



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

AGENDA

DATE: Tuesday, June 11, 2024

TIME: 5:00 p.m.

LOCATION: 5055 Walnut Drive, Eureka, CA

Teleconference locations: 5055 Walnut Drive, Eureka, CA
20 Via Ravello, Henderson, NV

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

A. ROLL CALL

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

B. PLEDGE OF ALLEGIANCE

C. CONSENT CALENDAR

1. Approval of June 11, 2024 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of May 28, 2024 *Pgs 3-6*

D. REPORTS

1. General Manager
 - a) District Update *Pg 7*
2. Finance Department
 - a) May 2024 Check Register *Pgs 9-15*
3. Engineering
 - a) Update *Pg 17*
4. Planning
 - a) Update *Pg 19*

5. Legal Counsel
6. Director Reports
7. Other

E. PUBLIC PARTICIPATION **

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

F. NEW BUSINESS

- | | |
|---------------------------------------------------------------------------------------------------------|------------------|
| 1. Consideration of Supporting a Climate Resilience Bond | <i>Pgs 21-26</i> |
| 2. Consideration of the Employee Negotiation Ad Hoc Committee Recommendation | <i>Pgs 27-28</i> |
| 3. First Reading of Draft Fiscal Year 2024/25 Budget | <i>Pgs 29-44</i> |
| 4. Review of Appropriations Limit for Fiscal Year 2024/25 | <i>Pgs 45-46</i> |
| 5. Review of Employee Reimbursements for Fiscal Year 2023/2024 | <i>Pgs 47-48</i> |
| 6. Consideration of Adopting Resolution 2024-04 Approving a District Workplace Violence Prevention Plan | <i>Pgs 49-66</i> |

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 5:00 p.m. on Tuesday, May 28, 2024, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call were Directors Benzonelli, Gardiner, Hansen, Matteoli, and Ryan. Staff in attendance: General Manager Williams (GM), 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 28, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of May 14, 2024
3. Appoint New Board Secretary Robert Christensen

Director Ryan noted that the recorded vote on page four of the Minutes should be moved directly under the motion for New Business item 1.

DIRECTOR MATTEOLI MOVED, DIRECTOR GARDINER SECONDED, TO ACCEPT AND APPROVE THE MAY 28, 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 – The new Administrative Assistant Rob Christensen began working for the District on May 20th, 2024.
 - Automation –
 - The District SCADA program is moving forward. Software and Panels are being built and tested and personnel are being trained.
 - Automated meter reading program is moving forward with a target of 2,500 installs this calendar year.

- Fleet – New regulations regarding fleet electrification require the district to replace vehicles in the District fleet with zero emissions vehicles. Two trucks are scheduled to be replaced in the next two years, and no zero emission vehicles exist that perform the functions of the trucks. The District is working on a solution to comply with the regulations.

Gardiner asked for more information about the zero emissions requirement. GM responded that between 2025 and 2030 a certain percentage of annual new vehicle purchases must be zero emissions. Both vehicles scheduled to be replaced are Ford F350 utility trucks that are frequently used to tow the District's excavator, skid steer and portable generators. There are no zero emissions vehicles that would satisfy the requirements of these vehicles. The GM is working with the California Air Resources Board on a potential waiver or other potential solutions. The board discussed ideas for potential mitigation.

2. Finance Department

a) April 2024 Budget Report

FM summarized the report highlighting a fairly standard month. The FM noted a higher expense than typical for street light operating expenses due to a resolved billing issue with PG&E; The total expense for street lights is still projected to be within budget for the year. A negative amount is reported for liability insurance expenses in April due to two claims that the District made. The claims reduce the expended amount actual for 2023-24., however liability insurance expenses for the year will still be higher than the original budget projection.

3. Engineering

a) Update

AE reviewed the May 22, 2024 Memorandum summarizing the increased efficiency of the new utility crane truck which reduces set up time allowing the operations and maintenance crew to service two additional pump sites each day. The truck also has features that allow the District to perform services with increased safety and effectiveness. The Operations and Maintenance department is completing two CIP projects at the Ridgewood Water Booster Station and the Roth Court Sewer Lift Station.

4. Planning

a) Update

USP reported that the District is progressing towards its goal of replacing 2,500 meters by year end. The District is prioritizing replacement by age of meter to reduce the number of meters that are likely to be under registering consumption. The planning department is working with project proponents for planned new apartments in the Humboldt Hill area. Annual inspection of the District's portable diesel generators was completed by the North Coast Unified Air Quality Management District and no issues were found.

