000	-	-	17,500	(17,500)	(100.0)	1
Discounts Earned	2,000	95	1,008	1,167	(158)	(13.6)	1
Sales:Fixed Assets/Scrap Metal	15,700	-	1,172	9,158	(7,987)	(87.2)	1
Bad Debt Recovery	2,000	-	175	1,167	(92)	(85.0)	1
Property Taxes & Assessments	430,000	-	-	250,833	(250,833)	(100.0)	1
TOTAL NON-OPERATING REVENUE	863,700	95	215,150	503,825	(288,675)	(57.3)	1
TOTAL DISTRICT REVENUE	14,882,644	1,097,782	8,125,291	8,681,542	(556,252)	(6.4)	
OPERATING EXPENSES							
Wages Direct	2,000,000	185,559	984,800	1,166,667	181,867	15.6	
Benefits: PERS	515,000	42,406	287,392	300,417	13,025	4.3	
Group Ins	1,320,000	90,528	555,879	770,000	214,121	27.8	
Workers Comp Ins	27,500	-	14,773	16,042	1,268	7.9	
FICA/Medicare	155,000	14,753	75,709	90,417	14,708	16.3	
Misc Benefits	500	60	360	292	(68)	(23.4)	
Total Wages and Benefits	4,018,000	333,306	1,918,913	2,343,833	424,920	18.1	
Less: wages & ben charged to Capital Proj.	(300,000)	(11,818)	(121,173)	(175,000)	(53,827)	30.8	
Total Operating Wages and benefits	3,718,000	321,487	1,797,740	2,168,833	371,093		
Water Purchase HBMWD	1,108,192	92,098	664,856	646,445	(18,410)	(2.8)	
Water Purchase Eureka	880,000	74,844	445,768	513,333	67,565	13.2	
Sewage Treatment Operations & Maint.	1,758,385	146,532	1,025,724	1,025,725	1	0.0	
Water/Sewer Analysis	15,000	-	3,976	8,750	4,774	54.6	
Supplies/ Construction	154,000	7,818	85,659	89,833	4,175	4.6	
Supplies/ Office-Administration	15,000	406	5,637	8,750	3,113	35.6	
Supplies/ Engineering	2,500	-	362	1,458	1,096	75.2	
Supplies/ Maintenance	100,000	8,360	115,188	58,333	(56,855)	(97.5)	2
Invoicing	57,000	6,248	35,301	33,250	(2,051)	(6.2)	
Temporary Labor	64,800	-	73,262	37,800	(35,462)	(93.8)	3
Repairs & Maintenance/Trucks	60,500	11,265	36,653	35,292	(1,361)	(3.9)	
Equipment Rental	5,000	-	100	2,917	2,817	96.6	
Building & Grounds Maintenance	30,000	1,884	17,511	17,500	(11)	(0.1)	
Electrical Power	498,150	31,596	226,053	290,588	64,535	22.2	
Street Lights	100,000	6,293	42,598	58,333	15,735	27.0	
Telephone	14,000	1,000	8,815	8,167	(648)	(7.9)	
Postage	3,000	-	-	1,750	1,750	100.0	
Freight	500	4	343	292	(52)	(17.7)	
Chemicals	10,000	1,171	5,457	5,833	377	6.5	
Liability Insurance	85,000	429	100,346	49,583	(50,763)	(102.4)	4
Legal	70,000	1,389	4,636	40,833	36,197	88.6	
Accounting	15,000	-	250	8,750	8,500	97.1	
Engineering	1,000	-	-	583	583	100.0	11
Other Professional Services	130,000	1,760	10,858	75,833	64,975	85.7	

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

January 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Bank Service Charges	20,000	683	6,986	11,667	4,681	40.1	
Transportation	78,555	5,889	40,841	45,824	4,983	10.9	
Office Equip. Maintenance	5,000	170	1,734	2,917	1,183	40.6	
Computer Software Maintenance	45,000	848	30,000	26,250	(3,750)	(14.3)	5
Memberships & Subscriptions	24,600	221	23,754	14,350	(9,404)	(65.5)	6
Bad Debts & Minimum Balance Writeoff	50,000	-	-	29,167	29,167	100.0	
Conference & Continuing Ed	34,500	-	2,835	20,125	17,290	85.9	
Certifications	3,500	276	596	2,042	1,446	70.8	
State/County & LAFCO Fees and Charges	40,000	-	31,729	23,333	(8,395)	(36.0)	7
Hydraulic Water Model Maintenance	2,000	-	-	1,167	1,167	100.0	
Elections Expense	-	-	-	-	-	-	
Human Resources	25,000	4,879	21,362	14,583	(6,779)	(46.5)	8
Miscellaneous	12,000	704	4,419	7,000	2,581	36.9	
Director's Fees	16,000	1,050	6,750	9,333	2,583	27.7	
TOTAL OPERATING EXPENSES	9,251,182	729,305	4,878,099	5,396,523	518,424	9.6	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	177,429	-	-	103,500	103,500	100.0	9
2012 CIP & Refi.	177,600	88,800	177,600	103,600	(74,000)	(71.4)	9
Davis-Grunsky Loan	6,050	-	5,905	3,529	(2,376)	(67.3)	9
VacCon Truck Loan	117,441	-	117,441	68,507	(48,934)	(71.4)	9
2014 Wastewater Revenue Bonds	485,575	-	130,287	283,252	152,965	54.0	9
TOTAL LONG TERM DEBT PAYMENTS	964,095	88,800	431,232	562,389	131,156	23.3	9
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	450,000	1,498	261,377	262,500	1,123	0.4	10
Building, Yard & Paving Improvements	92,500	332	34,672	53,958	19,286	35.7	10
Capital Improvements Water	2,021,360	58,818	769,297	1,179,127	409,830	34.8	
Capital Improvements Sewer	1,443,000	12,213	52,405	841,750	789,345	93.8	
Engineering & Studies	110,000	-	-	64,167	64,167	100.0	11
District Design Standards	-	-	-	-	-	-	
TOTAL CAPITAL EXPENDITURES	4,116,860	72,862	1,117,751	2,401,502	1,283,751	53.5	
OTHER							
City of Eureka Projects: Treatment Plant	433,029	-	-	252,600	252,600	100.0	
TOTAL City of Eureka Projects	433,029	-	-	252,600	252,600	100.0	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	117,478	206,816	1,698,209	68,529	1,629,680	(2,378.1)	

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

January 2024

	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	1,097,687	7,910,140	8,177,717	(267,577)	(3.3)
TOTAL OPERATING EXPENSES	(9,251,182)	(729,305)	(4,878,099)	(5,396,523)	518,424	9.6
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,767,762	368,383	3,032,042	2,781,195	250,847	9.0
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	863,700	95	215,150	503,825	(288,675)	(57.3)
TOTAL LONG TERM DEBT SERVICE	(964,095)	(88,800)	(431,232)	(562,389)	131,156	23.3
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	4,667,367	279,678	2,815,960	2,722,631	(168,984)	(6.2)
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(4,116,860)	(72,862)	(1,117,751)	(2,401,502)	1,283,751	53.5
CITY of EUREKA PROJECT REIMBURSEMENT	(433,029)	-	-	(252,600)	252,600	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>117,478</u>	<u>206,816</u>	<u>1,698,209</u>	<u>68,529</u>	<u>1,629,680</u>	<u>(2,378.1)</u>

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

January 2024

	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	412,770	3,280,133	3,427,667	(147,533)	(4.3)
Water Construction Fees	35,000	2,135	33,232	20,417	12,815	62.8
Account Fees	19,950	8,712	32,873	11,638	21,235	182.5
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	545	805	467	338	72.5
Miscellaneous	1,000	48	388	583	(196)	(33.5)
TOTAL OPERATING REVENUE	5,932,750	424,210	3,347,431	3,460,771	(113,340)	(3.3)
NON-OPERATING REVENUE						
Water Capital Connection Fees	145,000	-	142,116	84,583	57,533	68.0
Interest/General	23,547	-	-	13,736	(13,736)	(100.0)
Discounts Earned	1,280	54	575	747	(172)	(23.0)
Sales:Fixed Assets/Scrap Metal	8,844	-	668	5,159	(4,491)	(87.1)
Bad Debt Recovery	1,140	-	100	665	(565)	(85.0)
FW/MR Assessment	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	179,811	54	143,458	104,890	38,569	36.8
TOTAL DISTRICT REVENUE	6,112,561	424,264	3,490,889	3,565,661	(74,771)	(2.1)
OPERATING EXPENSES						
Wages Direct	940,000	91,143	458,427	548,333	89,907	16.4
Wages & Benefits: Allocated	670,438	51,488	347,657	391,089	43,431	11.1
Benefits: PERS	185,400	9,242	63,693	108,150	44,457	41.1
Group Ins	409,200	27,726	180,954	238,700	57,746	24.2
Workers Comp Ins	14,850	-	8,887	8,663	(224)	(2.6)
FICA/Medicare	72,850	7,221	35,105	42,496	7,390	17.4
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,292,738	186,821	1,094,722	1,337,430	242,708	18.1
Less: wages & ben charged to Capital Proj.	(185,000)	(5,885)	(81,036)	(107,917)	(26,881)	24.9
Total Operating Wages and benefits	2,107,738	180,935	1,013,686	1,229,514	215,827	17.6
Water Purchase HBMWD	1,108,192	92,098	664,856	646,445	(18,410)	(2.8)
Water Purchase Eureka	880,000	74,844	445,768	513,333	67,565	13.2
Water Analysis	15,000	-	3,976	8,750	4,774	54.6
Supplies/ Construction	113,960	5,125	63,735	66,477	2,741	4.1
Supplies/Office-Administration	4,500	232	2,114	2,625	511	19.5
Supplies/ Engineering	1,425	-	206	831	625	75.2
Supplies/ Maintenance	50,000	4,580	39,080	29,167	(9,913)	(34.0)
Temporary Labor	29,484	-	41,759	17,199	(24,560)	(142.8)
Repairs & Maintenance/Trucks	33,880	6,421	20,400	19,763	(637)	(3.2)
Equipment Rental	3,700	-	100	2,158	2,058	95.4
Building & Grounds Maintenance	1,800	362	2,415	1,050	(1,365)	(130.0)
Electrical Power	273,983	16,550	132,184	159,823	27,639	17.3
Telephone	4,480	-	56	2,613	2,558	97.9
Postage	1,290	-	-	753	753	100.0
Freight	285	2	189	166	(23)	(13.5)
Chemicals	10,000	1,171	5,457	5,833	377	6.5
Engineering	390	-	-	228	228	100.0
Other Professional Services	34,000	-	-	19,833	19,833	100.0
Transportation	44,776	3,357	23,279	26,120	2,840	10.9
Office Equip. Maintenance	750	-	103	438	335	76.6
Computer Software Maintenance	21,600	-	16,254	12,600	(3,654)	(29.0)
Memberships & Subscriptions	1,476	-	1,497	861	(636)	(73.9)
Bad Debts & Minimum Balance Writeoff	28,500	-	-	16,625	16,625	100.0
Conference & Continuing Ed	12,075	-	1,478	7,044	5,566	79.0
Certifications	1,050	140	417	613	196	31.9
State/County & LAFCO Fees and Charges	13,600	-	28,110	7,933	(20,177)	(254.3)
Hydraulic Water Model Maintenance	2,000	-	-	1,167	1,167	100.0
Human Resources	9,750	499	989	5,688	4,698	82.6

