



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

AGENDA

DATE: Tuesday, May 28, 2024

TIME: 5:00 p.m.

LOCATION: 5055 Walnut Drive, Eureka, CA

The HCSD Boardroom is open to the public during open session segment(s) of the meeting. This meeting will also be held by Zoom video/teleconference, per Government Code Section 54953(b). If members of the public cannot attend in person and would like to speak on an agenda item including Public Participation, please join through the Zoom website (<https://zoom.us>) entering Meeting ID 867 4479 5850 and Passcode 197244. Access may also be achieved via telephone only by dialing 1-669-900-9128.

A. ROLL CALL

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

B. PLEDGE OF ALLEGIANCE

C. CONSENT CALENDAR

1. Approval of May 28, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of May 14, 2024
3. Appoint New Board Secretary Robert Christensen

D. REPORTS

1. General Manager
 - a) District Update
2. Finance Department
 - a) April 2024 Budget Statement
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. Review, Consider Fiscal Year 2023/24 Draft Capital Improvement Program (CIP) Tables.

G. ADJOURNMENT

Next Res: 2024-05

Next Ord: 2024-01

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

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:01 p.m. on Tuesday, May 14, 2024, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call were Directors Benzonelli, Hansen, Matteoli, and Ryan. Director Gardiner participated via teleconference from 20 Via Ravello, Henderson, NV. Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), Assistant Engineer Rawal (AE), and Utility Services Planner McNeill (USP).

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

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

Public Comment: None

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

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

D. REPORTS

1. General Manager

a) District Update

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

2. Finance Department

a) April 2024 Check Register

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

3. Engineering

a) Update

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

4. Planning

a) Update

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

6. Director Reports

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

E. PUBLIC PARTICIPATION

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

F. NEW BUSINESS

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

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

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

PUBLIC COMMENT:

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

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

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

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

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

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

MOTION FAILED UPON THE FOLLOWING ROLL CALL VOTE:

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

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

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

PUBLIC COMMENT: None

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

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

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

3. Consideration of Ratepayer Vacation/Construction Sewer Waiver Policy

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

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

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

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

G. ADJOURNMENT

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

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

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

Submitted, Board 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: May 28, 2024

AGENDA ITEM: C.3.

TITLE: Appoint New Board Secretary Robert Christensen

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Appoint Robert Christensen as Board Secretary by motion and roll call vote.

Summary:

To enable the District's newly hired Administrative Assistant to serve as Board Secretary and perform the functions of the position, it is necessary to officially appoint Robert Christensen as HCSD's Board Secretary.

Fiscal Impact:

None.

