



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

AGENDA

DATE: Tuesday, November 14, 2023

TIME: 5:00 p.m.

LOCATION: 5055 Walnut Drive, Eureka, CA

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

Teleconference locations: 5055 Walnut Drive, Eureka, CA, and
7 Meadow Drive, Mill Valley, 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 November 14, 2023 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of October 24, 2023 *Pgs 3-5*

D. CORRESPONDENCE

1. October 30, 2023 - Ratepayer Cawthon Request for Explanation *Pgs 7-9*

E. REPORTS

1. General Manager
 - a) District Update *Pgs. 11-12*
2. Superintendent
 - a) October 2023 Construction Operations *Pg 13*
 - b) October 2023 Operations/Maintenance *Pg 15*

3. Finance Department

- a) September 2023 Budget Report
- b) October 2023 Check Register

Pgs 17-26

Pgs 27-36

4. Legal Counsel

5. Director Reports

6. Other

F. 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.

G. NEW BUSINESS

- 1. Consideration of Adopting Resolution 2023-13 Modifying Credit Card Convenience Charges from Flat to Percentage Based

Pgs 37-38

- 2. Consideration of Contracting with an Alternate Online Payment System Provider

Pgs 39-42

- 3. Consideration of Utilizing Investment Services of CA CLASS, JPA

Pgs 43-44

- 4. Consideration of Cancelling the Regular Meetings of November 28, and December 26, 2023

Pg 45

H. OLD BUSINESS

I. ADJOURNMENT

Next Res: 2023-14

Next Ord: 2023-02

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Brenda Franklin at (707) 443-4558, ext. 210. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102 – 35.104 ADA Title II).

Pursuant to §54957.5(a) of the California Government Code, any public record writings relating to an agenda item for an open session of a regular meeting of the Board of Directors, not otherwise exempt from public disclosure, are available for public inspection upon request at the District offices located at 5055 Walnut Drive, Monday through Friday (holidays excepted) during regular business hours.

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, October 24, 2023, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call were Directors Benzonelli, Hansen, Matteoli, and Ryan. Director Gardiner arrived at 5:01 p.m. Staff in attendance: General Manager Williams (GM), District Superintendent Latham, and Finance Manager Montag (FM).

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of the October 24, 2023 Agenda
2. Approval of Minutes of the Regular Meeting of October 10, 2023

Public Comment: None

Director Gardiner requested the Closed Session be removed from the Agenda as no advance information was provided. GM referred Director Gardiner to the October 23, 2023 email from District Legal Counsel Ryan advising of the subject matter.

DIRECTOR MATTEOLI MOVED, DIRECTOR HANSEN SECONDED, TO ACCEPT AND APPROVE THE OCTOBER 24, 2023 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. REPORTS

1. General Manager

a) District Update

- Unit 10 Dump Truck – The District received its replacement 5-yard Dump Truck October 17; nearly one year after placing the order with Peterbilt.
- Brier Lane Tank – the tank rehabilitation project began in May and staff started refilling the tank October 13. Once all water quality sample testing

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
OCTOBER 24, 2023

verifies the tank is clean and there is no bacteriological or volatile organic contamination the tank will be returned to service.

- Utility Services Planner – Recruitment material to fill this position has been published in local news outlets and on the District website. The position will remain open until filled. The first round of interviews is anticipated to occur during the first part of November.

2. Superintendent

a) September 2023 Construction Operations

A normal month of accomplishments. The majority of time was dedicated to the 18th Street Steel Main Replacement CIP which is hoped to be complete by the close of October.

b) September 2023 Operations/Maintenance

In addition to regular monthly activities, the Maintenance Department installed a drop inlet into the sewer manhole at Glenwood and Myrtle, and multiple sewer main line cleaning/filming at Fairway Drive continuing from the July 12, 2023 sewer spill event related to the City of Eureka's contracted paving work wherein concrete chunks obstructed the sewer line resulting in another 225-gallon sewer spill. Superintendent also reported a small 60-gallon sewer spill incident in Fields Landing in an alley at an end-of-the line clean-out affecting one residence that staff was able to immediately respond to and correct the situation.

3. Finance Department

a) September 2023 Check Register

FM noted a few items of significance to apply to Fiscal Year 2022/23 such as an Infosend payment associated with rate study notifications, and the November 2022 County Election Fees.

5. Director Reports

Director Benzonelli advised she attended the monthly RREDC meeting October 23 where the California Center for Rural Policy (CCRP) made a presentation on the Redwood Region Resilient Inclusive Sustainable Economy (RRRISE) providing information related to the \$190 Billion California is slated to receive for infrastructure projects and that the first distribution round includes up to \$900,000 for the North Coast toward feasibility studies, project planning, etc. Discussion also included information of recently passed SB544 that proposes to allow some

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OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
OCTOBER 24, 2023

political agency officers to attend public meetings remotely with modified conditions that may transcend to all public agencies in the future.

D. PUBLIC PARTICIPATION

None

Director Hansen announced recusal from the Closed Session due to his position as Deputy Public Works Director for the City of Eureka and left the meeting at 5:27 P.M.

H. CLOSED SESSION

1. Conference with Special Legal Counsel – Initiation of Litigation Pursuant to Government Code §54956.9(d)(4): One potential case

IT WAS THEN MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR MATTEOLI, TO MOVE INTO CLOSED SESSION. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

The Board returned to open session at 6:36 p.m. wherein Director Benzonelli reported the Board took no action during closed session.

I. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF OCTOBER 24, 2023 AT 6:37 P.M.

Submitted, Board Secretary

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Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: November 11, 2023

AGENDA ITEM: D.1. (Correspondence)

TITLE: October 30, 2023 – Ratepayer Cawthon Request for Explanation

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss and direct staff how to respond on behalf of the District Board of Directors

Summary:

The District received a letter from a ratepayer on October 30, 2023 that was addressed to the Board of Directors. The letter is included in this Board Packet for your review. The ratepayer is distressed about the volume of usage recorded for the month of September as recorded on October 6, 2023 and billed on October 12, 2023. The meter reads clearly indicate that over 49,000 gallons (66 HCF) of water passed through the meter between the September and October reads.

The ratepayer reached out to District staff to discuss the bill and her water usage. The meter was re-read on October 23, 2023 indicating that 3000 gallons (4HCF) had passed through the meter between October 6 and October 23. At that time, the ratepayer was told that she could request a meter test and that, if the meter was found to be faulty, a credit for the overbilled amount would be credited. If the meter was determined to be reading accurately, a service charge of \$147 would apply. Alternatively, she was informed that she could apply for a leak adjustment. The ratepayer opted for the leak adjustment in the amount of \$167.27 that was processed on October 23, 2023.

The meter was again read on November 8, 2023 and indicated that 1500 gallons (2 HCF) had passed through the meter since October 23.

The meter installed on this account is a mechanical Trident meter manufactured by Neptune. An example Trident meter is on display in the Board Room for the Board and public to inspect. This example has a cutaway housing and shows the purely mechanical design. The technology employed in this design is called nutating disc. When a nutating disc meter malfunctions, by design, they always under-read.

49,000 gallons (66 HCF) is a lot of water to be used in a single month. The September read cycle was 28 days for this account. So, if the 49,000 gallons passed through the meter over the entire 28 day period, that would result in about 1.2 gallons per minute. That flow rate is consistent with a malfunctioning toilet, a garden hose or a sink faucet being left on, or potentially a malfunctioning appliance, like a dishwasher or clothes washer.

Two photos of the ratepayer's meter follow:



Figure 1: Images of the ratepayer's meter taken on November 8, 2023.

Fiscal Impact:

None

BOARD OF DIRECTORS
H C S D

10-30-23

I'M SEEKING AN EXPLANATION REGARDING
MY LAST MONTH'S BILL (COPY ATTACHED)
THE USAGE, APPROX. 49,000 GALLONS
IS NOT BELIEVABLE. ? COULD THE METER
HAVE MALFUNCTIONED?

I DID HAVE SOME CEMENT WORK DONE,
NO WATER WAS USED TO CREATE THE
CEMENT, (DELIVERED BY TRUCK & READY
TO POUR) TWO SIMILAR CEMENT JOBS
WERE DONE IN NOV. 1998 & NOV. 2019
WITH LITTLE INCREASE IN WATER BILL.
PLEASE REVIEW MY USAGE HISTORY —
YOU WILL SEE NEVER HAS THIS AMOUNT
OF WATER BEEN USED. PLEASE ADVISE.

Bette Cauffman

P.S. I ASKED ALVES, INC. THE COMPANY
THAT DID THE CEMENT WORK IF THEY
COULD HAVE USED THIS AMOUNT OF
WATER — THEIR ANSWER WAS NO!

RECEIVED
OCT 30 2023

HUMBOLDT COMMUNITY
SERVICES DISTRICT

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Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: November 9, 2023

SUBJECT: General Manager Report for November 14, 2023 Board Meeting

Personnel Update

The solicitation for a Utility Services Planner closed on October 30. There was one highly qualified candidate that applied for the position who also happens to have been employed by the District for the past 20 years. The District made an offer and the individual accepted. Please congratulate Brian McNeil on his promotion to Utility Services Planner.

The District has been soliciting for Utility Workers to fill vacancies in the Operations-Maintenance department since May. The response to that solicitation was decent and two very qualified individuals were identified to fill the vacancies. Both have accepted offers; one was onboarded in August, and we anticipate the other will be starting later this month pending a favorable background check.