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

January 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	%
Miscellaneous	2,640	-	-	1,540	1,540	100.0
General & Admin Expense Allocation	286,811	12,046	142,343	167,306	24,963	14.9
TOTAL OPERATING EXPENSES	5,099,134	398,361	2,650,452	2,974,495	324,043	10.9
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	-	-	103,500	103,500	100.0
2012 CIP & Refi.	-	-	-	-	-	-
Davis-Grunsky Loan	6,050	-	5,905	3,529	(2,376)	(67.3)
TOTAL LONG TERM DEBT PAYMENTS	183,479	-	5,905	107,029	101,125	94.5
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	2,021,360	57,379	749,216	1,179,127	429,910	36.5
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	2,021,360	57,379	749,216	1,179,127	429,910	36.5
INTERFUND TRANSFERS IN	-	-	-	-	-	-
BUDGET SURPLUS (DEFICIT)	(1,191,412)	(31,477)	85,316	(694,990)	780,307	112.3

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

January 2024

	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	666,869	4,521,122	4,700,467	(179,346)	(3.8)
Sewer Construction Fees	12,000	-	15,619	7,000	8,619	123.1
Account Fees	15,050	6,572	24,799	8,779	16,020	182.5
Inspection Fees	-	-	505	-	505	-
Reimbursable Maintenance Fees	200	-	-	117	(117)	(100.0)
Miscellaneous	1,000	36	666	583	82	14.1
TOTAL OPERATING REVENUE	8,086,194	673,478	4,562,710	4,716,947	(154,237)	(3.3)
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	239,000	-	70,679	139,417	(68,738)	(49.3)
Interest/General	6,453	-	-	3,764	(3,764)	(100.0)
Discounts Earned	720	41	434	420	14	3.3
Sales:Fixed Assets/Scrap Metal	6,856	-	504	3,999	(3,496)	(87.4)
Bad Debt Recovery	860	-	75	502	(426)	(85.0)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	253,889	41	71,692	148,102	(76,410)	(51.6)
TOTAL DISTRICT REVENUE	8,340,083	673,519	4,634,401	4,865,048	(230,647)	(4.7)
OPERATING EXPENSES						
Wages Direct	580,000	63,041	290,074	338,333	48,259	14.3
Wages & Benefits: Allocated	670,438	51,488	347,657	391,089	43,431	11.1
Benefits: PERS	118,450	5,749	36,509	69,096	32,587	47.2
Group Ins	250,800	21,160	113,064	146,300	33,236	22.7
Workers Comp Ins	9,075	-	4,150	5,294	1,144	21.6
FICA/Medicare	46,500	5,047	22,268	27,125	4,857	17.9
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,675,263	146,485	813,722	977,236	163,515	16.7
Less: wages & ben charged to Capital Proj.	(65,000)	(5,933)	(29,668)	(37,917)	(8,249)	21.8
Total Operating Wages and benefits	1,610,263	140,552	784,054	939,320	155,266	16.5
Sewage Treatment: Operating & Maint.	1,758,385	146,532	1,025,724	1,025,725	1	0.0
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,040	2,693	21,923	23,357	1,433	6.1
Supplies/ Office-Administration	4,500	175	1,595	2,625	1,031	39.3
Supplies/ Engineering	1,075	-	156	627	471	75.2
Supplies/ Maintenance	50,000	3,780	73,816	29,167	(44,649)	(153.1)
Temporary Labor	19,116	-	31,503	11,151	(20,352)	(182.5)
Repairs & Maintenance/Trucks	26,620	4,844	16,253	15,528	(725)	(4.7)
Equipment Rental	1,300	-	-	758	758	100.0
Building & Grounds Maintenance	1,500	273	1,822	875	(947)	(108.2)
Electrical Power	119,556	8,730	44,762	69,741	24,979	35.8
Telephone	2,240	-	42	1,307	1,265	96.8
Postage	960	-	-	560	560	100.0
Freight	215	2	13	125	112	89.5
Legal	-	-	-	-	-	-
Engineering	100	-	-	58	58	100.0
Other Professional Services	24,000	1,760	1,760	14,000	12,240	87.4
Transportation	33,779	2,532	17,562	19,704	2,143	10.9
Office Equip. Maintenance	550	-	77	321	243	75.9
Computer Software Maintenance	16,200	-	12,262	9,450	(2,812)	(29.8)

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

January 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Memberships & Subscriptions	984	221	1,351	574	(777)	(135.3)
Bad Debts & Minimum Balance Writeoff	21,500	-	-	12,542	12,542	100.0
Conference & Continuing Ed	15,180	-	1,115	8,855	7,740	87.4
Certifications	805	136	179	470	291	61.9
State/County & LAFCO Fees and Charges	7,200	-	3,619	4,200	581	13.8
Human Resources	7,250	376	746	4,229	3,483	82.4
Miscellaneous	1,920	-	-	1,120	1,120	100.0
General & Admin Expense Allocation	286,811	12,046	142,343	167,306	24,963	14.9
TOTAL OPERATING EXPENSES	4,052,048	324,650	2,182,676	2,363,695	181,019	7.7
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	484,575	-	130,287	282,669	152,382	53.9
2012 CIP & Refi.	177,600	-	-	103,600	103,600	100.0
VacCon Truck Loan	117,441	-	117,441	68,507	(48,934)	(71.4)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	779,616	-	247,728	454,776	207,048	45.5
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	450,000	-	-	262,500	262,500	100.0
Building, Yard & Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	1,443,000	12,213	52,405	841,750	789,345	93.8
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	1,893,000	12,213	52,405	1,104,250	1,051,845	95.3
OTHER						
City of Eureka Projects:						
Treatment Plant	433,029	-	-	252,600	252,600	100.0
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	433,029	-	-	252,600	252,600	100.0
BUDGET SURPLUS (DEFICIT)	1,182,390	336,655	2,151,592	689,728	1,461,865	(211.9)

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

January 2024

	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	-	-	250,833	(250,833)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	430,000	-	-	250,833	(250,833)	(100.0)
TOTAL DISTRICT REVENUE	430,000	-	-	250,833	(250,833)	(100.0)
OPERATING EXPENSES						
Wages Direct	480,000	31,375	236,299	280,000	43,701	15.6
Benefits: PERS	211,150	27,415	187,191	123,171	(64,020)	(52.0)
Group Ins	660,000	41,642	261,861	385,000	123,139	32.0
Workers Comp Ins	3,575	-	1,737	2,085	349	16.7
FICA/Medicare	35,650	2,485	18,335	20,796	2,460	11.8
Misc Benefits	500	60	360	292	(68)	(23.4)
Total Wages and Benefits	1,390,875	102,976	705,784	811,344	105,560	13.0
Less: wages & ben charged to Capital Proj.	(50,000)	-	(10,469)	(29,167)	(18,697)	64.1
Less: Allocated to Water and Sewer Funds	(1,340,875)	(102,976)	(695,314)	(782,177)	(86,863)	11.1
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	-	1,929	3,500	1,571	44.9
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	-	-	2,293	-	(2,293)	-
Invoicing	57,000	6,248	35,301	33,250	(2,051)	(6.2)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	16,200	-	-	9,450	9,450	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	26,700	1,249	13,274	15,575	2,301	14.8
Electrical Power	104,612	6,317	49,106	61,023	11,917	19.5
Street Lights	100,000	6,293	42,598	58,333	15,735	27.0
Telephone	7,280	1,000	8,717	4,247	(4,470)	(105.3)
Postage	750	-	-	438	438	100.0
Freight	-	-	141	-	(141)	-
Liability Insurance	85,000	429	100,346	49,583	(50,763)	(102.4)
Legal Services	70,000	1,389	4,636	40,833	36,197	88.6
Accounting	15,000	-	250	8,750	8,500	97.1
Engineering	510	-	-	298	298	100.0
Other Professional Services	72,000	-	9,098	42,000	32,902	78.3
Bank Service Charges	20,000	683	4,613	11,667	7,053	60.5
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	3,700	170	1,554	2,158	604	28.0
Computer Software Maintenance	7,200	848	1,485	4,200	2,715	64.6
Memberships & Subscriptions	22,140	-	20,906	12,915	(7,991)	(61.9)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,245	-	241	4,226	3,985	94.3
Certifications	1,645	-	-	960	960	100.0

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

January 2024

	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	-	-	11,200	11,200	100.0
Elections Expense	-	-	-	-	-	-
Human Resources	8,000	4,004	19,626	4,667	(14,959)	(320.6)
Miscellaneous	7,440	704	4,419	4,340	(79)	(1.8)
Director's Fees	16,000	1,050	6,750	9,333	2,583	27.7
General & Admin Expense Allocation	(573,622)	(24,091)	(284,687)	(334,613)	(49,926)	14.9
TOTAL OPERATING EXPENSES	100,000	6,293	42,598	58,333	15,735	27.0
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	88,800	177,600	-	(177,600)	-
New Financing	(340,000)	-	-	(198,333)	(198,333)	100.0
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	(340,000)	88,800	177,600	(198,333)	(375,933)	189.5
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	1,498	261,377	-	(261,377)	-
Building, Yard & Paving Improvements	92,500	332	34,672	53,958	19,286	35.7
Engineering & Studies	110,000	-	-	64,167	64,167	100.0
District Design Standards	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	202,500	1,831	296,049	118,125	(177,924)	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	467,501	(96,924)	(516,247)	272,709	(788,956)	(289.3)

Humboldt Community Services District

Notes

January 2024

Note 1 - 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 2 - Supplies - 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 3 - 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 4 - 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.