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: May 24, 2024

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

Administrative Services

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

Automation

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

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

Fleet

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

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

April 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	418,614	4,569,785	4,896,667	(326,882)	(6.7)	
Sewer Service Charges	8,057,944	614,853	6,220,380	6,714,953	(494,574)	(7.4)	
Water & Sewer Construction Fees	47,000	-	48,851	39,167	9,684	24.7	
Account Fees	35,000	11,180	86,567	29,167	57,400	196.8	
Reimbursable Maintenance Fees	1,000	285	1,090	833	257	30.8	1
Miscellaneous	2,000	-	1,077	1,667	(589)	(35.4)	1
TOTAL OPERATING REVENUE	14,018,944	1,044,932	11,133,556	11,682,453	(548,898)	(4.7)	
NON-OPERATING REVENUE							
Capital Connection Fees	384,000	4,191	216,986	320,000	(103,014)	(32.2)	1
Interest/General	30,000	49,718	49,718	25,000	24,718	98.9	1
Discounts Earned	2,000	95	1,384	1,667	(282)	(16.9)	1
Sales:Fixed Assets/Scrap Metal	15,700	-	1,172	13,083	(11,912)	(91.0)	1
Bad Debt Recovery	2,000	-	175	1,667	(1,492)	(89.5)	1
Property Taxes & Assessments	430,000	-	-	358,333	(358,333)	(100.0)	1
TOTAL NON-OPERATING REVENUE	863,700	54,004	269,435	719,750	(450,315)	(62.6)	1
TOTAL DISTRICT REVENUE	14,882,644	1,098,935	11,402,991	12,402,203	(999,213)	(8.1)	
OPERATING EXPENSES							
Wages Direct	2,000,000	132,284	1,395,467	1,666,667	271,200	16.3	
Benefits: PERS	515,000	39,832	408,066	429,167	21,101	4.9	
Group Ins	1,320,000	90,372	827,671	1,100,000	272,329	24.8	
Workers Comp Ins	27,500	-	22,299	22,917	618	2.7	
FICA/Medicare	155,000	10,418	107,085	129,167	22,081	17.1	
Misc Benefits	500	60	540	417	(123)	(29.6)	
Total Wages and Benefits	4,018,000	272,966	2,761,127	3,348,333	587,206	17.5	
Less: wages & ben charged to Capital Proj.	(300,000)	(27,568)	(185,587)	(250,000)	(64,413)	25.8	
Total Operating Wages and benefits	3,718,000	245,398	2,575,541	3,098,333	522,793		
Water Purchase HBMWD	1,108,192	92,648	941,437	923,493	(17,944)	(1.9)	
Water Purchase Eureka	880,000	60,374	623,882	733,333	109,452	14.9	
Sewage Treatment Operations & Maint.	1,758,385	146,532	1,465,320	1,465,321	1	0.0	
Water/Sewer Analysis	15,000	595	6,307	12,500	6,193	49.5	
Supplies/ Construction	154,000	7,261	112,669	128,333	15,665	12.2	
Supplies/ Office-Administration	15,000	799	9,675	12,500	2,825	22.6	
Supplies/ Engineering	2,500	-	362	2,083	1,721	82.6	
Supplies/ Maintenance	100,000	5,035	133,787	83,333	(50,454)	(60.5)	2
Invoicing	57,000	6,174	49,990	47,500	(2,490)	(5.2)	
Temporary Labor	64,800	-	73,262	54,000	(19,262)	(35.7)	3
Repairs & Maintenance/Trucks	60,500	9,203	66,403	50,417	(15,986)	(31.7)	4
Equipment Rental	5,000	-	100	4,167	4,067	97.6	
Building & Grounds Maintenance	30,000	2,400	26,349	25,000	(1,349)	(5.4)	
Electrical Power	498,150	33,314	341,199	415,125	73,926	17.8	
Street Lights	100,000	14,349	68,406	83,333	14,928	17.9	
Telephone	14,000	1,098	12,034	11,667	(367)	(3.1)	
Postage	3,000	-	-	2,500	2,500	100.0	
Freight	500	242	585	417	(168)	(40.4)	5
Chemicals	10,000	-	7,153	8,333	1,180	14.2	
Liability Insurance	85,000	(6,943)	94,150	70,833	(23,317)	(32.9)	6
Legal	70,000	1,102	7,495	58,333	50,838	87.2	
Accounting	15,000	-	3,011	12,500	9,489	75.9	
Engineering	1,000	-	-	833	833	100.0	11
Other Professional Services	130,000	-	10,858	108,333	97,475	90.0	