Director Gardiner asked about the lifespan of installed meters. The USP responded that the oldest meters in operation in the district are approximately 50 years old. Employees are identifying the average age of meters by route. When meters are replaced, they undergo a water benchmark test and data is collected on how accurately they performed. The GM stated that the American Water Works Association and Manufacturers both recommend replacement of meters every ten years.

E. PUBLIC PARTICIPATION

None

F. NEW BUSINESS

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

GM reviewed the CIP tables schedule of necessary system improvement projects and highlighted specific projects that the District will be working on in the coming fiscal year. Spending on capital projects in FY 24-25 is \$5.5 million; \$4 million is new spending and \$1.5 million is rolled over from FY 23-24.

Director Benzonelli asked if inflation is considered when forecasting costs in the CIP. The future projections are modeled without an inflation factor. The District seeks grant funding specifically for projects in the CIP to reduce the overall cost to the ratepayers. The GM is working with the County to identify critical path projects for infrastructure that is lacking for proposed development within the District so that the County may seek funding to make the projects more feasible. ACWA is currently lobbying for funding for rehabilitation and replacement of infrastructure.

IT WAS THEN MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR HANSEN, TO ACCEPT AND APPROVE THE 2024/25 DRAFT CAPITAL IMPROVEMENT PROGRAM (CIP) TABLES.

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

G. ADJOURNMENT

There being no further business, IT WAS MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR HANSEN, 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 28, 2024 AT 5:52 P.M.

Submitted, Board Secretary

Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: June 7, 2024

SUBJECT: General Manager Report for June 11, 2024 Board Meeting

Water Main Break

At 11:00 pm on June 4, a customer called into our emergency line to report a mainline break. The break occurred on an eight-inch asbestos cement water main on Lucas St. between Harrison Ave. and Myrtle Ave. The construction crew responded to the leak location, isolated the broken pipe, excavated the road and made the repair. Matt, Keith, Hunter and Mark from the District's construction department worked diligently from the time the call came in until after 4:00 am when the repair was finally completed. Thanks to these gentlemen's hard work, positive pressure was maintained throughout the incident and the line was flushed before being returned to service so no contamination was introduced into the District's system.

The break on Lucas is the second time this year that that particular water main has failed, and the fourth asbestos cement water main failure this year. The first was on February 3, on Chad Lane in the Humboldt Hill area. The second was on Lucas Street on April 1. The third was on May 3, on Wycliff Lane, also in the Humboldt Hill area. The June 4 mainline break marks the fourth such break this year. District staff is investigating these two areas to try to identify any operational reasons for these failures but so far, the only results we are coming up with is that the pipes are aged and in need of replacement.

All four of the mainline breaks this year have been asbestos cement pipe. The District maintains over fifty miles of asbestos cement water mains and also over fifty miles of asbestos cement sewer mains. The District's Steel Main Replacement Program that has been ongoing for the past thirty plus years replaced a mere 15 miles of water main. It is critical that the District accelerate our water and sewer main rehabilitation program so that we can sustainably serve our community and avoid running our staff ragged making emergency repair after emergency repair.

Rehabilitation of our distribution and collection system to minimize reliance on emergency response is an attainable goal the District can reach to express its gratitude to our dedicated staff.