Note 5 - 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 6 - Subscriptions

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 7 - State/County & LAFCO Fees and Charges

Annual Water System fees to SWRCB paid in December. Total annual expenditure is expected to be in line with annual budgeted amount.

Note 8 - Human Resources

Additional HR expenses in December due to onboarding of multiple new Staff members as well as expenses for Employee Appreciation Dinner

Note 9 - Debt Service

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

Note 10 - Capital Improvements

Office building work is nearly complete. Purchase of replacement Dump truck occurred in October. Expenditures for year are expected to be in line with budgeted amount.

Note 11 - Engineering

Engineering Expense - a/c 6810 - Operating Expense	Jan 2024	YTD
Water Fund		
Eng Bid Advertising		
None		-
Total posted to 6810	-	-
<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	-	-
<hr style="border-top: 3px double #000;"/>		

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

February 2024

	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	422,847	3,702,980	3,917,333	(214,353)	(5.5)	
Sewer Service Charges	8,057,944	672,015	5,193,137	5,371,963	(178,826)	(3.3)	
Water & Sewer Construction Fees	47,000	-	48,851	31,333	17,517	55.9	
Account Fees	35,000	9,184	66,855	23,333	43,522	186.5	
Reimbursable Maintenance Fees	1,000	-	805	667	138	20.8	1
Miscellaneous	2,000	-	1,054	1,333	(280)	(21.0)	1
TOTAL OPERATING REVENUE	14,018,944	1,104,046	9,014,187	9,345,963	(331,776)	(3.5)	
NON-OPERATING REVENUE							
Capital Connection Fees	384,000	-	212,795	256,000	(43,205)	(16.9)	1
Interest/General	30,000	-	-	20,000	(20,000)	(100.0)	1
Discounts Earned	2,000	126	1,134	1,333	(199)	(14.9)	1
Sales:Fixed Assets/Scrap Metal	15,700	-	1,172	10,467	(9,295)	(88.8)	1
Bad Debt Recovery	2,000	-	175	1,333	(1,158)	(86.9)	1
Property Taxes & Assessments	430,000	-	-	286,667	(286,667)	(100.0)	1
TOTAL NON-OPERATING REVENUE	863,700	126	215,276	575,800	(360,524)	(62.6)	1
TOTAL DISTRICT REVENUE	14,882,644	1,104,172	9,229,463	9,921,763	(692,300)	(7.0)	
OPERATING EXPENSES							
Wages Direct	2,000,000	142,767	1,127,567	1,333,333	205,766	15.4	
Benefits: PERS	515,000	41,627	327,952	343,333	15,381	4.5	
Group Ins	1,320,000	91,392	643,377	880,000	236,623	26.9	
Workers Comp Ins	27,500	-	14,773	18,333	3,560	19.4	
FICA/Medicare	155,000	10,998	86,221	103,333	17,112	16.6	
Misc Benefits	500	40	400	333	(67)	(20.0)	
Total Wages and Benefits	4,018,000	286,824	2,200,290	2,678,667	478,376	17.9	
Less: wages & ben charged to Capital Proj.	(300,000)	(20,496)	(141,669)	(200,000)	(58,331)	29.2	
Total Operating Wages and benefits	3,718,000	266,328	2,058,621	2,478,667	420,045		
Water Purchase HBMWD	1,108,192	92,001	756,857	738,795	(18,062)	(2.4)	
Water Purchase Eureka	880,000	57,366	503,134	586,667	83,533	14.2	
Sewage Treatment Operations & Maint.	1,758,385	146,532	1,172,256	1,172,257	1	0.0	
Water/Sewer Analysis	15,000	561	4,537	10,000	5,463	54.6	
Supplies/ Construction	154,000	7,204	92,863	102,667	9,804	9.5	
Supplies/ Office-Administration	15,000	1,480	7,117	10,000	2,883	28.8	
Supplies/ Engineering	2,500	-	362	1,667	1,305	78.3	
Supplies/ Maintenance	100,000	3,527	120,060	66,667	(53,393)	(80.1)	2
Invoicing	57,000	3,609	38,910	38,000	(910)	(2.4)	
Temporary Labor	64,800	-	73,262	43,200	(30,062)	(69.6)	3
Repairs & Maintenance/Trucks	60,500	4,193	40,846	40,333	(513)	(1.3)	
Equipment Rental	5,000	-	100	3,333	3,233	97.0	
Building & Grounds Maintenance	30,000	3,544	21,056	20,000	(1,056)	(5.3)	
Electrical Power	498,150	43,459	269,512	332,100	62,588	18.8	
Street Lights	100,000	2,402	45,000	66,667	21,666	32.5	
Telephone	14,000	1,093	9,908	9,333	(574)	(6.2)	
Postage	3,000	-	-	2,000	2,000	100.0	
Freight	500	-	343	333	(10)	(3.0)	
Chemicals	10,000	-	5,457	6,667	1,210	18.2	
Liability Insurance	85,000	-	100,346	56,667	(43,679)	(77.1)	4
Legal	70,000	1,025	5,661	46,667	41,006	87.9	
Accounting	15,000	1,671	1,921	10,000	8,079	80.8	
Engineering	1,000	-	-	667	667	100.0	9
Other Professional Services	130,000	-	10,858	86,667	75,808	87.5	

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

February 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Bank Service Charges	20,000	768	7,753	13,333	5,580	41.8	
Transportation	78,555	5,040	45,881	52,370	6,489	12.4	
Office Equip. Maintenance	5,000	207	1,941	3,333	1,392	41.8	
Computer Software Maintenance	45,000	(225)	29,775	30,000	225	0.8	
Memberships & Subscriptions	24,600	173	23,927	16,400	(7,527)	(45.9)	5
Bad Debts & Minimum Balance Writeoff	50,000	(7)	(7)	33,333	33,341	100.0	
Conference & Continuing Ed	34,500	-	2,835	23,000	20,165	87.7	
Certifications	3,500	240	836	2,333	1,498	64.2	
State/County & LAFCO Fees and Charges	40,000	384	32,113	26,667	(5,446)	(20.4)	6
Hydraulic Water Model Maintenance	2,000	-	-	1,333	1,333	100.0	
Elections Expense	-	-	-	-	-	-	
Human Resources	25,000	1,432	22,793	16,667	(6,127)	(36.8)	7
Miscellaneous	12,000	115	4,534	8,000	3,466	43.3	
Director's Fees	16,000	1,150	7,900	10,667	2,767	25.9	
TOTAL OPERATING EXPENSES	9,251,182	645,270	5,519,267	6,167,455	648,188	10.5	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	177,429	-	-	118,286	118,286	100.0	8
2012 CIP & Refi.	177,600	-	177,600	118,400	(59,200)	(50.0)	8
Davis-Grunsky Loan	6,050	-	5,905	4,033	(1,871)	(46.4)	8
VacCon Truck Loan	117,441	-	117,441	78,294	(39,147)	(50.0)	8
2014 Wastewater Revenue Bonds	485,575	-	130,287	323,717	193,430	59.8	8
TOTAL LONG TERM DEBT PAYMENTS	964,095	-	431,232	642,730	211,498	32.9	8
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	450,000	2,385	263,762	300,000	36,238	12.1	
Building, Yard & Paving Improvements	92,500	2,294	36,966	61,667	24,701	40.1	
Capital Improvements Water	2,021,360	51,955	823,776	1,347,573	523,797	38.9	
Capital Improvements Sewer	1,443,000	72,047	127,374	962,000	834,626	86.8	
Engineering & Studies	110,000	-	-	73,333	73,333	100.0	9
District Design Standards	-	-	-	-	-	-	
TOTAL CAPITAL EXPENDITURES	4,116,860	128,681	1,251,878	2,744,573	1,492,695	54.4	
OTHER							
City of Eureka Projects:							
Treatment Plant	433,029	-	-	288,686	288,686	100.0	
TOTAL City of Eureka Projects	433,029	-	-	288,686	288,686	100.0	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	117,478	330,221	2,027,085	78,319	1,948,767	(2,488.3)	

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

February 2024

	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	1,104,046	9,014,187	9,345,963	(331,776)	(3.5)
TOTAL OPERATING EXPENSES	(9,251,182)	(645,270)	(5,519,267)	(6,167,455)	648,188	10.5
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,767,762	458,776	3,494,920	3,178,508	316,412	10.0
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	863,700	126	215,276	575,800	(360,524)	(62.6)
TOTAL LONG TERM DEBT SERVICE	(964,095)	-	(431,232)	(642,730)	211,498	32.9
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	4,667,367	458,902	3,278,963	3,111,578	(255,610)	(8.2)
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(4,116,860)	(128,681)	(1,251,878)	(2,744,573)	1,492,695	54.4
CITY of EUREKA PROJECT REIMBURSEMENT	(433,029)	-	-	(288,686)	288,686	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>117,478</u>	<u>330,221</u>	<u>2,027,085</u>	<u>78,319</u>	<u>1,948,767</u>	<u>(2,488.3)</u>