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

April 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	797	9,362	16,667	7,305	43.8	
Transportation	78,555	7,405	57,007	65,463	8,455	12.9	
Office Equip. Maintenance	5,000	228	2,695	4,167	1,472	35.3	
Computer Software Maintenance	45,000	2,963	34,786	37,500	2,714	7.2	
Memberships & Subscriptions	24,600	221	24,148	20,500	(3,648)	(17.8)	7
Bad Debts & Minimum Balance Writeoff	50,000	(1)	(8)	41,667	41,675	100.0	
Conference & Continuing Ed	34,500	2,911	6,218	28,750	22,532	78.4	
Certifications	3,500	850	2,056	2,917	861	29.5	
State/County & LAFCO Fees and Charges	40,000	-	32,113	33,333	1,221	3.7	
Hydraulic Water Model Maintenance	2,000	-	-	1,667	1,667	100.0	
Elections Expense	-	-	-	-	-	-	
Human Resources	25,000	550	24,678	20,833	(3,845)	(18.5)	8
Miscellaneous	12,000	10	4,722	10,000	5,278	52.8	
Director's Fees	16,000	1,050	9,650	13,333	3,683	27.6	
TOTAL OPERATING EXPENSES	9,251,182	636,565	6,837,401	7,709,318	871,918	11.3	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	88,800	-	88,800	74,000	(14,800)	(20.0)	9
2012 CIP & Refi.	177,600	-	177,600	148,000	(29,600)	(20.0)	9
Davis-Grunsky Loan	6,050	-	5,905	5,042	(863)	(17.1)	9
VacCon Truck Loan	117,441	-	117,441	97,868	(19,573)	(20.0)	9
2014 Wastewater Revenue Bonds	485,575	-	130,287	404,646	274,359	67.8	9
TOTAL LONG TERM DEBT PAYMENTS	875,466	-	520,033	729,555	209,522	28.7	9
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	560,000	167,707	974,719	466,667	(508,052)	(108.9)	10
Building, Yard & Paving Improvements	92,500	11,009	47,974	77,083	29,109	37.8	
Capital Improvements Water	1,966,360	24,312	855,005	1,638,633	783,628	47.8	
Capital Improvements Sewer	1,388,000	45,821	120,852	1,156,667	1,035,815	89.6	
Engineering & Studies	110,000	-	-	91,667	91,667	100.0	11
District Design Standards	-	-	-	-	-	-	
TOTAL CAPITAL EXPENDITURES	4,116,860	248,848	1,998,550	3,430,717	1,432,166	41.7	
OTHER							
City of Eureka Projects:							
Treatment Plant	433,029	-	-	360,858	360,858	100.0	
TOTAL City of Eureka Projects	433,029	-	-	360,858	360,858	100.0	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	206,107	213,522	2,047,007	171,756	1,875,251	(1,091.8)	

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

April 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	1,044,932	11,133,556	11,682,453	(548,898)	(4.7)
TOTAL OPERATING EXPENSES	(9,251,182)	(636,565)	(6,837,401)	(7,709,318)	871,918	11.3
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,767,762	408,366	4,296,155	3,973,135	323,020	8.1
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	863,700	54,004	269,435	719,750	(450,315)	(62.6)
TOTAL LONG TERM DEBT SERVICE	(875,466)	-	(520,033)	(729,555)	209,522	28.7
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	4,755,996	462,370	4,045,557	3,963,330	(336,817)	(8.5)
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(4,116,860)	(248,848)	(1,998,550)	(3,430,717)	1,432,166	41.7
CITY of EUREKA PROJECT REIMBURSEMENT	(433,029)	-	-	(360,858)	360,858	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>206,107</u>	<u>213,522</u>	<u>2,047,007</u>	<u>171,756</u>	<u>1,875,251</u>	<u>(1,091.8)</u>