Two of the District's temporary employees also applied for the recruitment. Although these two were not as qualified as the two selected to fill the vacancies, they are very qualified and hard-working individuals. With the promotion of Brian to the Utility Services Planner role and the creation of a new Utility Worker role at the October 10, 2023 meeting, the District again had two vacancies for Utility Workers. Offers have been extended to the District's two outstanding temporary utility workers who both accepted their respective offers. Pending favorable background checks, it is anticipated these two will become regular full-time employees of the District, by the end of the month.

The solicitation for Special Projects Electrical and Instrumentation Technician position will be advertised starting the week of November 13. We are hoping to identify a qualified candidate to assist with the District's SCADA upgrade projects. This temporary assignment is expected to last 18-months to two years.

The solicitation for an engineer has been ongoing since July. A renewed announcement and advertising campaign has been initiated. We are still hopeful that we can identify a qualified individual to fill this role. We have spoken with several qualified people, including extending an offer to one. All have indicated that they have accepted higher paying jobs in the area and are no longer interested in the District's vacancy.

Finally, Tim Latham, District Superintendent has submitted a formal letter indicating that he will be retiring this year with his last day of employment being December 29, 2023. Thank you, Tim for all of your hard work and your friendship. We will all miss you.

Humboldt Community Services District

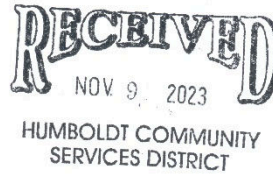
Post Office Box 158 Cutten, CA 95534 (707) 443-4558 Fax (707) 443-1490

November 9, 2023

Terrence Williams, General Manager

RE: Retirement, Tim Latham

TK,



I would like to announce my intent to retire from the Humboldt Community Services District effective December 30, 2023. My last day of employment would be December 29, 2023.

I started my employment with the District on October 16, 1989. In more than 34 years of employment with the District, I have thoroughly enjoyed working here. I have given a lot to this District, and this District has given a lot back to me. I have appreciated the fact that the Board of Directors, and management have always been dedicated to providing the highest quality of service to our customers, as well as been extremely supportive of District staff and have given us the necessary equipment and guidance to effectively do our jobs. It has been a pleasure to work with the fine staff, past and present, and I look forward to continued friendships with all. I am very thankful for the opportunities my employment with the District has provided to me and my family.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Latham", written over a horizontal line.

Tim Latham

District Superintendent
Humboldt Community Services District

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

Humboldt Community Services District

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BOARD MEMORANDUM

To: H.C.S.D. Board of Directors
From: Tim Latham, District Superintendent
Date: November 6, 2023
Subject: October 2023 Construction Operations Report

General business for the month of October included a water service line repair due to a leak on Showers Road, water service line replacements due to leaks on McClaskey Lane and Gatliff Avenue, a water main line repair due to a leak on Mike Lane, replacing a broken angle meter stop on Grange Road, replacing a 2" pressure reducing valve (PRV) in Freshwater, the installation of a new water and sewer service on David Avenue, repairing a sink hole in the roadway to the Lentell water storage tank site, performing vehicle and equipment maintenance, water meter reading, customer service orders, landscape maintenance, valve exercising, and hauling dirt to fill sites.

Other business included the completion of a new water main line on 18th Street in Myrtle town as part of the 18th Street Steel Main Line (SMR) Replacement Project.

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Humboldt Community Services District

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BOARD MEMORANDUM

To: H.C.S.D. Board of Directors
From: Tim Latham, District Superintendent
Date: November 6, 2023
Subject: October 2023 Operations/Maintenance Report

The Operations/Maintenance Department was busy in October with a variety of projects. In addition to the standard operation and maintenance of District facilities, crews continued to do station maintenance, landscape maintenance, assisted with customer service, and completed the monthly cathodic protection reads at all water storage tanks. All of the stationary and portable generators were tested in order to ensure proper operation in the time of need.

General business included cleaning the wet wells at the Spruce Street sewer lift station, cleaning 14,207 feet of sewer main line and 799 feet of sewer lateral line in various areas throughout the District, cleaning the Vac-con debris drying pit here at the corporation yard, painting sewer lift station panel enclosures at the Alder Street, Spruce Street, "D" Street, and Cedar Ridge sewer lift stations, installing new doors at the Spruce Point water booster station, and continued preparations for several Capital Improvement Projects (CIP) projects.

As you are aware, the Brier Lane water storage tank has been out of service since the last weekend in May for a complete rehabilitation project. The project included structural and safety improvements, as well as complete coating of the interior and exterior surfaces. After the contractors completed the rehabilitation, District crews began filling the tank with water. Once the tank was full, it was left out of service for the required waiting period before water sampling could be performed. Once the waiting period had ended, District crews took the required water quality samples. After all analysis was completed, the tank was returned to service on November 1, 2023.

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

September 2023

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
OPERATING REVENUE							
Metered Water Sales	5,876,000	501,891	1,502,343	1,469,000	33,343	2.3	
Sewer Service Charges	8,057,944	676,270	1,841,366	2,014,486	(173,120)	(8.6)	
Water & Sewer Construction Fees	47,000	26,521	42,548	11,750	30,798	262.1	
Account Fees	35,000	4,832	17,810	8,750	9,060	103.5	
Reimbursable Maintenance Fees	1,000	-	-	250	(250)	(100.0)	1
Miscellaneous	2,000	468	718	500	218	43.5	1
TOTAL OPERATING REVENUE	14,018,944	1,209,982	3,404,934	3,504,736	(99,802)	(2.8)	
NON-OPERATING REVENUE							
Capital Connection Fees	384,000	88,399	143,357	96,000	47,357	49.3	1
Interest/General	30,000	-	-	7,500	(7,500)	(100.0)	1
Discounts Earned	2,000	365	545	500	45	9.0	1
Sales:Fixed Assets/Scrap Metal	15,700	-	-	3,925	(3,925)	(100.0)	1
Bad Debt Recovery	2,000	-	-	500	(500)	(100.0)	1
Property Taxes & Assessments	430,000	-	-	107,500	(107,500)	(100.0)	1
Insurance Rebate	-	-	-	-	-	-	
Other Non-Operating Revenue	-	-	-	-	-	-	
TOTAL NON-OPERATING REVENUE	863,700	88,764	143,902	215,925	(72,023)	(33.4)	1
TOTAL DISTRICT REVENUE	14,882,644	1,298,745	3,548,836	3,720,661	(171,825)	(4.6)	
OPERATING EXPENSES							
Wages Direct	2,000,000	129,044	395,987	500,000	104,013	20.8	
Benefits: PERS	515,000	41,536	122,377	128,750	6,373	4.9	
Group Ins	1,320,000	86,135	229,033	330,000	100,967	30.6	
Workers Comp Ins	27,500	7,114	7,114	6,875	(239)	(3.5)	
FICA/Medicare	155,000	9,546	30,239	38,750	8,511	22.0	
Misc Benefits	500	40	120	125	5	4.0	
Total Wages and Benefits	4,018,000	273,415	784,870	1,004,500	219,630	21.9	
Less: wages & ben charged to Capital Proj.	(300,000)	(13,589)	(44,218)	(75,000)	(30,782)	41.0	
Total Operating Wages and benefits	3,718,000	259,826	740,652	929,500	188,848		
Water Purchase HBMWD	1,108,192	91,854	282,698	277,048	(5,650)	(2.0)	
Water Purchase Eureka	880,000	60,374	181,122	220,000	38,878	17.7	
Sewage Treatment Operations & Maint.	1,758,385	146,532	439,596	439,596	0	0.0	
Water/Sewer Analysis	15,000	1,020	1,904	3,750	1,846	49.2	
Supplies/ Construction	154,000	27,895	45,319	38,500	(6,819)	(17.7)	2
Supplies/ Office-Administration	15,000	929	3,086	3,750	664	17.7	
Supplies/ Engineering	2,500	65	65	625	560	89.7	
Supplies/ Maintenance	100,000	15,719	53,514	25,000	(28,514)	(114.1)	3
Invoicing	57,000	6,048	15,606	14,250	(1,356)	(9.5)	
Temporary Labor	64,800	10,573	42,660	16,200	(26,460)	(163.3)	4
Repairs & Maintenance/Trucks	60,500	4,316	13,038	15,125	2,087	13.8	
Equipment Rental	5,000	-	-	1,250	1,250	100.0	
Building & Grounds Maintenance	30,000	2,601	7,905	7,500	(405)	(5.4)	
Electrical Power	498,150	36,733	106,185	124,538	18,353	14.7	
Street Lights	100,000	6,060	18,052	25,000	6,948	27.8	
Telephone	14,000	2,653	4,815	3,500	(1,315)	(37.6)	
Postage	3,000	-	-	750	750	100.0	
Freight	500	-	182	125	(57)	(45.5)	
Chemicals	10,000	-	2,246	2,500	254	10.1	
Liability Insurance	85,000	(2,232)	36,865	21,250	(15,615)	(73.5)	5
Legal	70,000	446	1,730	17,500	15,770	90.1	
Accounting	15,000	-	250	3,750	3,500	93.3	