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Accounts Payable

Checks by Date - Detail by Check Date

User: FM
 Printed: 6/6/2024 2:18 PM

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
57116	UB*02175	SAMUEL ASHTON-BOYD	05/01/2024	
		Refund Check		71.99
		Refund Check		43.43
		Refund Check		121.22
		Refund Check		33.61
		Refund Check		5.48
Total for Check Number 57116:				275.73
Total for 5/1/2024:				275.73
57118	UB*02176	TYLER WOODEN	05/10/2024	
		Refund Check		5.23
		Refund Check		65.98
		Refund Check		24.88
		Refund Check		19.25
Total for Check Number 57118:				115.34
57119	UB*02177	SCOTT FOWLER	05/10/2024	
		Refund Check		111.29
		Refund Check		86.13
		Refund Check		10.98
Total for Check Number 57119:				208.40
57120	UB*02178	DERICK/SKYLER BAGES/MYERS	05/10/2024	
		Refund Check		23.55
		Refund Check		3.84
		Refund Check		60.54
		Refund Check		30.43
		Refund Check		10.62
Total for Check Number 57120:				128.98
57121	A072 0011017	Accurate Drug Testing Services DOT Physical / MT	05/10/2024	
Total for Check Number 57121:				100.00
57122	A210	Petrusha Enterprises Inc.	05/10/2024	
	688667	Commercial Fire Monitoring		100.50
	688667	AES Comm1 Fire Alarm1 Comms		120.00
	688667	Open/Close Reporting		45.00
	688667	RdgwdPump Comm1 Monitoring		82.50
	688667	RidgwdPump Cell Alarm Coms		120.00
	688667	RdgwdPump KeypadMobile Access		15.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57122:	483.00
57123	A360 744346	AFLAC Supplemental Health Premium - April 2024	05/10/2024	118.74
			Total for Check Number 57123:	118.74
57124	A790	Automation Direct	05/10/2024	
	16392709	Pigeon Point Tank SCADA		162.70
	16392709	Brier Ln Tank SCADA		419.15
	16392709	Dana Ln Tank SCADA		419.15
	16392709	Kluck Lane SCADA		419.15
	16392840	Hubbard Lane SCADA		1,391.59
	16392840	Kluck Lane SCADA		711.68
	16392840	Pigeon Point Tank SCADA		808.93
	16392840	Brier Ln Tank SCADA		699.84
	16392840	Dana Ln Tank SCADA		839.38
	16392840	Pigeon Point Booster SCADA		1,391.59
	16392840	Mitchell Rd Booster SCADA		1,359.27
	16392840	Lentell Tank SCADA		31.51
	16397868	Updated Lentell Tank		411.61
	16397870	Kluck Lane SCADA		353.41
	16397870	Brier Ln Tank SCADA		411.61
	16397870	Walnut Tank SCADA		411.61
	16403084	Lentell Tank SCADA		179.94
	16403084	Pigeon Point Tank SCADA		179.95
	16403175	Dana Ln Tank SCADA		179.95
	16403175	Hubbard Lane SCADA		134.68
	16403226	Lentell Tank SCADA		80.81
	16403226	Pigeon Point Tank SCADA		80.81
	16403226	Brier Ln Tank SCADA		80.81
	16403226	Dana Ln Tank SCADA		80.81
	16403226	Kluck Lane SCADA		80.82
			Total for Check Number 57124:	11,320.76
57125	C180	Canon Solutions America Inc.	05/10/2024	
	6007754789	Constr Color Copies XLN04212- 830		79.78
	6007754789	Constr Black Copies XLN04212- 677		7.83
	6007754789	UseTaxRecoveryFee/ConstrCopier		3.39
			Total for Check Number 57125:	91.00
57126	C410	City of Eureka: SW	05/10/2024	
	042024	General 79%		115,760.28
	042024	Humboldt Hill 21%		30,771.72
			Total for Check Number 57126:	146,532.00
57127	C475	Coast Counties Peterbilt	05/10/2024	
	0719049P	Unit # 14 Switch-Battery Disconnect		102.44
	0785904S	Unit #10 Air System Service/ Air Brakes Replac		2,924.91
			Total for Check Number 57127:	3,027.35
57128	D050	Dan Collings Tree Service	05/10/2024	
	1219	Removal of a Tree at the Donna Drive Tank Site		7,000.00
			Total for Check Number 57128:	7,000.00
57129	D910	Don's Rent-All Inc	05/10/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	248100	14" HUSQ HS10 Asphalt Blade Silver		287.32
Total for Check Number 57129:				287.32
57130	E485	Cooney Parris and Rieke Corp	05/10/2024	
	042024	Discounts Earned April 2024		-11.11
	159498/3	Pruner/ Lopper PowerGear 32"		86.18
	159717/3	Hose Clamp/Tube Braid		16.76
	159728/3	Tarp Strap Rubber 35"/ Tarp Strap Rubber 19"		7.31
	160048/3	Bleach/Clorox Wipes/Dish Soap/Drain Cleaner/5		36.15