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

April 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	418,614	4,569,785	4,896,667	(326,882)	(6.7)
Water Construction Fees	35,000	-	33,232	29,167	4,065	13.9
Account Fees	19,950	6,372	49,343	16,625	32,718	196.8
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	162	967	667	301	45.1
Miscellaneous	1,000	-	401	833	(432)	(51.9)
TOTAL OPERATING REVENUE	5,932,750	425,149	4,653,728	4,943,958	(290,230)	(5.9)
NON-OPERATING REVENUE						
Water Capital Connection Fees	145,000	-	142,116	120,833	21,283	17.6
Interest/General	23,547	25,155	25,155	19,623	5,533	28.2
Discounts Earned	1,280	54	789	1,067	(278)	(26.0)
Sales:Fixed Assets/Scrap Metal	8,844	-	668	7,370	(6,702)	(90.9)
Bad Debt Recovery	1,140	-	100	950	(850)	(89.5)
FW/MR Assessment	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	179,811	25,209	168,828	149,843	18,985	12.7
TOTAL DISTRICT REVENUE	6,112,561	450,358	4,822,556	5,093,801	(271,244)	(5.3)
OPERATING EXPENSES						
Wages Direct	940,000	67,481	655,326	783,333	128,007	16.3
Wages & Benefits: Allocated	670,438	52,263	499,546	558,698	59,151	10.6
Benefits: PERS	185,400	8,810	90,065	154,500	64,435	41.7
Group Ins	409,200	30,986	270,673	341,000	70,327	20.6
Workers Comp Ins	14,850	-	13,261	12,375	(886)	(7.2)
FICA/Medicare	72,850	5,284	50,031	60,708	10,677	17.6
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,292,738	164,825	1,578,903	1,910,615	331,711	17.4
Less: wages & ben charged to Capital Proj.	(185,000)	(25,826)	(121,567)	(154,167)	(32,600)	21.1
Total Operating Wages and benefits	2,107,738	138,999	1,457,336	1,756,448	299,112	17.0
Water Purchase HBMWD	1,108,192	92,648	941,437	923,493	(17,944)	(1.9)
Water Purchase Eureka	880,000	60,374	623,882	733,333	109,452	14.9
Water Analysis	15,000	595	6,307	12,500	6,193	49.5
Supplies/ Construction	113,960	5,491	85,754	94,967	9,213	9.7
Supplies/Office-Administration	4,500	442	4,013	3,750	(263)	(7.0)
Supplies/ Engineering	1,425	-	206	1,188	981	82.6
Supplies/ Maintenance	50,000	1,595	45,487	41,667	(3,820)	(9.2)
Temporary Labor	29,484	-	41,759	24,570	(17,189)	(70.0)
Repairs & Maintenance/Trucks	33,880	5,246	37,358	28,233	(9,124)	(32.3)
Equipment Rental	3,700	-	100	3,083	2,983	96.8
Building & Grounds Maintenance	1,800	482	3,583	1,500	(2,083)	(138.9)
Electrical Power	273,983	17,991	188,121	228,319	40,198	17.6
Telephone	4,480	-	56	3,733	3,678	98.5
Postage	1,290	-	-	1,075	1,075	100.0
Freight	285	-	189	238	49	20.5
Chemicals	10,000	-	7,153	8,333	1,180	14.2
Engineering	390	-	-	325	325	100.0
Other Professional Services	34,000	-	-	28,333	28,333	100.0
Transportation	44,776	4,221	32,494	37,314	4,820	12.9
Office Equip. Maintenance	750	-	282	625	343	54.8
Computer Software Maintenance	21,600	-	17,986	18,000	14	0.1
Memberships & Subscriptions	1,476	126	1,796	1,230	(566)	(46.0)
Bad Debts & Minimum Balance Writeoff	28,500	(1)	(5)	23,750	23,755	100.0
Conference & Continuing Ed	12,075	1,659	3,439	10,063	6,624	65.8
Certifications	1,050	740	1,767	875	(892)	(101.9)
State/County & LAFCO Fees and Charges	13,600	-	28,110	11,333	(16,777)	(148.0)
Hydraulic Water Model Maintenance	2,000	-	-	1,667	1,667	100.0
Human Resources	9,750	171	1,216	8,125	6,909	85.0

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

April 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	-	-	2,200	2,200	100.0
General & Admin Expense Allocation	286,811	7,462	171,525	239,009	67,484	28.2
TOTAL OPERATING EXPENSES	5,099,134	338,242	3,701,351	4,249,278	547,927	12.9
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	-	88,800	147,858	59,057	39.9
2012 CIP & Refi.	-	-	-	-	-	-
Davis-Grunsky Loan	6,050	-	5,905	5,042	(863)	(17.1)
TOTAL LONG TERM DEBT PAYMENTS	183,479	-	94,705	152,899	58,194	38.1
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	2,021,360	24,312	831,431	1,684,467	853,036	50.6
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	2,021,360	24,312	831,431	1,684,467	853,036	50.6
INTERFUND TRANSFERS IN	-	-	-	-	-	-
BUDGET SURPLUS (DEFICIT)	(1,191,412)	87,804	195,069	(992,843)	1,187,913	119.6