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

September 2023

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Engineering	1,000	-	-	250	250	100.0	9
Other Professional Services	130,000	6,699	7,399	32,500	25,101	77.2	
Bank Service Charges	20,000	861	2,039	5,000	2,961	59.2	
Transportation	78,555	5,312	19,340	19,639	299	1.5	
Office Equip. Maintenance	5,000	341	784	1,250	466	37.3	
Computer Software Maintenance	45,000	98	26,380	11,250	(15,130)	(134.5)	6
Memberships & Subscriptions	24,600	1,953	2,627	6,150	3,523	57.3	
Bad Debts & Minimum Balance Writeoff	50,000	-	-	12,500	12,500	100.0	
Conference & Continuing Ed	34,500	334	2,217	8,625	6,408	74.3	
Certifications	3,500	-	100	875	775	88.6	
State/County & LAFCO Fees and Charges	40,000	518	518	10,000	9,482	94.8	
Hydraulic Water Model Maintenance	2,000	-	-	500	500	100.0	
Elections Expense	-	-	-	-	-	-	
Human Resources	25,000	774	3,667	6,250	2,583	41.3	
Miscellaneous	12,000	1,437	1,511	3,000	1,489	49.6	
Director's Fees	16,000	1,300	3,450	4,000	550	13.8	
TOTAL OPERATING EXPENSES	9,251,182	691,037	2,067,522	2,312,796	245,274	10.6	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	177,429	-	-	44,357	44,357	100.0	7
2012 CIP & Refi.	177,600	-	88,800	44,400	(44,400)	(100.0)	7
Davis-Grunsky Loan	6,050	-	-	1,513	1,513	100.0	7
VacCon Truck Loan	117,441	-	117,441	29,360	(88,081)	(300.0)	7
2014 Wastewater Revenue Bonds	485,575	-	-	121,394	121,394	100.0	7
TOTAL LONG TERM DEBT PAYMENTS	964,095	-	206,241	241,024	34,783	14.4	7
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	450,000	-	7,872	112,500	104,628	93.0	
Building, Yard & Paving Improvements	92,500	(142)	33,552	23,125	(10,427)	(45.1)	8
Capital Improvements Water	2,021,360	42,326	181,949	505,340	323,392	64.0	
Capital Improvements Sewer	1,443,000	9,328	12,988	360,750	347,762	96.4	
Engineering & Studies	110,000	-	-	27,500	27,500	100.0	9
District Design Standards	-	-	-	-	-	-	
TOTAL CAPITAL EXPENDITURES	4,116,860	51,513	236,360	1,029,215	792,855	77.0	
OTHER							
City of Eureka Projects: Treatment Plant	433,029	-	-	108,257	108,257	100.0	
TOTAL City of Eureka Projects	433,029	-	-	108,257	108,257	100.0	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	117,478	556,196	1,038,713	29,370	1,009,344	(3,436.7)	

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

September 2023

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE & EXPENSES						
TOTAL OPERATING REVENUE	14,018,944	1,209,982	3,404,934	3,504,736	(99,802)	(2.8)
TOTAL OPERATING EXPENSES	<u>(9,251,182)</u>	<u>(691,037)</u>	<u>(2,067,522)</u>	<u>(2,312,796)</u>	<u>245,274</u>	<u>10.6</u>
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,767,762	518,945	1,337,412	1,191,941	145,471	12.2
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	863,700	88,764	143,902	215,925	(72,023)	(33.4)
TOTAL LONG TERM DEBT SERVICE	<u>(964,095)</u>	-	<u>(206,241)</u>	<u>(241,024)</u>	<u>34,783</u>	<u>14.4</u>
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	4,667,367	607,708	1,275,073	1,166,842	38,666	3.3
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(4,116,860)	(51,513)	(236,360)	(1,029,215)	792,855	77.0
CITY of EUREKA PROJECT REIMBURSEMENT	(433,029)	-	-	(108,257)	108,257	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>117,478</u>	<u>556,196</u>	<u>1,038,713</u>	<u>29,370</u>	<u>1,009,344</u>	<u>(3,436.7)</u>

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

September 2023

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Metered Water Sales	5,876,000	501,891	1,502,343	1,469,000	33,343	2.3
Water Construction Fees	35,000	15,794	26,947	8,750	18,197	208.0
Account Fees	19,950	2,754	10,151	4,988	5,164	103.5
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	-	-	200	(200)	(100.0)
Miscellaneous	1,000	124	124	250	(126)	(50.4)
TOTAL OPERATING REVENUE	5,932,750	520,563	1,539,565	1,483,188	56,377	3.8
NON-OPERATING REVENUE						
Water Capital Connection Fees	145,000	59,682	96,831	36,250	60,581	167.1
Interest/General	23,547	-	-	5,887	(5,887)	(100.0)
Discounts Earned	1,280	208	311	320	(9)	(2.9)
Sales:Fixed Assets/Scrap Metal	8,844	-	-	2,211	(2,211)	(100.0)
Bad Debt Recovery	1,140	-	-	285	(285)	(100.0)
FW/MR Assessment	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	179,811	59,890	97,142	44,953	52,189	116.1
TOTAL DISTRICT REVENUE	6,112,561	580,453	1,636,706	1,528,140	108,566	7.1
OPERATING EXPENSES						
Wages Direct	940,000	60,169	180,017	235,000	54,983	23.4
Wages & Benefits: Allocated	670,438	53,954	146,896	167,609	20,714	12.4
Benefits: PERS	185,400	9,663	26,545	46,350	19,805	42.7
Group Ins	409,200	25,195	71,362	102,300	30,938	30.2
Workers Comp Ins	14,850	4,292	4,292	3,713	(579)	(15.6)
FICA/Medicare	72,850	4,358	13,585	18,213	4,628	25.4
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,292,738	157,631	442,696	573,184	130,489	22.8
Less: wages & ben charged to Capital Proj.	(185,000)	(12,707)	(31,525)	(46,250)	(14,725)	31.8
Total Operating Wages and benefits	2,107,738	144,923	411,171	526,934	115,764	22.0
Water Purchase HBMWD	1,108,192	91,854	282,698	277,048	(5,650)	(2.0)
Water Purchase Eureka	880,000	60,374	181,122	220,000	38,878	17.7
Water Analysis	15,000	1,020	1,904	3,750	1,846	49.2
Supplies/ Construction	113,960	19,334	31,627	28,490	(3,137)	(11.0)
Supplies/Office-Administration	4,500	150	756	1,125	369	32.8
Supplies/ Engineering	1,425	37	37	356	319	89.7
Supplies/ Maintenance	50,000	9,861	21,365	12,500	(8,865)	(70.9)
Temporary Labor	29,484	6,026	24,316	7,371	(16,945)	(229.9)
Repairs & Maintenance/Trucks	33,880	2,460	6,832	8,470	1,638	19.3
Equipment Rental	3,700	-	-	925	925	100.0
Building & Grounds Maintenance	1,800	334	1,016	450	(566)	(125.8)
Electrical Power	273,983	21,740	63,715	68,496	4,780	7.0
Telephone	4,480	-	56	1,120	1,064	95.0
Postage	1,290	-	-	323	323	100.0
Freight	285	-	41	71	31	42.9
Chemicals	10,000	-	2,246	2,500	254	10.1
Engineering	390	-	-	98	98	100.0
Other Professional Services	34,000	-	-	8,500	8,500	100.0
Transportation	44,776	3,028	11,024	11,194	171	1.5
Office Equip. Maintenance	750	54	54	188	133	70.9
Computer Software Maintenance	21,600	-	14,856	5,400	(9,456)	(175.1)
Memberships & Subscriptions	1,476	1,113	1,497	369	(1,128)	(305.8)
Bad Debts & Minimum Balance Writeoff	28,500	-	-	7,125	7,125	100.0
Conference & Continuing Ed	12,075	190	1,169	3,019	1,850	61.3
Certifications	1,050	-	57	263	206	78.3
State/County & LAFCO Fees and Charges	13,600	645	645	3,400	2,755	81.0
Hydraulic Water Model Maintenance	2,000	-	-	500	500	100.0
Human Resources	9,750	-	-	2,438	2,438	100.0

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

September 2023

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Miscellaneous	2,640	-	-	660	660	100.0
General & Admin Expense Allocation	286,811	15,855	56,354	71,703	15,348	21.4
TOTAL OPERATING EXPENSES	5,099,134	379,000	1,114,559	1,274,784	160,225	12.6
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	-	-	44,357	44,357	100.0
2012 CIP & Refi.	-	-	-	-	-	-
Davis-Grunsky Loan	6,050	-	-	1,513	1,513	100.0
TOTAL LONG TERM DEBT PAYMENTS	183,479	-	-	45,870	45,870	100.0
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	2,021,360	37,968	177,591	505,340	327,749	64.9
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	2,021,360	37,968	177,591	505,340	327,749	64.9
INTERFUND TRANSFERS IN	-	-	-	-	-	-
BUDGET SURPLUS (DEFICIT)	(1,191,412)	163,484	344,556	(297,853)	642,409	215.7