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

February 2024

	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	422,847	3,702,980	3,917,333	(214,353)	(5.5)
Water Construction Fees	35,000	-	33,232	23,333	9,899	42.4
Account Fees	19,950	5,235	38,108	13,300	24,808	186.5
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	-	805	533	272	50.9
Miscellaneous	1,000	-	388	667	(279)	(41.8)
TOTAL OPERATING REVENUE	5,932,750	428,082	3,775,513	3,955,167	(179,654)	(4.5)
NON-OPERATING REVENUE						
Water Capital Connection Fees	145,000	-	142,116	96,667	45,449	47.0
Interest/General	23,547	-	-	15,698	(15,698)	(100.0)
Discounts Earned	1,280	72	647	853	(207)	(24.2)
Sales:Fixed Assets/Scrap Metal	8,844	-	668	5,896	(5,228)	(88.7)
Bad Debt Recovery	1,140	-	100	760	(660)	(86.9)
FW/MR Assessment	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	179,811	72	143,530	119,874	23,656	19.7
TOTAL DISTRICT REVENUE	6,112,561	428,154	3,919,043	4,075,041	(155,998)	(3.8)
OPERATING EXPENSES						
Wages Direct	940,000	64,262	522,688	626,667	103,978	16.6
Wages & Benefits: Allocated	670,438	50,967	398,624	446,958	48,335	10.8
Benefits: PERS	185,400	9,438	72,534	123,600	51,066	41.3
Group Ins	409,200	28,748	208,030	272,800	64,770	23.7
Workers Comp Ins	14,850	-	8,887	9,900	1,013	10.2
FICA/Medicare	72,850	4,908	39,757	48,567	8,809	18.1
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,292,738	158,322	1,250,520	1,528,492	277,972	18.2
Less: wages & ben charged to Capital Proj.	(185,000)	(4,187)	(85,222)	(123,333)	(38,111)	30.9
Total Operating Wages and benefits	2,107,738	154,135	1,165,297	1,405,158	239,861	17.1
Water Purchase HBMWD	1,108,192	92,001	756,857	738,795	(18,062)	(2.4)
Water Purchase Eureka	880,000	57,366	503,134	586,667	83,533	14.2
Water Analysis	15,000	561	4,537	10,000	5,463	54.6
Supplies/ Construction	113,960	5,847	69,583	75,973	6,390	8.4
Supplies/Office-Administration	4,500	589	2,703	3,000	297	9.9
Supplies/ Engineering	1,425	-	206	950	744	78.3
Supplies/ Maintenance	50,000	1,737	40,817	33,333	(7,484)	(22.5)
Temporary Labor	29,484	-	41,759	19,656	(22,103)	(112.5)
Repairs & Maintenance/Trucks	33,880	2,390	22,790	22,587	(203)	(0.9)
Equipment Rental	3,700	-	100	2,467	2,367	95.9
Building & Grounds Maintenance	1,800	351	2,767	1,200	(1,567)	(130.6)
Electrical Power	273,983	20,097	152,281	182,655	30,374	16.6
Telephone	4,480	-	56	2,987	2,931	98.1
Postage	1,290	-	-	860	860	100.0
Freight	285	-	189	190	1	0.7
Chemicals	10,000	-	5,457	6,667	1,210	18.2
Engineering	390	-	-	260	260	100.0
Other Professional Services	34,000	-	-	22,667	22,667	100.0
Transportation	44,776	2,873	26,152	29,851	3,699	12.4
Office Equip. Maintenance	750	-	103	500	397	79.5
Computer Software Maintenance	21,600	(196)	16,058	14,400	(1,658)	(11.5)
Memberships & Subscriptions	1,476	173	1,670	984	(686)	(69.7)
Bad Debts & Minimum Balance Writeoff	28,500	(4)	(4)	19,000	19,004	100.0
Conference & Continuing Ed	12,075	-	1,478	8,050	6,572	81.6
Certifications	1,050	240	657	700	43	6.1
State/County & LAFCO Fees and Charges	13,600	-	28,110	9,067	(19,043)	(210.0)
Hydraulic Water Model Maintenance	2,000	-	-	1,333	1,333	100.0
Human Resources	9,750	-	989	6,500	5,511	84.8

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

February 2024

	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	-	-	1,760	1,760	100.0
General & Admin Expense Allocation	286,811	11,081	153,425	191,207	37,782	19.8
TOTAL OPERATING EXPENSES	5,099,134	349,242	2,997,170	3,399,423	402,253	11.8
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	-	-	118,286	118,286	100.0
2012 CIP & Refi.	-	-	-	-	-	-
Davis-Grunsky Loan	6,050	-	5,905	4,033	(1,871)	(46.4)
TOTAL LONG TERM DEBT PAYMENTS	183,479	-	5,905	122,319	116,415	95.2
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	2,021,360	48,462	800,202	1,347,573	547,371	40.6
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	2,021,360	48,462	800,202	1,347,573	547,371	40.6
INTERFUND TRANSFERS IN	-	-	-	-	-	-
BUDGET SURPLUS (DEFICIT)	(1,191,412)	30,450	115,766	(794,275)	910,041	114.6

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

February 2024

	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	672,015	5,193,137	5,371,963	(178,826)	(3.3)
Sewer Construction Fees	12,000	-	15,619	8,000	7,619	95.2
Account Fees	15,050	3,949	28,748	10,033	18,715	186.5
Inspection Fees	-	-	505	-	505	-
Reimbursable Maintenance Fees	200	-	-	133	(133)	(100.0)
Miscellaneous	1,000	-	666	667	(1)	(0.1)
TOTAL OPERATING REVENUE	8,086,194	675,964	5,238,674	5,390,796	(152,122)	(2.8)
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	239,000	-	70,679	159,333	(88,654)	(55.6)
Interest/General	6,453	-	-	4,302	(4,302)	(100.0)
Discounts Earned	720	54	488	480	8	1.6
Sales:Fixed Assets/Scrap Metal	6,856	-	504	4,571	(4,067)	(89.0)
Bad Debt Recovery	860	-	75	573	(498)	(86.9)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	253,889	54	71,746	169,259	(97,513)	(57.6)
TOTAL DISTRICT REVENUE	8,340,083	676,018	5,310,420	5,560,055	(249,636)	(4.5)
OPERATING EXPENSES						
Wages Direct	580,000	40,310	330,384	386,667	56,282	14.6
Wages & Benefits: Allocated	670,438	50,967	398,624	446,958	48,335	10.8
Benefits: PERS	118,450	5,046	41,085	78,967	37,882	48.0
Group Ins	250,800	17,027	127,869	167,200	39,331	23.5
Workers Comp Ins	9,075	-	4,150	6,050	1,900	31.4
FICA/Medicare	46,500	3,079	25,117	31,000	5,883	19.0
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,675,263	116,429	927,228	1,116,842	189,613	17.0
Less: wages & ben charged to Capital Proj.	(65,000)	(4,236)	(33,904)	(43,333)	(9,429)	21.8
Total Operating Wages and benefits	1,610,263	112,192	893,324	1,073,508	180,184	16.8
Sewage Treatment: Operating & Maint.	1,758,385	146,532	1,172,256	1,172,257	1	0.0
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,040	1,357	23,280	26,693	3,413	12.8
Supplies/ Office-Administration	4,500	444	2,039	3,000	961	32.0
Supplies/ Engineering	1,075	-	156	717	561	78.3
Supplies/ Maintenance	50,000	1,789	76,950	33,333	(43,617)	(130.9)
Temporary Labor	19,116	-	31,503	12,744	(18,759)	(147.2)
Repairs & Maintenance/Trucks	26,620	1,803	18,056	17,747	(309)	(1.7)
Equipment Rental	1,300	-	-	867	867	100.0
Building & Grounds Maintenance	1,500	265	2,087	1,000	(1,087)	(108.7)
Electrical Power	119,556	16,145	60,908	79,704	18,796	23.6
Telephone	2,240	-	42	1,493	1,451	97.2
Postage	960	-	-	640	640	100.0
Freight	215	-	13	143	130	90.8
Legal	-	-	-	-	-	-
Engineering	100	-	-	67	67	100.0
Other Professional Services	24,000	-	1,760	16,000	14,240	89.0
Transportation	33,779	2,167	19,729	22,519	2,790	12.4
Office Equip. Maintenance	550	-	77	367	289	78.9
Computer Software Maintenance	16,200	(148)	12,114	10,800	(1,314)	(12.2)

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

February 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Memberships & Subscriptions	984	-	1,351	656	(695)	(105.9)
Bad Debts & Minimum Balance Writeoff	21,500	-	-	14,333	14,333	100.0
Conference & Continuing Ed	15,180	-	1,115	10,120	9,005	89.0
Certifications	805	-	179	537	358	66.7
State/County & LAFCO Fees and Charges	7,200	-	3,619	4,800	1,181	24.6
Human Resources	7,250	-	746	4,833	4,087	84.6
Miscellaneous	1,920	(3)	(3)	1,280	1,283	100.2
General & Admin Expense Allocation	286,811	11,081	153,425	191,207	37,782	19.8
TOTAL OPERATING EXPENSES	4,052,048	293,626	2,474,725	2,701,365	226,640	8.4
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	484,575	-	130,287	323,050	192,763	59.7
2012 CIP & Refi.	177,600	-	-	118,400	118,400	100.0
VacCon Truck Loan	117,441	-	117,441	78,294	(39,147)	(50.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	779,616	-	247,728	519,744	272,016	52.3
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	450,000	20	20	300,000	299,980	100.0
Building, Yard & Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	1,443,000	53,736	109,064	962,000	852,936	88.7
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	1,893,000	53,756	109,084	1,262,000	1,152,916	91.4
OTHER						
City of Eureka Projects:						
Treatment Plant	433,029	-	-	288,686	288,686	100.0
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	433,029	-	-	288,686	288,686	100.0
BUDGET SURPLUS (DEFICIT)	1,182,390	328,636	2,478,883	788,260	1,690,623	(214.5)