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

April 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	614,853	6,220,380	6,714,953	(494,574)	(7.4)
Sewer Construction Fees	12,000	-	15,619	10,000	5,619	56.2
Account Fees	15,050	4,807	37,224	12,542	24,682	196.8
Inspection Fees	-	-	505	-	505	-
Reimbursable Maintenance Fees	200	123	123	167	(44)	(26.5)
Miscellaneous	1,000	-	676	833	(157)	(18.9)
TOTAL OPERATING REVENUE	8,086,194	619,783	6,479,827	6,738,495	(258,668)	(3.8)
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	239,000	4,191	74,870	199,167	(124,297)	(62.4)
Interest/General	6,453	24,563	24,563	5,378	19,186	356.8
Discounts Earned	720	41	595	600	(5)	(0.8)
Sales:Fixed Assets/Scrap Metal	6,856	-	504	5,713	(5,210)	(91.2)
Bad Debt Recovery	860	-	75	717	(641)	(89.5)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	253,889	28,794	100,607	211,574	(110,967)	(52.4)
TOTAL DISTRICT REVENUE	8,340,083	648,577	6,580,434	6,950,069	(369,635)	(5.3)
OPERATING EXPENSES						
Wages Direct	580,000	31,402	400,486	483,333	82,847	17.1
Wages & Benefits: Allocated	670,438	52,263	499,546	558,698	59,152	10.6
Benefits: PERS	118,450	4,087	50,011	98,708	48,697	49.3
Group Ins	250,800	16,199	165,172	209,000	43,828	21.0
Workers Comp Ins	9,075	-	6,359	7,563	1,204	15.9
FICA/Medicare	46,500	2,495	30,580	38,750	8,170	21.1
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,675,263	106,445	1,152,155	1,396,052	243,897	17.5
Less: wages & ben charged to Capital Proj.	(65,000)	(46)	(33,950)	(54,167)	(20,217)	37.3
Total Operating Wages and benefits	1,610,263	106,399	1,118,204	1,341,885	223,681	16.7
Sewage Treatment: Operating & Maint.	1,758,385	146,532	1,465,320	1,465,321	1	0.0
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,040	1,770	26,915	33,367	6,452	19.3
Supplies/ Office-Administration	4,500	334	3,028	3,750	722	19.3
Supplies/ Engineering	1,075	-	156	896	740	82.6
Supplies/ Maintenance	50,000	3,439	86,008	41,667	(44,341)	(106.4)
Temporary Labor	19,116	-	31,503	15,930	(15,573)	(97.8)
Repairs & Maintenance/Trucks	26,620	3,957	29,046	22,183	(6,862)	(30.9)
Equipment Rental	1,300	-	-	1,083	1,083	100.0
Building & Grounds Maintenance	1,500	364	2,703	1,250	(1,453)	(116.2)
Electrical Power	119,556	8,707	83,164	99,630	16,466	16.5
Telephone	2,240	-	42	1,867	1,825	97.8
Postage	960	-	-	800	800	100.0
Freight	215	242	255	179	(76)	(42.3)
Legal	-	-	-	-	-	-
Engineering	100	-	-	83	83	100.0
Other Professional Services	24,000	-	1,760	20,000	18,240	91.2
Transportation	33,779	3,184	24,513	28,149	3,636	12.9
Office Equip. Maintenance	550	-	213	458	245	53.5
Computer Software Maintenance	16,200	-	12,114	13,500	1,386	10.3