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

September 2023

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Sewer Service Charges	8,057,944	676,270	1,841,366	2,014,486	(173,120)	(8.6)
Sewer Construction Fees	12,000	10,727	15,601	3,000	12,601	420.0
Account Fees	15,050	2,078	7,658	3,763	3,896	103.5
Inspection Fees	-	-	150	-	150	-
Reimbursable Maintenance Fees	200	-	-	50	(50)	(100.0)
Miscellaneous	1,000	344	594	250	344	137.4
TOTAL OPERATING REVENUE	8,086,194	689,419	1,865,369	2,021,549	(156,179)	(7.7)
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	239,000	28,717	46,526	59,750	(13,224)	(22.1)
Interest/General	6,453	-	-	1,613	(1,613)	(100.0)
Discounts Earned	720	157	234	180	54	30.2
Sales:Fixed Assets/Scrap Metal	6,856	-	-	1,714	(1,714)	(100.0)
Bad Debt Recovery	860	-	-	215	(215)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	253,889	28,874	46,761	63,472	(16,712)	(26.3)
TOTAL DISTRICT REVENUE	8,340,083	718,292	1,912,130	2,085,021	(172,891)	(8.3)
OPERATING EXPENSES						
Wages Direct	580,000	35,621	113,159	145,000	31,841	22.0
Wages & Benefits: Allocated	670,438	53,954	146,896	167,609	20,714	12.4
Benefits: PERS	118,450	5,241	15,223	29,613	14,390	48.6
Group Ins	250,800	16,275	46,737	62,700	15,963	25.5
Workers Comp Ins	9,075	1,956	1,956	2,269	313	13.8
FICA/Medicare	46,500	2,543	8,523	11,625	3,102	26.7
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,675,263	115,591	332,493	418,816	86,322	20.6
Less: wages & ben charged to Capital Proj.	(65,000)	(689)	(3,012)	(16,250)	(13,238)	81.5
Total Operating Wages and benefits	1,610,263	114,902	329,481	402,566	73,084	18.2
Sewage Treatment: Operating & Maint.	1,758,385	146,532	439,596	439,596	0	0.0
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,040	8,561	13,693	10,010	(3,683)	(36.8)
Supplies/ Office-Administration	4,500	113	570	1,125	555	49.3
Supplies/ Engineering	1,075	28	28	269	241	89.7
Supplies/ Maintenance	50,000	3,565	29,856	12,500	(17,356)	(138.8)
Temporary Labor	19,116	4,546	18,344	4,779	(13,565)	(283.8)
Repairs & Maintenance/Trucks	26,620	1,856	6,206	6,655	449	6.8
Equipment Rental	1,300	-	-	325	325	100.0
Building & Grounds Maintenance	1,500	252	766	375	(391)	(104.4)
Electrical Power	119,556	6,585	18,483	29,889	11,406	38.2
Telephone	2,240	-	42	560	518	92.5
Postage	960	-	-	240	240	100.0
Freight	215	-	-	54	54	100.0
Legal	-	-	-	-	-	-
Engineering	100	-	-	25	25	100.0
Other Professional Services	24,000	-	-	6,000	6,000	100.0
Transportation	33,779	2,284	8,316	8,445	129	1.5
Office Equip. Maintenance	550	41	41	138	96	70.1
Computer Software Maintenance	16,200	-	11,207	4,050	(7,157)	(176.7)

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

September 2023

	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	840	1,130	246	(884)	(359.2)
Bad Debts & Minimum Balance Writeoff	21,500	-	-	5,375	5,375	100.0
Conference & Continuing Ed	15,180	144	882	3,795	2,913	76.8
Certifications	805	-	43	201	158	78.6
State/County & LAFCO Fees and Charges	7,200	(127)	(127)	1,800	1,927	107.1
Human Resources	7,250	-	-	1,813	1,813	100.0
Miscellaneous	1,920	-	-	480	480	100.0
General & Admin Expense Allocation	286,811	15,855	56,354	71,703	15,348	21.4
TOTAL OPERATING EXPENSES	4,052,048	305,977	934,911	1,013,012	78,101	7.7
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	484,575	-	-	121,144	121,144	100.0
2012 CIP & Refi.	177,600	-	-	44,400	44,400	100.0
VacCon Truck Loan	117,441	-	117,441	29,360	(88,081)	(300.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	779,616	-	117,441	194,904	77,463	39.7
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	450,000	-	-	112,500	112,500	100.0
Building, Yard & Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	1,443,000	9,328	12,988	360,750	347,762	96.4
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	1,893,000	9,328	12,988	473,250	460,262	97.3
OTHER						
City of Eureka Projects:						
Treatment Plant	433,029	-	-	108,257	108,257	100.0
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	433,029	-	-	108,257	108,257	100.0
BUDGET SURPLUS (DEFICIT)	1,182,390	402,987	846,790	295,598	551,193	(186.5)

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

September 2023

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
TOTAL OPERATING REVENUE	-	-	-	-	-	-
NON-OPERATING REVENUE						
Property Taxes	430,000	-	-	107,500	(107,500)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	430,000	-	-	107,500	(107,500)	(100.0)
TOTAL DISTRICT REVENUE	430,000	-	-	107,500	(107,500)	(100.0)
OPERATING EXPENSES						
Wages Direct	480,000	33,253	102,811	120,000	17,189	14.3
Benefits: PERS	211,150	26,632	80,610	52,788	(27,822)	(52.7)
Group Ins	660,000	44,665	110,934	165,000	54,066	32.8
Workers Comp Ins	3,575	867	867	894	27	3.0
FICA/Medicare	35,650	2,644	8,131	8,913	781	8.8
Misc Benefits	500	40	120	125	5	4.0
Total Wages and Benefits	1,390,875	108,101	303,472	347,719	44,247	12.7
Less: wages & ben charged to Capital Proj.	(50,000)	(193)	(9,681)	(12,500)	(2,819)	22.6
Less: Allocated to Water and Sewer Funds	(1,340,875)	(107,909)	(293,791)	(335,219)	(41,427)	12.4
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	666	1,760	1,500	(260)	(17.4)
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	-	2,293	2,293	-	(2,293)	-
Invoicing	57,000	6,048	15,606	14,250	(1,356)	(9.5)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	16,200	-	-	4,050	4,050	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	26,700	2,015	6,122	6,675	553	8.3
Electrical Power	104,612	8,408	23,986	26,153	2,166	8.3
Street Lights	100,000	6,060	18,052	25,000	6,948	27.8
Telephone	7,280	2,653	4,717	1,820	(2,897)	(159.2)
Postage	750	-	-	188	188	100.0
Freight	-	-	141	-	(141)	-
Liability Insurance	85,000	(2,232)	36,865	21,250	(15,615)	(73.5)
Legal Services	70,000	446	1,730	17,500	15,770	90.1
Accounting	15,000	-	250	3,750	3,500	93.3
Engineering	510	-	-	128	128	100.0
Other Professional Services	72,000	6,699	7,399	18,000	10,601	58.9
Bank Service Charges	20,000	861	2,039	5,000	2,961	59.2
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	3,700	245	689	925	236	25.6
Computer Software Maintenance	7,200	98	316	1,800	1,484	82.5
Memberships & Subscriptions	22,140	-	-	5,535	5,535	100.0
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,245	-	166	1,811	1,645	90.8
Certifications	1,645	-	-	411	411	100.0

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

September 2023

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
State/County & LAFCO Fees and Charges	19,200	-	-	4,800	4,800	100.0
Elections Expense	-	-	-	-	-	-
Human Resources	8,000	774	3,667	2,000	(1,667)	(83.4)
Miscellaneous	7,440	1,437	1,511	1,860	349	18.7
Director's Fees	16,000	1,300	3,450	4,000	550	13.8
General & Admin Expense Allocation	(573,622)	(31,711)	(112,709)	(143,406)	(30,697)	21.4
TOTAL OPERATING EXPENSES	100,000	6,060	18,052	25,000	6,948	27.8
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	88,800	-	(88,800)	-
New Financing	(340,000)	-	-	(85,000)	(85,000)	100.0
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	(340,000)	-	88,800	(85,000)	(173,800)	204.5
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	7,872	-	(7,872)	-
Building, Yard & Paving Improvements	92,500	(142)	33,552	23,125	(10,427)	(45.1)
Engineering & Studies	110,000	-	-	27,500	27,500	100.0
District Design Standards	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	202,500	(142)	41,424	50,625	9,201	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	467,501	(5,918)	(148,276)	116,875	(265,151)	(226.9)

Humboldt Community Services District

Notes

September 2023

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 - Construction

Additional Construction Expenses resulting from costs necessary for repair of Pine Hill Water Main

Note 3 - 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 in prior months. September also had expenses for necessary repair of Sewer Camera, and hazardous tree removal at Lentell Storage Tank site.

Note 4 - Temporary Labor

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

Note 5 - Liability Insurance

Annual Property insurance premium paid in July for entire year. Expense for entire year is expected to be in line with budget amount. Refund received for claim processed by District covered by Insurance.