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

February 2024

	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	-	-	286,667	(286,667)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	430,000	-	-	286,667	(286,667)	(100.0)
TOTAL DISTRICT REVENUE	430,000	-	-	286,667	(286,667)	(100.0)
OPERATING EXPENSES						
Wages Direct	480,000	38,195	274,495	320,000	45,505	14.2
Benefits: PERS	211,150	27,143	214,334	140,767	(73,567)	(52.3)
Group Ins	660,000	45,617	307,478	440,000	132,522	30.1
Workers Comp Ins	3,575	-	1,737	2,383	646	27.1
FICA/Medicare	35,650	3,011	21,347	23,767	2,420	10.2
Misc Benefits	500	40	400	333	(67)	(20.0)
Total Wages and Benefits	1,390,875	114,006	819,790	927,250	107,460	11.6
Less: wages & ben charged to Capital Proj.	(50,000)	(12,073)	(22,542)	(33,333)	(10,791)	32.4
Less: Allocated to Water and Sewer Funds	(1,340,875)	(101,933)	(797,248)	(893,917)	(96,669)	10.8
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	446	2,376	4,000	1,624	40.6
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	-	-	2,293	-	(2,293)	-
Invoicing	57,000	3,609	38,910	38,000	(910)	(2.4)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	16,200	-	-	10,800	10,800	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	26,700	2,928	16,202	17,800	1,598	9.0
Electrical Power	104,612	7,217	56,323	69,741	13,418	19.2
Street Lights	100,000	2,402	45,000	66,667	21,666	32.5
Telephone	7,280	1,093	9,810	4,853	(4,957)	(102.1)
Postage	750	-	-	500	500	100.0
Freight	-	-	141	-	(141)	-
Liability Insurance	85,000	-	100,346	56,667	(43,679)	(77.1)
Legal Services	70,000	1,025	5,661	46,667	41,006	87.9
Accounting	15,000	1,671	1,921	10,000	8,079	80.8
Engineering	510	-	-	340	340	100.0
Other Professional Services	72,000	-	9,098	48,000	38,902	81.0
Bank Service Charges	20,000	768	5,381	13,333	7,952	59.6
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	3,700	207	1,761	2,467	705	28.6
Computer Software Maintenance	7,200	118	1,603	4,800	3,197	66.6
Memberships & Subscriptions	22,140	-	20,906	14,760	(6,146)	(41.6)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,245	-	241	4,830	4,589	95.0
Certifications	1,645	-	-	1,097	1,097	100.0

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

February 2024

	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	384	384	12,800	12,416	97.0
Elections Expense	-	-	-	-	-	-
Human Resources	8,000	1,432	21,058	5,333	(15,724)	(294.8)
Miscellaneous	7,440	115	4,534	4,960	426	8.6
Director's Fees	16,000	1,150	7,900	10,667	2,767	25.9
General & Admin Expense Allocation	(573,622)	(22,163)	(306,849)	(382,415)	(75,565)	19.8
TOTAL OPERATING EXPENSES	100,000	2,402	45,000	66,666	21,666	32.5
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	177,600	-	(177,600)	-
New Financing	(340,000)	-	-	(226,667)	(226,667)	100.0
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	(340,000)	-	177,600	(226,667)	(404,267)	178.4
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	2,365	263,742	-	(263,742)	-
Building, Yard & Paving Improvements	92,500	2,294	36,966	61,667	24,701	40.1
Engineering & Studies	110,000	-	-	73,333	73,333	100.0
District Design Standards	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	202,500	4,659	300,707	135,000	(165,707)	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	467,501	(7,061)	(523,308)	311,667	(834,975)	(267.9)

Humboldt Community Services District

Notes

February 2024

Note 1 - 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 2 - Supplies - 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 3 - 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 4 - 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.

Note 5 - Memberships & Subscriptions

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 6 - State/County & LAFCO Fees and Charges

Annual Water System fees to SWRCB paid in December. Total annual expenditure is expected to be in line with annual budgeted amount.

Note 7 - Human Resources

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 8 - Debt Service

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

Note 9 - Engineering

Engineering Expense - a/c 6810 - Operating Expense

Feb 2024 YTD

Water Fund

Eng Bid Advertising

None

Total posted to 6810

-

-

Engineering & Studies - a/c 9040 - Capital Improvement Projects

Non Engineering Costs Posted to 9040

None

Grand Total posted to 9040

-

-

Accounts Payable

Checks by Date - Detail by Check Date

User: FM
 Printed: 3/7/2024 8:42 AM

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

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
56908	UB*02160	ANDREW KENNEDY	02/09/2024	
		Refund Check		58.65
		Refund Check		120.89
		Refund Check		21.67
		Refund Check		5.30
Total for Check Number 56908:				206.51
56909	UB*02161	KEVIN THOMPSON	02/09/2024	
		Refund Check		0.57
		Refund Check		6.00
		Refund Check		0.79
		Refund Check		1.75
Total for Check Number 56909:				9.11
56910	UB*02162	BONNY ANDERSON	02/09/2024	
		Refund Check		20.76
		Refund Check		3.38
		Refund Check		80.18
Total for Check Number 56910:				104.32
56911	UB*02163	BENNIE GILL	02/09/2024	
		Refund Check		22.88
		Refund Check		58.99
		Refund Check		6.22
Total for Check Number 56911:				88.09
56912	A072 10423 10453	Accurate Drug Testing Services DOT Random/ AW DOT Random/ DT, TH	02/09/2024	
				30.00
				100.00
Total for Check Number 56912:				130.00
56913	A160	ACWA-JPIA	02/09/2024	
	702004	mCOBRA - Dental Coverage Period 02/01-29/2		106.12
	702004	nCOBRA - Vision Coverage Period 02/01-29/2		15.63
	702004	ICOBRA - Medical Coverage Period 02/01-29/2		2,500.62
	702004	kVision Plan - Retired Members Coverage Peric		359.49
	702004	jDental Plan - Retired Members Coverage Perio		1,203.68
	702004	iMedical Plan -Retired Members Coverage Peric		22,274.68
	702004	hLife/AD&D Plan -Board Members Coverage P		27.47
	702004	gVision Plan - Board Members Coverage Period		62.52
	702004	fDental Plan - Board Members Coverage Period		342.64
	702004	eMedical Plan - Board Members Coverage Peric		10,745.23
	702004	dLife/AD&D Plan - Employees Coverage Perio		355.49
	702004	cVision Plan - Employees Coverage Period 02/0		296.97
	702004	bDental Plan - Employees Coverage Period 02/0		1,314.32

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	702004	aMedical Plan - Employees Coverage Period 02/		57,887.18
Total for Check Number 56913:				97,492.04
56914	A210	Petrusha Enterprises Inc.	02/09/2024	
	678315	Commercial Fire Monitoring		100.50
	678315	AES Comml Fire Alarml Comms		120.00
	678315	RdgwdPump KeypadMobile Access		15.00
	678315	Open/Close Reporting		45.00
	678315	RidgwdPump Cell Alarm Coms		120.00
	678315	RdgwdPump Comml Monitoring		82.50
	678315	Annual Commercial Contracted Service - Office		207.96
Total for Check Number 56914:				690.96
56915	B702	Bobcat of Chico	02/09/2024	
	03-79356	Unit M-4 Skid Steer-7 Pin replacement		606.72
Total for Check Number 56915:				606.72
56916	C170	Campton Electric Supply	02/09/2024	
	2280-1049866	Tracer Wire		141.05
Total for Check Number 56916:				141.05
56917	C180	Canon Solutions America Inc.	02/09/2024	
	6006827527	UseTaxRecoveryFee/ConstrCopier		1.04
	6006827527	Constr Black Copies XLN04212- 443		4.45
	6006827527	Constr Color Copies XLN04212- 270		22.57
Total for Check Number 56917:				28.06
56918	C410	City of Eureka: SW	02/09/2024	
	012024	Humboldt Hill 21%		30,771.72
	012024	General 79%		115,760.28
Total for Check Number 56918:				146,532.00
56919	C430	City of Eureka: WA	02/09/2024	
	01312024	*Excess Billing @ \$0.003972/gallon		14,470.00
	01312024	Water Purchased - January 2024		60,374.00
Total for Check Number 56919:				74,844.00
56920	C475	Coast Counties Peterbilt	02/09/2024	
	0785562S	Unit 18 Inspection/Srvc Special LOF/Trsf Case/		1,410.44
	0785563S	Unit 20 Inspt/Serv Special/Replace Hydraulic/E		2,000.05
	0785570S	Unit 10 Annual Inspection/ Perform Service Spe		787.86
	0785571S	Unit 14 Annual Inspection/Perform Service Spec		963.03
	0785574S	Unit 1 Annual Inspection/Perform Service Spec		658.26
	0785575S	Unit 8 Annual Inspection/ Perform Service Spec		673.30
	0785576S.02	Unit 10A Annual Inspection/ Perform Service Sp		356.41
Total for Check Number 56920:				6,849.35
56921	C495	Colantuono, Highsmith, Whatley, PC	02/09/2024	
	59042	Special Legal Services Services Through 01/31/		980.00
Total for Check Number 56921:				980.00
56922	E170	Employee Relations	02/09/2024	
	96475	Pre Employ Bkgrd Report: MB/KR		104.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56922:	104.75
56923	E485	Cooney Parris and Rieke Corp	02/09/2024	
	01312024	Discount Earned January		-15.88
	01312024	Discount Earned January		-1.03
	01312024	Discount Earned January		-1.32
	01312024	Discount Earned January		-0.39
	01312024	Discount Earned January		-1.75
	154243/3	Epsom Salt		8.18
	154252/3	Top Soil		30.12
	154363/3	Dawn AB Orange/ Sprayer Hand Multi		33.37
	154448/3	For Azalea Sample station		30.16
	154461/3	Needle Valve/Screws/Tube Copper Ref		23.45
	154529/3	Hardware Screws		1.75
	154789/3	LED Garage Door BW 35W		43.08
	154929/3	6x1 5/8 Bugle Head Drill		8.61
	154937/3	Silicone KB White/Waterproof Tape/Black Wall		53.84
	154947/3	Threaded Plug/Broom with Dust Pan/Hardware		33.91
	155071/3	Adapter Terminal 2"/Adapter Female 2"		5.80
	155104/3	Air Freshner/Anti-Seize Lubricant		16.14
	155195/3	Tool Caddy/Sealant Clear Waterproof		33.38
	155281/3	Silicone II K&B Clear		19.37
	155331/3	Screws/Marker White/Marker Red/Marker Black		11.56
	155529/3	Jnt Cmpnd Wallboard/Joint Tape		17.22
	155540/3	Jnt Cmpnd LT WT AP		10.76
	155632/3	2x4 Douglas Fir Lumber		8.96
	155729/3	Elbow 90 SxS SCH 40/ Cleaner All Purpose		23.67
	155826/3	Quick Mix/6" Flex Hammer		39.85
			Total for Check Number 56923:	432.81
56924	E558	NAPA Auto Parts of Eureka	02/09/2024	
	382087	Front Brake Pads Unit #2		128.47
	382295	Wiper Blades Unit #19		29.48
	383136	Oil Filter x6 / Rain-X Bug Wash x6		110.45
	384214	2.5 Blue Def for Units #1, #8, #10A, and #14		56.77
	384423	2.5 Blue Def for Unit #18		42.57
			Total for Check Number 56924:	367.74
56925	E650	Eureka Ready Mix	02/09/2024	
	91917	Class 2 Base/Pea Gravel		1,279.53
	92315	6 Sack Grout		703.88
			Total for Check Number 56925:	1,983.41
56926	H010	Keenan Supply	02/09/2024	
	01312024	Discount Earned January		-231.77
	01312024	Discount Earned January		-61.85
	01312024	Discount Earned January		-396.16
	01312024	Discount Earned January		-8.95
	S013442192.001	New Cla-val booster pump control valve for the		12,486.84
	S013460408.001	Parts for the Temple Circle SMR Project per Qu		21,046.38
	S013460408.002	Parts for the Temple Circle SMR Project per Qu		301.16
	S013482000.001	Romac 3.00x12 SS Section Clamp/Romac 3.00x		640.30
	S013489588.001	AYM 5/8x3/4 to 3/4 Brass Meter Adapter x12		210.60
	S013513418.001	202NS 13.2x1 Strap SRV Saddle/Romac SS1 4.8		822.96
	S013529589.001	1x100 250PSI Polyethylene Pipe/ 3/4x100 250P		269.46
	S013549628.001	6136 IPS SS Insert		119.44
	S013550006.001	6x20 SDR35 GSKT BOE Plastic Pipe		369.37