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

April 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	95	1,446	820	(626)	(76.3)
Bad Debts & Minimum Balance Writeoff	21,500	-	-	17,917	17,917	100.0
Conference & Continuing Ed	15,180	1,252	2,538	12,650	10,112	79.9
Certifications	805	110	289	671	382	56.9
State/County & LAFCO Fees and Charges	7,200	-	3,619	6,000	2,381	39.7
Human Resources	7,250	129	918	6,042	5,124	84.8
Miscellaneous	1,920	(0)	(4)	1,600	1,604	100.2
General & Admin Expense Allocation	286,811	7,462	171,525	239,009	67,484	28.2
TOTAL OPERATING EXPENSES	4,052,048	283,974	3,065,272	3,376,707	311,435	9.2
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	484,575	-	130,287	403,813	273,526	67.7
2012 CIP & Refi.	177,600	-	-	148,000	148,000	100.0
VacCon Truck Loan	117,441	-	117,441	97,868	(19,573)	(20.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	779,616	-	247,728	649,680	401,952	61.9
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	450,000	-	444,354	375,000	(69,354)	(18.5)
Building, Yard & Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	1,443,000	20,740	132,033	1,202,500	1,070,467	89.0
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	1,893,000	20,740	576,387	1,577,500	1,001,113	63.5
OTHER						
City of Eureka Projects:						
Treatment Plant	433,029	-	-	360,858	360,858	100.0
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	433,029	-	-	360,858	360,858	100.0
BUDGET SURPLUS (DEFICIT)	1,182,390	343,863	2,691,049	985,325	1,705,723	(173.1)

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

April 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	-	-	358,333	(358,333)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	430,000	-	-	358,333	(358,333)	(100.0)
TOTAL DISTRICT REVENUE	430,000	-	-	358,333	(358,333)	(100.0)
OPERATING EXPENSES						
Wages Direct	480,000	33,401	339,654	400,000	60,346	15.1
Benefits: PERS	211,150	26,935	267,989	175,958	(92,031)	(52.3)
Group Ins	660,000	43,187	391,825	550,000	158,175	28.8
Workers Comp Ins	3,575	-	2,679	2,979	300	10.1
FICA/Medicare	35,650	2,639	26,474	29,708	3,234	10.9
Misc Benefits	500	60	540	417	(123)	(29.6)
Total Wages and Benefits	1,390,875	106,223	1,029,162	1,159,063	129,900	11.2
Less: wages & ben charged to Capital Proj.	(50,000)	(1,697)	(30,069)	(41,667)	(11,597)	27.8
Less: Allocated to Water and Sewer Funds	(1,340,875)	(104,526)	(999,093)	(1,117,396)	(118,303)	10.6
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	23	2,634	5,000	2,366	47.3
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	-	-	2,293	-	(2,293)	-
Invoicing	57,000	6,174	49,990	47,500	(2,490)	(5.2)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	16,200	-	-	13,500	13,500	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	26,700	1,555	20,063	22,250	2,187	9.8
Electrical Power	104,612	6,616	69,914	87,176	17,262	19.8
Street Lights	100,000	14,349	68,406	83,333	14,928	17.9
Telephone	7,280	1,098	11,936	6,067	(5,870)	(96.8)
Postage	750	-	-	625	625	100.0
Freight	-	-	141	-	(141)	-
Liability Insurance	85,000	(6,943)	94,150	70,833	(23,317)	(32.9)
Legal Services	70,000	1,102	7,495	58,333	50,838	87.2
Accounting	15,000	-	3,011	12,500	9,489	75.9
Engineering	510	-	-	425	425	100.0
Other Professional Services	72,000	-	9,098	60,000	50,902	84.8
Bank Service Charges	20,000	797	6,990	16,667	9,677	58.1
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	3,700	228	2,199	3,083	884	28.7
Computer Software Maintenance	7,200	2,963	4,687	6,000	1,313	21.9
Memberships & Subscriptions	22,140	-	20,906	18,450	(2,456)	(13.3)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,245	-	241	6,038	5,796	96.0
Certifications	1,645	-	-	1,371	1,371	100.0