Note 6 - Computer software maintenance

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

Note 7 - Debt Service

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

Note 8 - Capital Improvements

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

Note 9 - Engineering

Engineering Expense - a/c 6810 - Operating Expense	Sep 2023	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: 11/7/2023 7:55 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
56596	A072	Accurate Drug Testing Services	10/10/2023	
	0009186	DOT Pre EE/CA		30.00
	0009627	DOT Physical/MW		100.00
Total for Check Number 56596:				130.00
56597	C288	Charleston Tree Service	10/10/2023	
	8392	Tree removal at the Lentell water storage tank sit		8,450.00
Total for Check Number 56597:				8,450.00
56598	C410	City of Eureka: SW	10/10/2023	
	092023	General 79%		115,760.28
	092023	Humboldt Hill 21%		30,771.72
Total for Check Number 56598:				146,532.00
56599	E485	Cooney Parris and Rieke Corp	10/10/2023	
	09302023	Discount Earned September		-14.92
	147375/3	DIAB Recip 9"/ PVC RDHOT 6oz/Met Cutting 5		71.69
	147841/3	MaxPower Car Wash 100oz		12.92
	148183/3	Door Stop Tip/Car Freshner/CM Sckt 12pt/ Utili		41.75
	148189/3	Pickup Tool 36"		30.16
	148289/3	Tarp Poly Blue/Brown 16x20		64.64
	148441/3	Chimney Rod Brown 48"/Brush Chimney 8" Ro		81.85
	148547/3	YardStick 36"/Silicone W&D Clear		32.07
Total for Check Number 56599:				320.16
56600	E558	NAPA Auto Parts of Eureka	10/10/2023	
	363068	Unit 18 2.5 Blue Def x4		56.77
	363403	Tool for Shop		193.36
	364082	AA Prot Wipes/10in Brush Head/Wiper Blade		73.15
	364286	Multi-Purpose Cleaner		58.97
	364522	Yamaha Gen Starter		480.71
Total for Check Number 56600:				862.96
56601	E890	Express Employment Professionals	10/10/2023	
	29694414	Temporary Personnel - Construction PPE 09/24/		210.48
	29694414	Temporary Personnel - Maintenance PPE 09/24/		841.92
	29694414	Temporary Personnel - Finance PPE 09/24/2023		2,266.93
Total for Check Number 56601:				3,319.33
56602	H010	Keenan Supply	10/10/2023	
	09302023	Discount Earned September		-191.66
	S013126578.002	Mac-Pak Brass 3 Part CPLG x3		231.54
	S013182481.003	PVC CompxFip Brass Mac-Pak CPLG x8		689.35
	S013182481.004	PVC CompxFip Brass Mac-Pak CPLG		689.35
	S013228557.001	7.46x16 Section Repair Clamp x2		853.83

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	S013228557.002	7.46x20 Section Repair Clamp x2		1,325.81
	S013323568.001	Brass Ball/PVC 90 Elbow/FLNG Tee/6x2 Tap C		1,522.50
	S013324450.001	7.60x1 IP NYL DBL Strap Srv Saddle		775.29
	S013324450.002	6.90x1 Strap Saddle/PVC Tee/Brass Elbow/Mete		1,873.18
	S013324450.003	9.80x1 IP NYL DBL Strap SRV Saddle x8		2,006.07
	S013326116.001	THRD Brass Ball		25.30
	S013338394.001	1x100 IPS Polyethylene Pipe		168.73
	S013357590.001	Wet-N-Fast Med Body Cement/ Purple PVC CP		75.51
	S013360553.001	Return of Galv Imp T&C ERW Pipe from Inv SC		-443.31
	S01336063.002	7.46x12 Section RPR Clamp		677.38
			Total for Check Number 56602:	10,278.87
56603	H210 644445	Hensell Materials Wattle x3	10/10/2023	103.24
			Total for Check Number 56603:	103.24
56604	H410 33871000 33871000	Humboldt Bay Municipal Water D Reconciliation Credit from FY 2022-2023 Water Purchased - September 2023	10/10/2023	-205.62 92,059.25
			Total for Check Number 56604:	91,853.63
56605	H690 494834	Humboldt Fasteners and Tools Housing for Milwaukee impact gun repairs	10/10/2023	29.62
			Total for Check Number 56605:	29.62
56606	L200 60900747232 60900747282	Les Schwab Tire Center of Calif Inc. Unit 12: Thurst Alignment, Thurst Angle Alignm Unit 19: Thurst Alignment, Thurst Angle Alignm	10/10/2023	114.99 114.99
			Total for Check Number 56606:	229.98
56607	M101 136541	MapleService Inc. Labor to remove blockage from breakroom sink	10/10/2023	299.50
			Total for Check Number 56607:	299.50
56608	M450 519959929 520003953 520042219 520088736 520145173	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	10/10/2023	407.32 240.36 405.97 240.36 405.97
			Total for Check Number 56608:	1,699.98
56609	P190 206043	Pacific Paper Co 8.5x11 Copy Paper x4 /Mechanical Pencils	10/10/2023	262.83
			Total for Check Number 56609:	262.83
56610	P430 09302023 138368 138616 139280 139520 139740 140087	Pierson Building Center Discount Earned September Electrican Pouch/Wrenches/Rope/Velcro/Graphii Brass Tee/Brass Ball/Nipple/Brass Bail Valve/Hc Premix Concrete Pine Hill Repair Office Lights Top Soil/Coastal Grass Seed Herring Sewer Rep: Unit #1 Garden Hose	10/10/2023	-29.69 165.47 76.32 56.96 198.75 31.82 63.35

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	140762	Kwik Weld Dark Grey .85oz		16.37
	141056	Plastic Bucket/Bucket Lid/Broom Rough		128.34
	141144	Brass Kickdown Doorstop		8.18
	142635	Unit 11 All-Terrain Kneepads		30.25
	142638	Unit 11 Comfort Trowel		9.38
	143349	LED FEIT A21 150W EQ WW		19.65
			Total for Check Number 56610:	775.15
56611	P557 4J83111	Rexel USA Inc. (2) wire terminal strips for SCADA panels	10/10/2023	37.15
			Total for Check Number 56611:	37.15
56612	P785 1372A 1408A 1467A 1470A	Powell Landscape Materials Concrete for water main line repair Concrete for water main line repairs on Pine Hill rock for the vac con drying pit rock for the vac con drying pit	10/10/2023	248.00 264.26 297.38 86.03
			Total for Check Number 56612:	895.67
56613	T410 1023256-01	Malcolm Kelly Inc. (6) 3/4" angle meter stops	10/10/2023	591.92
			Total for Check Number 56613:	591.92
56614	T812 1	Sara Towns Claim Settlement: 3433 18th Street	10/10/2023	1,024.13
			Total for Check Number 56614:	1,024.13
56615	U090 2023148636	USA of NoCal and Nevada 2023 Membership fee \$300 plus 1091 Billable T	10/10/2023	1,952.75
			Total for Check Number 56615:	1,952.75
56616	U410	United Way of Humboldt PR Batch 00001.10.2023 UNITED WAY PR Batch 00001.10.2023 UNITED WAY PR Batch 00001.10.2023 UNITED WAY	10/10/2023 PR Batch 00001.10.2023 UNI PR Batch 00001.10.2023 UNI PR Batch 00001.10.2023 UNI	1.95 0.55 1.50
			Total for Check Number 56616:	4.00
56617	V700 INV 23-713553	Valley Pacific Petroleum Services Inc Fuel	10/10/2023	5,312.24
			Total for Check Number 56617:	5,312.24
56618	W090 2212702	Wahlund Construction Inc Emerg assist for pressure sewer main line repair	10/10/2023	6,637.63
			Total for Check Number 56618:	6,637.63
56619	W208 1054	Watt's Cleaning Services Office cleaning charges for September 2023	10/10/2023	950.00
			Total for Check Number 56619:	950.00
56620	W330 0052188-IN	WECO Industries repair lateral camera	10/10/2023	2,103.45