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	S013551960.001	Mac-Pak Brass CPLG/Mac-PakXFIP Brass CPL		946.08
	S013571551.001	Steel Checker Plate for Sea Ave SLS		488.98
Total for Check Number 56926:				37,002.84
56927	H060 5300905	Harvey M. Harper Co. Fuel and Oil Filters for Units #2 and #3	02/09/2024	341.58
Total for Check Number 56927:				341.58
56928	H210 648480 648742 648751 649075	Hensell Materials CC334 Adapter 18" Wood Stakes #3 Grade Rebar/ AT-XP Hot Mud/All Purpose/Tapping/8Ft Tape/H Metal	02/09/2024	16.22 24.47 108.09 182.07
Total for Check Number 56928:				330.85
56929	H410 15276000 15276000	Humboldt Bay Municipal Water D Reconciliation Credit from FY 2022-23 Water Purchased - January	02/09/2024	-205.62 92,303.42
Total for Check Number 56929:				92,097.80
56930	J800 175584	Johnson's Mobile Rentals LLC Monthly rental of fencing for Ridgewood Tank P	02/09/2024	252.78
Total for Check Number 56930:				252.78
56931	M230 M257684 M257685 M257793	Mendes Supply Co PSCQcarbaticide 30gal/DrumDep PSCQcarbaticide 30gal/DrumDep Credit/Drum deposit (4) 30 Gallon Drums	02/09/2024	940.21 470.72 -240.00
Total for Check Number 56931:				1,170.93
56932	M450 520785668 520829471 520873160 520918177	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	02/09/2024	404.82 234.25 401.89 236.39
Total for Check Number 56932:				1,277.35
56933	M560 3112	The Mitchell Law Firm LLP Legal Services - January 2024	02/09/2024	409.00
Total for Check Number 56933:				409.00
56934	M780 018124 018126	Municipal Maintenance Equipmen Hydrant Filler Hose for Vac Con Filters and filter cartridges for Units 18 and 20 (^	02/09/2024	341.85 2,145.32
Total for Check Number 56934:				2,487.17
56935	P190 211250 212037 4713CM	Pacific Paper Co 8.5x11 Copy Paper/ 8.5x11 Paper Blue Ream Certificate Holder/Pens/Pencils/Envelopes Return of Desk Pad Calendar	02/09/2024	221.08 175.77 -35.76
Total for Check Number 56935:				361.09

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
56936	P430	Pierson Building Center	02/09/2024	
	01312024	Discount Earned January		-16.99
	01312024	Discount Earned January		-4.90
	01312024	Discount Earned January		-2.32
	01312024	Discount Earned January		-0.61
	164418	3/8x8 Slot Screwdriver/ 4Lb Hammer		42.36
	164458	5in Chrome Kickdown Doorstop		8.18
	165225	Alum Angle/Utility Pull		38.85
	165424	Premix Concrete		15.27
	165446	PVC Male Adapter/ 3pc Knockout Seal Various		60.85
	165493	Low Voc PVC Cement/Flexible Coupling		21.38
	166663	2x6x16 #2 Lumber		14.65
	166669	Power-Pro Ext 8x2/Power-Pro Ext 9x3/Power-Pt		32.74
	167135	Uni-Bit #3/4pc NutDriver Set/Washer/Knockout		160.25
	167632	2x6x8 #2 Lumber / 1x2x24 Fir Stakes		55.44
	167982	SheetRock 5/8x4x8		68.79
	167984	Collated Screws/Pocket Plane 21-399/Carpenter		48.04
	168053	Rubber Weatherstrip		25.09
			Total for Check Number 56936:	567.07
56937	P557	Rexel USA Inc.	02/09/2024	
	4S92028	Black Berry Conduit		271.42
	4T69589	PVC Conduit Coupling Various/ PVC Cond Elbc		101.43
	4T72710	Brier Lnae Tank Enclosure panel		97.51
	4T77208	PVC 3in Female Adapter		7.19
	4U18434	Brier Lnae Tank Enclosure panel		921.13
			Total for Check Number 56937:	1,398.68
56938	P785	Powell Landscape Materials	02/09/2024	
	18285	Concrete for Pine Hill Road and Sydni Court		239.26
	2132A	Materials for Azalea sample station		183.54
			Total for Check Number 56938:	422.80
56939	R250	Recology Humboldt County	02/09/2024	
	31711849	Garbage Service - January 2024		586.44
			Total for Check Number 56939:	586.44
56940	T410	Malcolm Kelly Inc.	02/09/2024	
	1027015-01	Swivel Valves x 6		525.38
			Total for Check Number 56940:	525.38
56941	U410	United Way of Humboldt	02/09/2024	
		PR Batch 00001.02.2024 UNITED WAY	PR Batch 00001.02.2024 UNI	1.29
		PR Batch 00001.02.2024 UNITED WAY	PR Batch 00001.02.2024 UNI	1.13
		PR Batch 00001.02.2024 UNITED WAY	PR Batch 00001.02.2024 UNI	1.58
			Total for Check Number 56941:	4.00
56942	V700	Valley Pacific Petroleum Services Inc	02/09/2024	
	INV 24-752071	Propane for Oil Sprayer		23.38
	INV 24-753521	Ethanol Free 92 Octane		36.64
	INV 24-753663	Fuel		4,678.44
	INV 24-756958	Fuel		73.23
	INV 24-757286	Fuel		1,100.93
			Total for Check Number 56942:	5,912.62

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
56943	W208 1058	Watt's Cleaning Services Office Cleaning Services - January 2024	02/09/2024	950.00
Total for Check Number 56943:				950.00
Total for 2/9/2024:				477,689.30
56947	A072 10485	Accurate Drug Testing Services DOT Physical	02/15/2024	100.00
Total for Check Number 56947:				100.00
56948	E810 A37632 A37632 A37632 A37632 A37632	Eureka Rubber Stamp Co Nameplate: BMc Nameplate: Utility Planner Nameplate: KR/AE Combination Wall Nameplate Holder; 2x10" Received Date Stamp	02/15/2024	10.98 9.82 15.94 7.15 46.92
Total for Check Number 56948:				90.81
56949	O800 10337 10359	Owsley Electric Install electric circuit to the new front office doo Provide electrical services and material at the Tr	02/15/2024	870.00 22,155.55
Total for Check Number 56949:				23,025.55
56950	S495 56368	Shred Aware PickUp/Shredding/64GalBin/27"S	02/15/2024	120.93
Total for Check Number 56950:				120.93
56951	S908 36009	SWRCB-DWOCB D3 Water Operator Renewal/ AW	02/15/2024	120.00
Total for Check Number 56951:				120.00
56952	A610 3160389132	Amerigas - Arcata F L SLS/Annual Propane Tank Rental	02/15/2024	155.97
Total for Check Number 56952:				155.97
56953	C036 240113440110000 240113440150000 240113440200000 240113440340000 241374640110016 241640740150910 242042940150026 242697940110009 242750440160303 242753940199000 244309940154008 244309940200833 244309940200833 244309940324009 244310640180833 244450040173004 244450040204001	Corporate Payment Systems TW/FlowerBoutique: EA Dinner Table Arranges MM/Humboldt Mercantile: EA dinner gifts TW/Zoom: Annual "Pro" Fee 1/20/24-1/19/25 DT/The Impulse Shoppe: Sewer panel UPS'S DT/Tractor Supply: Donna Dr Exhuast Cap MM/Target: EA dinner gifts TL/DRI Crash Plan TW/ Babe's: Engineering Recruitment MM/ Eureka Books: EA dinner gifts MM/ The Party Place: Tablecloths and Desert Tr TL/Microsoft MM/ DELL: Docking station for SCADA engine MM/ DELL: Laptop for SCADA engineer TW/GoDaddy: 3yr 10GB Website B/U, Security MM/ Amazon: Keyboard and mouse for SCADA DT/Bay Tank & Boiler Works:Hoover Vault Lid TW/ Walmart: Microphone	02/15/2024	370.03 60.00 159.90 591.54 13.01 194.42 29.97 43.00 30.00 45.88 75.62 229.50 1,268.99 718.92 45.23 152.24 11.33