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

April 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	16,000	15,616	97.6
Elections Expense	-	-	-	-	-	-
Human Resources	8,000	250	22,545	6,667	(15,878)	(238.2)
Miscellaneous	7,440	10	4,722	6,200	1,478	23.8
Director's Fees	16,000	1,050	9,650	13,333	3,683	27.6
General & Admin Expense Allocation	(573,622)	(14,924)	(343,049)	(478,018)	(134,969)	28.2
TOTAL OPERATING EXPENSES	100,000	14,349	68,406	83,333	14,927	17.9
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	177,600	-	(177,600)	-
New Financing	(340,000)	-	-	(283,333)	(283,333)	100.0
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	(340,000)	-	177,600	(283,333)	(460,933)	162.7
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	167,707	485,284	-	(485,284)	-
Building, Yard & Paving Improvements	92,500	11,009	47,974	77,083	29,109	37.8
Engineering & Studies	110,000	-	-	91,667	91,667	100.0
District Design Standards	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	202,500	178,716	533,259	168,750	(364,509)	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	467,501	(193,065)	(779,264)	389,584	(1,168,848)	(300.0)

Humboldt Community Services District

Notes April 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 - Repairs and Maintenance - Trucks

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

Note 5 - Freight

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

Note 6 - Liability Insurance

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

Note 7 - 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 8 - 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 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 - Vehicles, Rolling Stock & Equipment

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

Note 11 - Engineering

Engineering Expense - a/c 6810 - Operating Expense

Water Fund

Eng Bid Advertising

None

Total posted to 6810

Apr 2024

YTD

-

-

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

Non Engineering Costs Posted to 9040

None

Grand Total posted to 9040

-

-

Humboldt Community Services District

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

ENGINEERING MEMORANDUM

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

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

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

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

Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors

FROM: Brian McNeill, Utility Services Planner

DATE: May 24, 2024

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

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

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

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

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

Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: May 28, 2024

AGENDA ITEM: F.1.

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

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

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

Summary:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Fiscal Impact:

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

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

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

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

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

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SEWER	Current FY 23-24	Scheduled FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29	Projected Years 6 to 10*	Projected Years 11 to 20**	Comments
SEWER FACILITIES		1	2	3	4	5			
V=Vendor									
C=Contract									
M=Martin Slough Reversal									
Roth Court SLS	\$77,000								SLS rehab/pumps
Sea Avenue SLS M	\$22,000	\$24,000							Upgrade/Reversal
Allard Access Vault		\$20,000							Meter vault upgrade
Foxwood SLS		\$45,000							Pump Replacement
Christine SLS		\$75,000							New electrical control panel
Fields Landing SLS		\$100,000							Pump Replacemet
Hoover SLS Upgrade		\$100,000							Upgrade SLS and Flow meters
Artino SLS C		\$30,000	\$82,500						Pump Replacement Standby Generator Grant Funded
King Salmon SLS C		\$15,000	\$82,500						Flood Hardening then Stationary generator
Hoover SLS Flood Hardening		\$250,000	\$380,000	\$445,000	\$495,000				Flood Hardening Grand Funded
Bailey SLS C			\$110,000						Standby Generator Grant Funded
Beechwood SLS Panel			\$55,000	\$55,000					Control Panel and Enclosure 25/26 Pumps 26/27
Pine Hill SLS Generator C			\$102,500	\$16,500					Generator 25/26 Panel Enclosure 26/27
SCADA Upgrade			\$110,000	\$220,000	\$220,000				SCADA Systematic Replacement Program
Sewer Pump Rehabilitation			\$10,000	\$10,000	\$10,000	\$10,000	\$50,000	\$100,000	Annual Allotment for Unplanned Sewer Pump Repairs
Wellington SLS				\$55,000					Panel Replacement
Mike Lane SLS C					\$100,000	\$600,000			Create new station, reverse flow on Quaker RE Spill History
Pine Hill SLS Rehab							\$220,000		SLS conversion/rehab
Projected COE-EBEP							\$6,666,667	\$13,333,333	Per COE with 15 year loan to distribute costs
CIP Contribution to COE	\$1,336,000	\$698,000	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$8,750,000	\$17,500,000	Based on 2024 COE CIP average five year projection
Sewage Facilities	\$1,435,000	\$1,357,000	\$2,682,500	\$2,551,500	\$2,575,000	\$2,360,000	\$15,686,667	\$30,933,333	

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

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

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

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