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56620:	2,103.45
56621	W872 1	Terrence Williams Reimburse - All Staff Lunch	10/10/2023	330.00
			Total for Check Number 56621:	330.00
			Total for 10/10/2023:	284,986.19
56622	A072 0009747	Accurate Drug Testing Services DOT Pre EE/MGW	10/17/2023	30.00
			Total for Check Number 56622:	30.00
56623	A160	ACWA-JPIA	10/17/2023	
	0700920	aMedical Plan - Employees Coverage Period 11/		51,916.87
	0700920	bDental Plan - Employees Coverage Period 11/1		1,246.88
	0700920	cVision Plan - Employees Coverage Period 11/1		265.71
	0700920	dLife/AD&D Plan - Employees Coverage Perio		384.77
	0700920	eMedical Plan - Board Members Coverage Peric		9,788.72
	0700920	fDental Plan - Board Members Coverage Period		342.64
	0700920	gVision Plan - Board Members Coverage Period		62.52
	0700920	hLife/AD&D Plan -Board Members Coverage P		26.07
	0700920	iMedical Plan -Retired Members Coverage Peric		20,136.94
	0700920	jDental Plan - Retired Members Coverage Perio		1,232.92
	0700920	kVision Plan - Retired Members Coverage Peric		343.86
	0700920	lCOBRA - Medical Coverage Period 11/1-30/20		3,343.37
	0700920	mCOBRA - Dental Coverage Period 11/1-30/20.		106.12
	0700920	nCOBRA - Vision Coverage Period 11/1-30/202		15.63
			Total for Check Number 56623:	89,213.02
56624	C475 07186	Coast Counties Peterbilt 2023 Peterbilt Model 536 Single Axle Cab and C	10/17/2023	171,515.47
			Total for Check Number 56624:	171,515.47
56625	E890	Express Employment Professionals	10/17/2023	
	29736575	Temporary Personnel - Construction PPE 10/1/2		841.92
	29736575	Temporary Personnel - Maintenance PPE 10/1/2		105.24
	29736575	Temporary Personnel - 18th St SMR		105.24
	29736575	Temporary Personnel - Finance PPE 10/1/23		2,086.60
	29771331	Temporary Personnel - Fianance PPE 10/08/202:		2,314.06
	29771331	Temporary Personnel - Construction PPE 10/08/:		631.44
	29771331	Temporary Personnel - 18th St SMR PPE 10/08/:		420.96
			Total for Check Number 56625:	6,505.46
56626	M099 10619569 126161	Mad River Community Hospital Pre Employment/ CA	10/17/2023	366.00
			Total for Check Number 56626:	366.00
56627	T007 INV82175	TargetSolutions Learning, LLC ELDT Mandatory DOT Theory Training	10/17/2023	20.00
			Total for Check Number 56627:	20.00
56628	B360	BT Metals	10/17/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	41424	Fabricate lifting eyel and weld to mini-x bucket		280.39
			Total for Check Number 56628:	280.39
56629	B702 03-76512	Bobcat of Chico Skidsteer loader box sweeper attachment repair	10/17/2023	382.15
			Total for Check Number 56629:	382.15
56630	C036	Corporate Payment Systems	10/17/2023	
	240113432510000	DT/Grundens: Raingear for CA		371.71
	240710532669391	MM/POS Guys:New Receipt Printer,Paper, Cast		590.29
	242042932590000	TL/Microsoft		68.00
	242316832554000	DT/Harbor Freight: Air Compressor for Purging		82.95
	242316832587969	TL/Chefstore: Coffee and filters for breakroom		80.91
	242316832634000	WP/Harbor Freight: Toyota fluid pump		26.00
	244310532628380	WP/O'Reilly: Degreaser for shop		58.97
	246921632591094	TW/Craigslist: EngAssist/Assoc Recruitment		40.00
	246921632631028	TW/Amazon: Coffee Supplies		95.53
	246921632671058	MM/Amazon: Graphics Card for Office Comput		75.40
	249064132581827	TL/Crashplan.com		29.97
	249216327810489	TW/Amazon: C6810A Plotter Paper		64.64
			Total for Check Number 56630:	1,584.37
56631	C180	Canon Solutions America Inc.	10/17/2023	
	6005687830	Office/Black Copies WXD03492- 1698		19.11
	6005687830	Office/Color Copies WXD03492- 2454		177.65
	6005687830	UseTaxRecoveryFee/OfficeCopier		7.63
			Total for Check Number 56631:	204.39
56632	C301 25016	Chris Cringle's Saw & Chain Repair leaf blower	10/17/2023	140.18
			Total for Check Number 56632:	140.18
56633	C430 09302023	City of Eureka: WA Water Purchased - September 2023	10/17/2023	60,374.00
			Total for Check Number 56633:	60,374.00
56634	C450	City of Eureka: Water Test	10/17/2023	
	INV05149	Microbiological Testing - Aug 2023		561.00
	INV05150	Microbiological Testing - Sept 2023		459.00
			Total for Check Number 56634:	1,020.00
56635	C495 57687	Colantuono, Highsmith, Whatley, PC Special Legal Services Services through 09/30/2	10/17/2023	350.00
			Total for Check Number 56635:	350.00
56636	E330 538088/7	Englund Marine and Industrial Supply Rain Gear for Noah Altic (temp)	10/17/2023	303.25
			Total for Check Number 56636:	303.25
56637	F510 91245	Fortuna Iron Repair Loader Bucket (Lifting Eye)	10/17/2023	111.80
			Total for Check Number 56637:	111.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
56638	G150 INV000043214 INV000043214	Gaynor Telesystems Inc. 10/26/23 - 10/25/24 Software Assurance 10/26/23 - 10/25/24 Support Plan Billing	10/17/2023	310.00 1,353.29
Total for Check Number 56638:				1,663.29
56639	G310 380-0037142	GHD Inc. HMGP RFI - Generator Project 12602819	10/17/2023	6,699.20
Total for Check Number 56639:				6,699.20
56640	H030 00101971	Halliday Products Inc (40) Slam lock keys for access covers	10/17/2023	170.75
Total for Check Number 56640:				170.75
56641	H810 1000002957 1000003389	Humboldt Waste Management Auth Solid Waste Self Haul Solif Waste Self Haul: Vac-Con	10/17/2023	840.39 1,452.44
Total for Check Number 56641:				2,292.83
56642	I525 248092	Infosend UB/Process and Mail/Bills - September 2023	10/17/2023	6,047.99
Total for Check Number 56642:				6,047.99
56643	J800 169409	Johnson's Mobile Rentals LLC Rental fencing for the Ridgewood Tank Rehabili	10/17/2023	252.78
Total for Check Number 56643:				252.78
56644	J900 Q1 FY 24 Q1 FY 24 Q1 FY 24 Q1 FY 24	ACWA/Joint Powers Insurance Authority Workers Comp Prog-Sales/Meter Reporting Peri Workers Comp Prog-Water Reporting Period 07/ Workers Comp Prog-Clerical/Brd Reporting Peri Workers Comp Prog-Sewer Reporting Period 07/	10/17/2023	847.16 3,808.72 866.69 1,591.32
Total for Check Number 56644:				7,113.89
56645	M560 1671	The Mitchell Law Firm LLP Legal Services - September 2023	10/17/2023	96.00
Total for Check Number 56645:				96.00
56646	P251 14762223	Pape Machinery Inc Mini excavator bucket teeth	10/17/2023	185.28
Total for Check Number 56646:				185.28
56647	R250 31018187	Recology Humboldt County Garbage Service - Sept 2023	10/17/2023	586.44
Total for Check Number 56647:				586.44
56648	U410	United Way of Humboldt PR Batch 00002.10.2023 UNITED WAY PR Batch 00002.10.2023 UNITED WAY PR Batch 00002.10.2023 UNITED WAY	10/17/2023 PR Batch 00002.10.2023 UNI PR Batch 00002.10.2023 UNI PR Batch 00002.10.2023 UNI	1.95 1.00 1.05
Total for Check Number 56648:				4.00
56649	U730	USA Bluebook	10/17/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	INV00130116	Plastic Sample Tubes w Caps/ Glass Sample Tub		172.48
	INV00139276	LMI Multifunction Valve Retrofit Kit		399.40
Total for Check Number 56649:				571.88
56650	W700	Whitchurch Engineering Inc.	10/17/2023	
	HCSD-234965	Dr. Office Lane Sewer Rehab Task Order No. 06		8,602.50
	HCSD-234966	Walnut Dr Earthquake Recovery Replace Task C		4,357.75
Total for Check Number 56650:				12,960.25
Total for 10/17/2023:				371,045.06
56651	UB*02137	NANCI BRYANT Refund Check	10/18/2023	56.46
Total for Check Number 56651:				56.46
56652	UB*02138	RICHARD/NANCY SWAN Refund Check Refund Check Refund Check Refund Check Refund Check	10/18/2023	6.10 14.85 6.02 27.16 5.87
Total for Check Number 56652:				60.00
56653	UB*02139	JORGE MONTIEL Refund Check Refund Check Refund Check Refund Check	10/18/2023	10.84 13.89 2.61 53.64
Total for Check Number 56653:				80.98
56654	UB*02140	TRAVIS BILLE Refund Check Refund Check Refund Check Refund Check	10/18/2023	13.73 3.73 29.51 51.59
Total for Check Number 56654:				98.56
Total for 10/18/2023:				296.00
56655	L475	Lotus Mountain Printing	10/24/2023	
	14844	Navy Flexfit Caps w/HCSD logo on right side: 4		1,528.22
	14844	Embroidery_Digitizing Set up/One time fee		65.10
Total for Check Number 56655:				1,593.32
Total for 10/24/2023:				1,593.32
56656	A110 10312023	ACWA 2024 Membership Fees	10/31/2023	20,595.00
Total for Check Number 56656:				20,595.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
56657	A360 653024	AFLAC Supplemental Health Premium - October 2023	10/31/2023	149.68
Total for Check Number 56657:				149.68
56658	A410 H23-2306	AGB Blue Spruce tank Seismic valve testing	10/31/2023	2,076.26
Total for Check Number 56658:				2,076.26
56659	E890 29797361 29797361 29797361 29829783 29829783	Express Employment Professionals Temporary Personnel - Construction PPE 10/15/ Temporary Personnel - 18th St SMR PPE 10/15/ Temporary Personnel - Finance PPE 10/15/2023 Temporary Personnel - Finance PPE 10/22/2023 Temporary Personnel - Construction PPE 10/22/2023	10/31/2023	553.64 437.44 1,636.37 2,301.04 1,093.60
Total for Check Number 56659:				6,022.09
56660	F049 CAEUR129474 CAEUR129474 CAEUR129568 CAEUR129568 CAEUR129720 CAEUR129720 CAEUR129836 CAEUR129836 CAEUR129942 CAEUR129942	Fastenal Company Blk Elec Tape/ IC WB Cautn Blu 17oz D Alk Battery/XL Disposable Gloves/10.4x11 Tr Ear Plug 5cts/Lg Drv Glv/XL Drv Glv/Duct Tap 9V Alk Battery SlvrM HC Saftey Glasses/Srs19Mdl11 Saftey Gl AAA Alk Battery/AA Alk Battery XL OR Disposable Glove LG FlexGuard Glv/12ox WD-40/ 1/2Pint BT Sol XL Disposable Glv Grt Flp Disc/Electric Tape/Duct Tape/WB Flo Gi	10/31/2023	40.91 206.54 108.40 8.69 59.82 24.97 85.88 68.18 102.27 207.17
Total for Check Number 56660:				912.83
56661	F050 CAEUR129464 CAEUR129810 CAEUR129835	Fastenal Industrial 8.8x11 85 Sht Twl Roll / Wht MultiFold Ppr Twl 29 Pc 135 Job Dr Set/T190-AG Jobber 17/64 Contractor Bags/White Multi Fold Paper Towels	10/31/2023	117.03 184.84 187.16
Total for Check Number 56661:				489.03
56662	G310 380-0040442	GHD Inc. HMGP RFI - Generator Project: 12602819	10/31/2023	1,699.19
Total for Check Number 56662:				1,699.19
56663	H045 ENG-8300	Harper and Associates Engineering Inc. Construction assistance and quality control inspe	10/31/2023	18,640.00
Total for Check Number 56663:				18,640.00
56664	H060 5298122	Harvey M. Harper Co. Air filter for Unit #15	10/31/2023	127.91
Total for Check Number 56664:				127.91
56665	H690 497412	Humboldt Fasteners and Tools Cordless Batteries	10/31/2023	302.72
Total for Check Number 56665:				302.72
56666	J900 33	ACWA/Joint Powers Insurance Authority Auto/General Liability Prgm Premium Policy Ye	10/31/2023	62,847.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56666:	62,847.00
56667	P010	Pacific Gas and Electric-GN	10/31/2023	
	11062023	aWA Pump & District/Cummings		6,753.87
	11062023	bHH Water System		11,130.37
	11062023	cFW/MR Water System		548.19
	11062023	dGeneral Sewer System		3,259.35
	11062023	eKS/HH Sewer System		1,606.79
	11062023	fOffice/Yard		6,895.27
	11062023	gSpark energy Gas/LP Gas Chgs		47.22
			Total for Check Number 56667:	30,241.06
56668	S310	Low Voltage Security Inc	10/31/2023	
	220020721	door lock spruce point well		53.48
			Total for Check Number 56668:	53.48
56669	S400	Sharp Auto Graphics and Signs	10/31/2023	
	11888	Decals and lettering on the new Unit #10		200.00
			Total for Check Number 56669:	200.00
56670	S670	Springbrook Holding Company LLC	10/31/2023	
	TM INV-007013	Work on Version Update		268.50
			Total for Check Number 56670:	268.50
56671	S750	Standard Insurance Company	10/31/2023	
	11012023	Short & Long Term Empl Disability Billing Peric		1,366.93
			Total for Check Number 56671:	1,366.93
56672	S850	Optimum	10/31/2023	
	11152023	Internet: 10/24/23 - 11/23/23		535.22
			Total for Check Number 56672:	535.22
56673	U601	US Bank	10/31/2023	
	2417055	DebtService 2014 WasteRevBond		130,287.51
	2417055	DebtService 2014 WasteRevBond		-0.88
			Total for Check Number 56673:	130,286.63
56674	V500	Verizon Wireless	10/31/2023	
	9947444697	Cellular Service: Sept 22 - Oct 21		464.67
			Total for Check Number 56674:	464.67
56675	X800	Xylem Inc.	10/31/2023	
	3556C94156	(1) New Flygt sewer pump for the King Salmon		1,022.14
	3556C94526	(1) New Flygt sewer pump for the King Salmon		10,331.07
			Total for Check Number 56675:	11,353.21
56676	ZSW068	Rosalie Carnam	10/31/2023	
	3504 Edgewood	Inspection Deposit Refund 3504 Edgewood		150.00
			Total for Check Number 56676:	150.00
56677	ZSW069	James Cables	10/31/2023	
	4629 Union St	Inspection Deposit Refund 4629 Union St		205.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56677:	205.00
			Total for 10/31/2023:	288,986.41
			Report Total (82 checks):	946,906.98

Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: November 14th 2023

AGENDA ITEM: G.1 (New Business)

TITLE: Consideration of Adopting Resolution 2023-13 Modifying Credit and Debit Card Convenience Charges from Flat to Percentage-based

PRESENTED BY: Michael Montag, Finance Manager/District Treasurer

Recommendation:

Motion and roll call vote adopting Resolution 2023-13, changing change Credit and Debit Card Convenience charges from Flat rate of \$4.03 per transaction to Percentage-based charge of 3.5% of the transaction amount.

Summary:

The District currently imposes a Convenience Charge of \$4.03 per transaction for Ratepayers submitting payments via Credit or Debit Card. This convenience charge is intended to cover the costs incurred for the processing of Credit and Debit card transactions. Due to the way that credit card payment processing fees are structured, the flat rate is lower than the charges incurred by the District for transactions over \$115, causing the District to absorb excess charges for larger payments, and causing payments for smaller amounts to be charged more than the actual costs of processing such payments.

Adjusting the convenience charges for processing credit card payments will allow the District to recover costs associated with processing credit and debit cards in a more equitable manner. Additionally, by utilizing a percentage instead of a flat amount will allow the District to accept larger payments without incurring excess expenses for accepting large payments. This will also allow the District to accept Credit and Debit card payment for payment of Capacity Charges, Connection Charges, and Construction charges. Previously the District has not been able to accept such payments by Credit and Debit card due to the excess expense that would be incurred. It is expected that there will not be any net fiscal impact with this change. Ratepayers making larger payments will continue experience the benefit of regular payment options.

Fiscal Impact:

None

HCSD RESOLUTION NO. 2023-13

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

**MODIFYING CREDIT AND DEBIT CARD PAYMENT CONVENIENCE
CHARGES FROM FLAT TO PERCENTAGE-BASED**

WHEREAS, the Humboldt Community Services District accepts payments by Credit and Debit card; and

WHEREAS, the Humboldt Community Services District is disallowed from absorbing costs incurred due to the processing of Credit and Debit cards; and

WHEREAS, it is desired for the recovery of such costs to be incurred proportionally by those making payment via Debit and Credit card.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Humboldt Community Services District directs that payments made by Credit and Debit card will no longer be subject to the previously imposed flat charge of \$4.03 per transaction, and that convenience charges to ratepayers utilizing Credit or Debit card payment methods will incur a convenience charge of 3.5% of the transaction amount paid by such payment methods.

PASSED, APPROVED, and ADOPTED this ____ day of _____, on the following roll call vote:

AYES:

NOES:

ABSENT:

Heidi Benzonelli, Board President

ATTEST:

Brenda K. Franklin, Secretary

Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: November 14, 2023

AGENDA ITEM: G.2. (New Business)

TITLE: Consideration of Contracting with an Alternate Online Payment System Provider

PRESENTED BY: Michael Montag, Finance Manager/District Treasurer

Recommendation:

Motion and rollcall vote directing staff to implement transition to Invoice Cloud for online payments and front counter credit card processing.

Summary:

In August 2021, the District implemented the use of Paymentus for online customer payments and account management. While Paymentus was an improvement over the previous solution that was in place for online payments, the District has experienced a number of difficulties with Paymentus since implementation. Paymentus is a useable system, but aspects of it have caused confusion for customers attempting to make payments. Additionally, there have been some issues with the Paymentus system requiring technical support, and we have found the support offered by Paymentus to be less than adequate.

	Invoice cloud (Recommended)	Paymentus/USA ePay (Current solution)	CivicPay
Platform Subscription fees (Monthly)	\$100.00	\$100.00	\$635.00
Processing fees (Credit Card), per transaction	3.5% of paid amount	\$4.03	\$4.00
Processing fees (Credit Card), total monthly	\$5,000.00	\$4,500.00	\$4,400.00
CC Fees Paid by? ¹	Customer	Customer	Customer
Processing fees (ACH/eCheck), per transaction	\$0.50	\$0.40	\$4.00
Processing fees (ACH/eCheck), total monthly	\$500.00	\$400.00	\$4,000.00
ACH Fees Paid by? ²	District	District	Customer
Additional Fees(monthly), paid by district ³	\$200.00	\$200.00	\$700.00
Total Fees Paid By district (Monthly)	\$800.00	\$700.00	\$1,335.00
Total Fees Paid By district (Annualized)	\$9,600.00	\$8,400.00	\$16,020.00
Fees paid by district customers (Monthly)	\$5,500.00	\$4,900.00	\$8,400.00
Fees paid by district customers (Annualized)	\$66,000.00	\$58,800.00	\$100,800.00

¹ District is required to impose charges for processing credit cards. Cannot be absorbed.

² District is allowed to absorb ACH Fees. It is recommended to offer at least one no-fee online payment option.