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	244921640150000	MM/Humboldt Mercantile: EA dinner gifts		35.08
	244921640150000	MM/ Land of Lovely: EA dinner gifts		90.00
	246921640081090	MM/eFile 4 Biz, EIN and SSN verification for ta		32.00
	246921640091098	MM/eFile 4 Biz, EIN and SSN verification for ta		13.00
	246921640111007	TW/ Amazon: Office Coffee		75.96
	246921640121020	MM/ Buttercream Broomstick: Desert for EA dir		175.00
	246921640161051	MM/eFile 4 Biz, EIN and SSN verification for ta		1.00
	246921640191074	MM/eFile 4 Biz, W-2 Filing		139.50
	246921640251018	TW/ Amazon: Office Supplies/Report Folders/C		37.83
	246921640291052	MM/eFile 4 Biz, 1099 Filing		61.75
	246921640301057	TW/ Amazon: Coffee Supplies/Crew		66.41
	247170540166401	MM/ Sportsmans Warehouse: EA dinner gifts		88.72
	247170540241302	WP/Vehicle Controls: Tachometer for Unit 20		191.91
	248019740326903	TW/CWEA: Colsys 1 Certification Renewal TH		98.00
	248019740326903	TW/CWEA: Annual Membership Renewal TH		221.00
	249064140191918	TW/ GoDaddy: 1 yr Humboldtcsd.org Domain R		23.17
	249430040168980	MM/ Costco: EA dinner gifts		331.56
			Total for Check Number 56953:	5,721.47
56954	C180	Canon Solutions America Inc.	02/15/2024	
	6006935342	Office/Black Copies WXD03492- 1002		12.97
	6006935342	UseTaxRecoveryFee/OfficeCopier		5.31
	6006935342	Office/Color Copies WXD03492- 1491		124.13
			Total for Check Number 56954:	142.41
56955	C370	City National Bank	02/15/2024	
	03012024	aMartin Slough AGr#12-020-01		60,830.92
	03012024	bMartin Slough Agr#12-020-01		27,969.08
			Total for Check Number 56955:	88,800.00
56956	E330	Englund Marine and Industrial Supply	02/15/2024	
	539796/7	Hand pump for Unit #3		42.79
	540061/7	Rain Gear for NA		462.47
	540184/7	Bib Pants for New Staff		135.20
			Total for Check Number 56956:	640.46
56957	H810	Humboldt Waste Management Auth	02/15/2024	
	1000005260	Solid Waste - Self Haul		59.89
	1000005515	Solid Waste - Self Haul		12.00
	1000005639	Greenwaste - Self Haul		11.76
			Total for Check Number 56957:	83.65
56958	I525	Infosend	02/15/2024	
	255233	UB/Process and Mail/Bills - January		3,709.11
	255996	UB/Process and Mail/Bills - January		2,539.20
			Total for Check Number 56958:	6,248.31
56959	M780	Municipal Maintenance Equipmen	02/15/2024	
	018937	O-Rings and Seals for Units 18 and 20		273.86
			Total for Check Number 56959:	273.86
56960	S908	SWRCB-DWOCP	02/15/2024	
	42719	D4 Water Operator Renewal/WP		140.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56960:	140.00
56961	U730	USA Bluebook	02/15/2024	
	INV0021453	Cl2 pumps for district system		1,648.10
	INV00250007	2.5" NPT Adapter M Quick Coupling		60.29
	INV00257505	Conductivity Solution 447 US		53.88
	INV00265675	Roth Crt SLS ball checks		1,868.48
			Total for Check Number 56961:	3,630.75
56962	W700	Whitchurch Engineering Inc.	02/15/2024	
	HCD-245391	Dr. Office Lane/Alt Analysis Task Order No. 061		2,797.50
	HCD-245392	Walnut Dr - Earthquake Recovery Task Order Nc		1,438.75
			Total for Check Number 56962:	4,236.25
56963	X800	Xylem Inc.	02/15/2024	
	3556D08286	(2) Black Berry SLS Check Valves		2,934.40
			Total for Check Number 56963:	2,934.40
			Total for 2/15/2024:	136,464.82
56944	UB*02164	VANESSA CROSBY-FITZGERALD	02/20/2024	
		Refund Check		2.89
		Refund Check		14.88
		Refund Check		11.01
		Refund Check		2.08
		Refund Check		11.52
			Total for Check Number 56944:	42.38
56945	F075	FedEx	02/20/2024	
	8-348-49338	confined space meter shipped		28.50
	9-667-05014	confined space meter shipped - Late Fee		2.24
			Total for Check Number 56945:	30.74
56946	U602	US Bank	02/20/2024	
	7164277	2014 Bond/Trustee Fees Dates 12/01/2023 - 11/3		1,760.00
			Total for Check Number 56946:	1,760.00
			Total for 2/20/2024:	1,833.12
56964	C730	Cummins Pacific LLC	02/29/2024	
	Y7-8067	Tach and Guage repair for Generator Unit 1		385.30
			Total for Check Number 56964:	385.30
56965	F049	Fastenal Company	02/29/2024	
	CAEUR131256	XL OR Disposable Gloves/10.4x11 Towel 55		121.11
	CAEUR131374	XL OR Disposable Gloves		272.74
	CAEUR131489	AA Battery/ D Battery		9.51
	CAEUR131489	XL Split Back Drive Glove/ 12oz W-D 40		69.32
			Total for Check Number 56965:	472.68

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
56966	F050	Fastenal Industrial	02/29/2024	
	CAEUR131257	Half Mask Resp/ Resp with Exhale Valve		198.71
	CAEUR131345	Steel Threaded Rod/Serrated Flange Nut		36.61
	CAEUR131364	CenterPull Paper Towels/MultiFold PaperTowels		247.15
	CAEUR131483	Square Point Shovel/ Round Point Shovel/Push I		138.60
	CAEUR131483	Facial Tissue 125ct		89.80
			Total for Check Number 56966:	710.87
56967	G090 4540729	Galco Industrial Electronics Inc Sewer & Water Panel Supplies	02/29/2024	511.00
			Total for Check Number 56967:	511.00
56968	I300 42942	Independent Business Forms Inc Green Door Hangers	02/29/2024	320.35
			Total for Check Number 56968:	320.35
56969	O475 0224722oa	Occu-Med, Ltd Pre-Employment Screening/SC	02/29/2024	36.00
			Total for Check Number 56969:	36.00
56970	P010	Pacific Gas and Electric-GN	02/29/2024	
	03042024	aWA Pump & District/Cummings		7,435.76
	03042024	bHH Water System		11,868.79
	03042024	cFW/MR Water System		792.28
	03042024	dGeneral Sewer System		11,803.63
	03042024	eKS/HH Sewer System		4,341.81
	03042024	fOffice/Yard		6,721.03
	03042024	gSpark energy Gas/LP Gas Chgs		495.97
			Total for Check Number 56970:	43,459.27
56971	R715	R. F. MacDonald Company	02/29/2024	
	351271	New 20 HP Pump for the Hubbard WBS per Quc		8,220.78
	351941	New pump for the 3rd pump improvement projec		9,258.36
			Total for Check Number 56971:	17,479.14
56972	S750 03012024	Standard Insurance Company Short&Long Term Employee Disability Billing F	02/29/2024	1,581.38
			Total for Check Number 56972:	1,581.38
56973	S850 03172024	Optimum Internet: 02/24/24 - 03/23/24	02/29/2024	563.33
			Total for Check Number 56973:	563.33
56974	T500 24-40270 24-40270	Times Printing Company Business Cards: Proof Set-up Fees Business Cards: 500 TK/500 KR/500 BMe/500	02/29/2024	43.70 263.53
			Total for Check Number 56974:	307.23
56975	U410	United Way of Humboldt	02/29/2024	
		PR Batch 00002.02.2024 UNITED WAY	PR Batch 00002.02.2024 UNI	1.30
		PR Batch 00002.02.2024 UNITED WAY	PR Batch 00002.02.2024 UNI	1.61
		PR Batch 00002.02.2024 UNITED WAY	PR Batch 00002.02.2024 UNI	1.09

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56975:	4.00
56976	V500 9957279592	Verizon Wireless Cellular Service - February 2024	02/29/2024	464.76
			Total for Check Number 56976:	464.76
56977	W020 93308	W N Tetrault Co. Inc. Tires for Unit 15	02/29/2024	1,048.58
			Total for Check Number 56977:	1,048.58
			Total for 2/29/2024:	67,343.89
			Report Total (70 checks):	683,331.13

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: March 21, 2024
Subject: Assistant Engineer Progress Report for March 26, 2024 Board Meeting

Since recently joining the HCSD team, I have continuously been making efforts to understand the steps it will take to complete our upcoming projects and getting familiar with the current infrastructure our district uses to support our community.

To better aid my understanding in the status of upcoming projects, I have been taking steps to increase my awareness of the actions that need to be made to plan for upcoming projects or push through stalled projects. My first step was to begin the process of generating a master schedule that contains each upcoming project where I can fill out information about the phasing and duration of each project. I continually meet with the maintenance and construction departments throughout the week and collect information. I take note of the dependencies of the project that have potential to stall the project start or duration. An example of a dependency within a project may be coordinating with a contractor to crane our equipment out of a pump station in order for us to be able to continue work. Finally, I have been looking into pre-construction tasks that are necessary to complete before the projects are ready to begin construction. Since the last meeting, I sent out PSA's and applied for encroachment permits for our two upcoming steel main replacement projects at Stanford Circle and Temple Circle.

As built drawings are an essential method of documentation that reflect any changes made to our systems during construction or after a project is completed. As we continue to maintain and improve the functionality of our systems, it is important to document these changes because as built drawings not only serve as a record, but also a key piece of information for future design projects. Since our last meeting, I have gone out to the field to develop as built drawings for recently installed sample stations and relayed that information to our engineering technician so our current records can be updated. I plan to continuously create and update our as built drawings for upcoming projects and for previous projects that were not properly recorded.

Thank you for your time, I am continually looking forward to improving myself and the services HCSD provides to better serve our community.

Humboldt Community Services District

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MEMORANDUM

TO: Board of Directors

FROM: Brian McNeill, Utility Services Planner

DATE: March 22, 2024

SUBJECT: Utility Services Planner Report for March 26, 2024 Board Meeting

The Planning Department completed our standard monthly tasks which include, collecting weekly bacteriological water samples throughout the District, submitting month end reports for the drinking water and sanitary sewer/collection systems, as well as tracking fuel usage by District staff and by District equipment.

The District's ERP (Emergency Response Plan) was updated, and distributed to our Local, State and Federal Partners. In an effort to be better prepared and more efficient during emergencies, some staff members have signed up for and started courses provided by FEMA in Incident Command System (ICS). The ICS is used internationally by emergency responders to communicate and manage emergency incidents, especially incidents that involve large areas, large numbers of responders or require multiple agencies to coordinate.

The Planning Department also enrolled the District in free PFAS (Per-and Polyfluoroalkyl Substances) testing through the OWP (Office of Water Programs). Both of the District's active water wells (Spruce Point and South Bay) are required by the State Water Board to have the raw water sampled and tested for PFAS. PFAS are widely used, man-made long-lasting chemicals, components of which break down very slowly over time.