³ Additional fees result from decline fees, processing fees not captured elsewhere, and fees for integration between systems

Assessment of current system (Paymentus):

The District currently utilizes Paymentus to process credit card payments online, and USA ePay to process credit card transactions at the front counter. This solution was implemented in August 2021. While the current solution does offer the capability for District Ratepayers to submit payments and manage their accounts online, staff has found numerous shortcomings in the use of Paymentus:

- Limited integration with the District's billing software: The current system integrates with the District's billing software only to a very limited capacity. This limited integration creates an array of issues:
 - The method for sending data to Paymentus is overly complex, requiring the generation of 3 separate reports which then must be exported to excel and the data combined into a single report for upload to the Paymentus online system. A small error during this process can result in erroneous information appearing online when customers attempt to make payment. Due to the complexity and time-consuming nature of this process, it is only done once per week, meaning that ratepayer balance info viewed online may be up to a week old and, therefore, this process is handled solely by the Finance Manager.
- Navigation of the Paymentus system is not very intuitive for users or staff. We have received many calls from ratepayers experiencing significant confusion in setting up payments, viewing bills, and navigating the payment site. Staff has also experienced difficulty in navigating the staff section of Paymentus.
- Paymentus limits the amount of any single payment transaction. Credit card payments are limited to \$500 per payment transaction, and ACH Bank transactions are limited to \$2,500 per payment transaction. This creates an artificial barrier for payment for ratepayers with large balances, or whose monthly bills are higher than \$500.
- We have experienced very poor support response from Paymentus when we have encountered problems. In one particular situation, after a system update implemented by Paymentus, District Ratepayers who had signed up for email notification of their bills received emails containing an invalid link to pay their bills. The cause of the error was quickly identified by District staff as an incorrect digit inserted into the link by Paymentus during the update, and was reported to Paymentus so it could be corrected. Despite consistent repeated follow up contact to Paymentus by District staff, the issue took over 6 months to correct. During this entire time period, District Ratepayers continued to receive email notifications with a non-functioning link to pay their bills. This issue imposed an additional barrier for ratepayers attempting to make payment, since they could not use the link in the bill notification email, and District Staff received many calls and complaints from ratepayers as a result.

Option: Invoice Cloud

Invoice Cloud was established in 2009 and currently serves a wide variety of clients, including public utilities, government entities, and private businesses. Features and benefits specific to Invoice Cloud include:

- Much easier and intuitive online system, for both ratepayers and staff. Navigation of the system is much more intuitive compared to Paymentus, allowing access to areas such as viewing past bills, making payment, and creating payment schedules with fewer clicks. Links to access various areas of the website are much more clearly labelled, and links are present in multiple areas. Specific areas that the District wants to promote, such as Automatic Payments and Paperless Billing, are much easier to access and to activate.
- Significantly easier data transfer between the District's account management software and Invoice Cloud, facilitating daily transfer of data between systems. This will eliminate situations where ratepayer account balances and other information presented through online system do not reflect recent payments and billing.
- Invoice cloud offers a much more robust system for sending notifications to ratepayers. In addition to the standard email billing notifications offered by Paymentus, which only allows for one monthly bill notification, and only by email, Invoice Cloud also allows for notifications by phone text message, and payments can also be submitted via text if desired. Invoice Cloud also allows the District to send additional notifications when desired, such as for past due notices, which is not currently an option with Paymentus. Notifications can also be sent to customers on demand through the Staff portal when requested or needed.
- In addition to credit card payments, Invoice Cloud also allows customers to pay via Bank Account ACH Draft, PayPal, Venmo, Google Pay, and Apple pay. This is the same variety of payment types offered through Paymentus.
- Invoice Cloud allows for payments from Bank Billpay systems to be received electronically. Currently, when a customer utilizes Billpay through their own bank, the banks must process and mail a paper check to the District. This adds approximately 7 additional days between when a ratepayer submits a payment through their bank and the District receiving and processing the payment. There have been many situations where this delay has resulted in late payments, past due fees, and District staff time spent providing explanation to ratepayers, and processing adjustments. The District receives over 850 such Bank Billpay payments per month, requiring significant staff time for entry, and introducing the additional possibility of payment entry errors.
- Specific focus on promoting ratepayers to sign up for Automatic Payment and Paperless billing. Automatic payment helps to ensure ratepayers make ongoing and consistent on-time payment, reducing arrearages and past due accounts, and the expense of mailing past due notices. Paperless billing directly reduces District expenses for printing and mailing ratepayer monthly invoices, with a direct cost savings of 80 cents per month for

every ratepayer signed up for paperless billing. For every 10% of ratepayers signed up for paperless billing, the district will see a \$650 reduction in monthly printing and mailing costs.

- Ability to directly transfer customers to a phone payment system in addition to phone number. Current system requires staff to provide phone number to callers attempting to make payment.
- More robust support system, including ability to access escalated support when needed and a specifically assigned Invoice Cloud agent to facilitate communication and response for issues.

Option: SpringBrook CivicPay

The company that publishes the SpringBrook Utility Billing Software used by the District also offers their own online payment system, called CivicPay. Features and benefits specific to CivicPay include.

- Real-time Integration with SpringBrook Utility Billing: CivicPay integrates with the District's billing system in real-time. This means that payments made online are instantly viewable within the District's billing software, and transactions made within our billing software are instantly viewable online by the customer.
- Processing Fees: All fees associated with processing online payments would be passed through to customers via a \$4.00 per transaction convenience fee. Unlike other solutions, this fee is charged for all payment types, including online ACH Bank Draft. Unlike the other solutions, there is no online payment option with no fee to the customer.
- Customers wishing to avoid transaction convenience fees can do so by setting up automatic ACH Draft payments by contacting the District, mailing a physical check, or by making cash payment via dropbox at the office.
- Compared to other solutions, Springbrook CivicPay results in significantly higher costs to both ratepayers and The District.

Fiscal Impact:

The solution offered by Invoice Cloud would result in a small increase in fees to the District which would then be offset by the convenience charge paid by District rate payers.

Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: November 14th 2023

AGENDA ITEM: G.3. (New Business)

TITLE: California CLASS JPA Investment Pool

PRESENTED BY: Michael Montag, Finance Manager/District Treasurer

Recommendation:

Motion and rollcall vote directing staff to transfer \$8,000,000 of District reserve funds currently held in the Humboldt County Investment pool and District's US Bank Checking account to California CLASS JPA Investment pool.

Summary:

The District currently has \$2,792,000 in reserve funds held in the County of Humboldt investment pool. The purpose of this investment pool is to allow the District to earn a return on such reserve funds, while preserving the availability of such funds for use by the District. An additional \$6,000,000 of additional reserve funds are held in the District's US Bank checking account, which does not yield a return. Moving the District's reserves to the California CLASS investment pool will allow the District to earn a better yield on such reserves, while also maintaining access to such funds when necessary.

Detail:

The District's funds held in the County Investment Pool have experienced a poor return on investment compared to other investment options. The District earned a 0.5% annual return in Fiscal year 2022, and an estimated 2.2% annual return in Fiscal Year 2023 on the funds held in the County Investment pool. While investment yields in recent years for all types of investments have been lower than historical averages, the returns seen on funds held in the County Investment pool have not performed as well as expected, even after accounting for lower expectations in recent years. Additionally, the District has experienced difficulty in obtaining information from the County regarding the performance of funds held in the County investment pool. Information pertaining to FY 2022 was received from the County in August 2023, more than 12 months after the close of FY 2022. Information through the 3rd quarter of FY 2023 was received in October, and we have not yet received the information for the full 2023 Fiscal Year.

California CLASS is a Joint Powers Authority Investment Pool available only to California Public and Government agencies and was established in 2022, and is sponsored by the California Special Districts Association. While historical data is limited due to the recent creation of this investment pool, returns on funds held in the California CLASS Investment Pool have performed significantly better than the returns the District has experienced with the County Investment Pool. Performance for the period corresponding to the District FY 2023 shows a return of 3.89%, and an annualized

return of 5.0% for FY 2024, which is significantly above the yield from the funds held in the County Investment pool.

The California CLASS Investment pool offers a fully functional website, allowing entities with investment funds to view their account balances and yields on an up-to-date daily basis. Additionally, funds held in California CLASS are highly liquid, allowing the District to access funds via direct bank transfer within 2 business days of submitting a request via their website.

Local Public agencies, including HBMWD and McKinleyville CSD, have moved investment funds over to California CLASS. Information obtained from local agencies indicate that the move has been a positive one, and they are happy with the experience and benefits of California CLASS investment pool, particularly the ease of use of the website, ability to see balances in real time, and ease with which funds can be transferred into and out of the investment accounts.

Fiscal Impact:

Estimated earned interest increase of between \$80,000 and \$240,000 annually. Actual amount of additional interest earnings will be dependent on actual performance compared to performance of County funds. Comparative performance will be analyzed and presented in future investment reports.

Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: November 14, 2023

AGENDA ITEM: G.4 (New Business)

TITLE: Consideration of Cancelling the Regular Meetings of November 28 and December 26, 2023

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss and determine the necessity of convening for the November 28 and December 26, 2023 regular meetings of the Board of Directions. No action necessary to convene. To cancel, motion to cancel the Regular Meeting(s) of November 28 and/or December 26, 2023 followed by a roll call vote.

Summary:

The Thanksgiving holiday this year falls on November 23 and 24, and I will be on vacation with my family the full week from November 20-24. As no pressing new or old business is anticipated as well as the close proximity to the next regular meeting of November 28, I recommend the Board cancel the November 28, 2023, regular meeting.

Considering the close proximity to the Christmas/New Year holidays, numerous staff scheduled for vacation, and the tradition of canceling the second December meeting unless pressing issues require addressing, I also recommend cancelling the December 26, 2023 regular meeting.

If pressing business arise, we can convene by special meeting for that purpose.

Fiscal Impact:

No fiscal impact for cancelling both/either meeting