Examples of day-to-day public interactions included determining the current capacity of a sewer main in a neighborhood to ensure that there is sufficient capacity to accommodate three new living units on an empty lot which the project proponent plans to develop. For a different project, a mainline extension agreement is being drafted because the proponent wants to extend the District's sewer main down to their property to enable them to abandon their septic tank and connect to our sewer system.

Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: March 26, 2024

AGENDA ITEM: F.1 (New Business)

TITLE: Consideration of LAFCo Request for District Member Nominations

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Staff suggests the HCSD Board consider selecting one of its Directors as a nominee as a Regular Member to the Humboldt Local Agency Formation Commission (LAFCo).

Summary:

The attached January 24, 2024 correspondence from LAFCo advises that as of June 30, 2024 one of the Regular Member Special District Terms will conclude. Special District representation with LAFCo consists of two regular members and one alternate member selected from 48 agencies throughout the County. The regular seat is currently held by Debra Lake of Fruitland Ridge Fire Protection District. It is not known whether Ms. Lake has chosen to run for re-election.

To begin the fulfillment process, LAFCo is requesting each qualifying Special District Board consider nominating one of its Directors to the position. Our Director Benzonelli currently holds the Alternate Member position with LAFCo and that term ends June 30, 2026. The deadline for nomination submission is Friday, March 29, 2024. Once all nomination forms are processed, election ballots will be distributed to the special districts for official voting.

Each elected position serves for a four-year period. Regular meetings are currently held at 9 a.m. the 3rd Wednesday of odd numbered months (January, March, May, July, September, November) in the City of Eureka Council Chambers. Special Meetings occur as necessary.

Fiscal Impact:

None



Date: January 24, 2024
 To: Board of Directors of Independent Special Districts
 From: Colette Santsche, LAFCo Executive Officer

HUMBOLDT COMMUNITY SERVICES DISTRICT

Subject: Call for Nominations for District Members to serve on LAFCo

The term of office for one (1) regular special district member on LAFCo expires on June 30, 2024. All terms are four years and end on June 30. There are no term limits.

Current Special District Terms

Designation	Current Member	Term of Office (ends on June 30)
Regular Member	Debra Lake, Fruitland Ridge Fire Protection District	2020 - 2024
Regular Member	Troy Nicolini, Peninsula Community Services District	2022 - 2026
Alternate Member	Heidi Benzonelli, Humboldt Community Services District	2022 - 2026

The basic process for selecting special district members to LAFCo is set forth in Government Code Section 56332, which provides for a meeting to be convened among representatives from each of the 48 independent special districts in Humboldt County, unless the Executive Officer determines that a meeting is not feasible. Based on Government Code Section 56332, it has been determined that a meeting of this "Independent Special District Selection Committee" for the purpose of selecting a special district member is not feasible due to the likelihood that a quorum would not be achieved. As such, both the nominating process and the election itself will be conducted by mail.

Your district is encouraged to participate in this election process. A schedule is enclosed together with a list of the 49 independent special districts in Humboldt County that are eligible to participate. If your district wishes to nominate a Board member to be a candidate for the LAFCo Regular Member seat, the nomination procedures are as follows:

1. Each district may nominate one person for the Regular Member seat. Nominees must be board members, not staff.
2. All nominations must be accompanied with a completed nomination form approved by a majority of your Board (enclosed).
3. A candidate information form (enclosed) or a letter of interest and qualifications may be submitted with the nomination. This is voluntary and will be kept on file at the LAFCo offices to be made available upon request. It will not be distributed with the ballots.
4. All nomination materials must be returned to Humboldt LAFCo, 1125 16th Street, Suite 202, Arcata, CA 95521, or emailed to the Executive Officer (colettem@humboldtlafo.org).
5. Upon receipt of nominations, LAFCo will prepare and send a ballot to each district. The ballot will state the return date and how successful candidates will be notified.

The deadline for submitting nominations is Friday, March 29, 2024. Any nomination that is submitted after the deadline will not be considered.



REGULAR MEMBER
Special District Member Nomination Form 2024

Name of District: _____

Address: _____

Telephone: _____

The Board hereby nominates _____ to fill the term beginning on June 30, 2024 and expiring June 30, 2028 as a Regular Member of the Humboldt Local Agency Formation Commission (LAFCo) representing independent special districts of Humboldt County.

Board action taken on the _____ day of _____, 2024, by the following vote:

AYES: _____

NOSE: _____

ABSTAIN: _____

ABSENT: _____

District Representative:

Signature

Printed Name



Special District Member Candidate Information Sheet 2024

Providing this form or a letter of interest and qualifications is voluntary. It will be kept on file at the LAFCo offices and made available on request. It will not be distributed with the ballots.

Candidate Name: _____

Address: _____

Phone: _____

E-mail: _____

District: _____

Title: _____

Length of service with District:

Present Occupation:

Brief description of professional background:

Summarize your interest in serving on LAFCo:

Summarize your qualifications for serving on LAFCo:

List local government and/or civic organization involvement:

Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: March 26, 2024

AGENDA ITEM: F.2 (New Business)

TITLE: Consideration of Supporting Special District Grant Accessibility Act

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Staff suggests the HCSD Board consider supporting the Special District Grant Accessibility Act by authorizing the General Manager to send a letter to Representative Jared Huffman urging him to co-sponsor the bill.

Summary:

In a major milestone for the nation's special districts, last week, the U.S. House Oversight and Accountability Committee approved the Special District Grant Accessibility Act. The bill (H.R. 7525), which is sponsored by Representatives Pat Fallon (R-TX) and Brittany Pettersen (D-CO), cleared the committee on an overwhelming 38-2 vote.

The Special District Grant Accessibility Act embodies the National Special District Coalition's longstanding legislative objective of codifying in federal law a first-ever, formal definition of "special district". In addition to establishing such a definition, H.R. 7525 would direct federal agencies to recognize special districts as local governments for the purpose of ensuring that districts are eligible to receive appropriate forms of federal assistance, including funding and resources through key grant programs.

Looking ahead, the legislation is expected to be considered by the full House. As of this writing, it remains unclear when House leadership will schedule the bill for a floor vote. In preparation for successful action on the floor, CSDA is calling upon special districts to reach out to their Representatives in Congress to urge them to cosponsor H.R. 7525.

Fiscal Impact:

None

Attachments: Draft Letter of Support
NSDC – H.R. 7525 Fact Sheet

Humboldt Community Services District

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March 26, 2024

The Honorable Jared Huffman
U.S. House of Representatives
2445 Rayburn House Office Building
Washington, D.C. 20515

RE: Cosponsor Request – H.R. 7525 *Special District Grant Accessibility Act*

Dear Representative Huffman:

On behalf of the Humboldt Community Services District, we respectfully request that you cosponsor the *Special District Grant Accessibility Act* (H.R. 7525). This important bipartisan bill would establish a formal definition of “special district” in federal law, as well as require the Office of Management and Budget (OMB) to issue guidance to federal agencies requiring special districts to be recognized as local governments for the purpose of federal financial assistance determinations.

The Humboldt Community Services District is an independent special district that provides essential water distribution and wastewater collection services to a community of about 20,000 people that reside in the unincorporated area surrounding Eureka, CA.

Special districts are local governments created by the people of a community to deliver specialized services essential to their health, safety, economy, and well-being. In the State of California, there are over 2,000 special districts providing a broad range of essential services and infrastructure.

Despite the significance of special districts throughout the United States, federal law lacks a consistent definition of these special purpose units of local government. As a result, some communities served by special districts face challenges in accessing federal funding opportunities as their local service providers are commonly omitted from the definition of eligible units of local government in legislative proposals that authorize federal programs and funding. Moreover, special districts lack official population figures and are therefore not recognized by the U.S. Census Bureau as “geographic units of government.” As a result, special districts are unable to gain access to certain formula-driven grants and resources.

Sponsored by Representatives Pat Fallon (R-TX) and Brittany Pettersen (D-CO), the *Special District Grant Accessibility Act* represents a long-overdue, bipartisan effort designed to ensure that special districts have the same access to federal resources as other units of local government. Again, we urge you to cosponsor this important legislation and we ask that you work with your House colleagues to prioritize its passage.

Respectfully,

Terrence Williams
General Manager

cc: California Special Districts Association [via email: advocacy@csda.net]

Approximately 35,000 special districts are local governments providing critical infrastructure and essential services in thousands of communities across the country. They exist when a community demands a service that another unit of government is not otherwise providing. These agencies are established and locally governed under an enabling act or special act of a state to provide a limited and specific set of public services.

The Problem

The Solution: H.R. 7525

Despite the significant presence of special districts in the U.S.,

Federal law lacks a consistent definition and reference to special purpose units of local government.

As a result, special districts:

- May have difficulties directly accessing funding opportunities.
- Are commonly omitted as eligible in the definitions of “local government” for proposed legislation and laws intended to assist all local governments.
- Are mistaken for small businesses or nonprofit corporations.
- Lack official population figures, as they are not federally recognized as “geographic units of government.”

The Special District Grant Accessibility Act

- Requires Federal agencies to recognize special districts as local government for the purpose of Federal financial assistance determinations.
- Codifies in Federal law a first-ever, formal definition of "special district."

“Special District” Defined

H.R. 7525 - The Special District Grant Accessibility Act, defines "special district" as follows:



The term “special district” means a **political subdivision of a State**, with specified boundaries and significant budgetary autonomy or control, created by or pursuant to the laws of the State, for the **purpose of performing limited and specific governmental or proprietary functions** that distinguish it as a significantly separate entity from the administrative governance structure of any other form of local government unit within a State.



Common Services Provided

- | | | |
|--------------------|------------------------|-----------------------|
| Water & Wastewater | Healthcare & Hospital | Road & Highway |
| Irrigation | Park & Recreation | Airport |
| Fire Protection | Port/Harbor/Navigation | Electricity |
| Ambulance | Library | Mosquito Control |
| Transit | Cemetery | Resource Conservation |

Quick Facts

35,000

Special District Governments

17%

All local government revenue

50 states

Connect & Engage on Solutions

NSDC is the only national organization representing and advocating for all types of special districts at the federal level.



jk@paragonlobbying.com



(877) 924-2732