	160133/3	9V Batteries		21.54
	160164/3	Unit #1: Deck Screws Various/ Ratchet 72 Teeth		57.92
	160608/3	Hardware Screws		13.32
Total for Check Number 57130:				228.07
57131	E558	NAPA Auto Parts of Eureka	05/10/2024	
	394803	OE Quality Map		2.45
	395306	Trailer Air Brake Connection Seals for Units 10 ;		9.09
	396627	2.5 Blue Def for Units 10, 14 and 18		109.16
	397181	Fuel Filters for Yard Pumps		131.08
	398157	Cabinair Proselet Fil		23.54
	398902	175 AMP Connector		43.39
Total for Check Number 57131:				318.71
57132	E650	Eureka Ready Mix	05/10/2024	
	93551	Class 2 Base		430.46
	93551	Class 2 Base		430.46
	93688	Class 2 Base Rock and Pea Gravel for Temple S		844.49
	93758	Class 2 Base Rock and Pea Gravel for Temple S		1,279.53
Total for Check Number 57132:				2,984.94
57133	H010	Keenan Supply	05/10/2024	
	042024	Discount Earned April 2024		-3.28
	042024	Discount Earned April 2024		-78.45
	S013704580.001	1x100 250psi Polyethylene Pipe/ 3/4x100 250psi		461.57
	S013707999.001	Hymax 2 Flip 260psi/ Gate Valve		2,815.76
	S013723785.001	202NS 4.80x1 IP NYL DBL Strap Saddle/1 IMP		1,001.24
	S013739006.001	4 150 IMP GALV 90 Elbow/ 4 150 IMP GAVL C		119.83
	S013747647.001	4x6 STD IMP GALV Steel Nipple		59.30
Total for Check Number 57133:				4,375.97
57134	H210	Hensell Materials	05/10/2024	
	651076	Office Parking Lot Bumpers		127.83
Total for Check Number 57134:				127.83
57135	H260	Hilfiker Pipe Company	05/10/2024	
	71810	Sea Ave Reversal Meter Vault		4,223.75
Total for Check Number 57135:				4,223.75
57136	H410	Humboldt Bay Municipal Water D	05/10/2024	
	17927000	Water Purchased - April 2024		92,853.60
	17927000	PF-2 Reconciliation Credit from FY 2022-23		-205.62
Total for Check Number 57136:				92,647.98
57137	I525	Infosend	05/10/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	261346	UB/Process and Mail/Bills - April 2024		6,174.21
			Total for Check Number 57137:	6,174.21
57138	I700 5107343 5107346	IBS Interstate Battery System MTX-49/H8 Battery MTP-78DT Battery for Unit 17	05/10/2024	234.31 155.20
			Total for Check Number 57138:	389.51
57139	M450 521353299 521396840 521439539 521482320	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	05/10/2024	231.54 398.50 234.93 403.25
			Total for Check Number 57139:	1,268.22
57140	N430 037381/1	Nilsen Feed and Grain Co. Unit #18 Rubber Mat for Back Door Repair of V	05/10/2024	79.74
			Total for Check Number 57140:	79.74
57141	P190 216039	Pacific Paper Co Pens/ Staples/Wrist Rest	05/10/2024	23.26
			Total for Check Number 57141:	23.26
57142	P430 042024 181780 182668 182698 186042	Pierson Building Center Discount Earned April 2024 BullsEye Hose Nozzle/Drinking Water Hose/ 5/8 18in Bungee/ 12gal Storage for Camera Van Duct Tape/ Weather Tight Box for Camera Van Unit #18 Bulk Fasteners	05/10/2024	-5.51 64.42 19.64 19.53 33.18
			Total for Check Number 57142:	131.26
57143	P557 5B15902 5B21661 5B30443 5B50318 5C67629 5C74055 5C84129 5C88918	Rexel USA Inc. HOF Q2PBPCD ENC 153X7 HOF Q2PBPCD ENC 153X7 KLE VDV427300 Punchdown SCADA Parts for Dana Tank FLU TS-1000 Volt/Continuity Remote Radio Enclosure on North Tank Mountir Remote Radio Enclosure on North Tank Mountir Remote Radio Enclosure on North Tank Mountir	05/10/2024	107.15 107.15 43.67 61.98 196.64 233.36 357.74 24.40
			Total for Check Number 57143:	1,132.09
57144	P785 2958A	Powell Landscape Materials Top Soil for Customer at 2389 Donna Dr	05/10/2024	55.99
			Total for Check Number 57144:	55.99
57145	R250 32179749	Recology Humboldt County Garbage Service - April 2024	05/10/2024	586.44
			Total for Check Number 57145:	586.44
57146	T810 120052	Tony Gosselin Tire Service New front tires for Unit 10	05/10/2024	945.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57146:	945.80
57147	U410	United Way of Humboldt	05/10/2024	
		PR Batch 00001.05.2024 UNITED WAY	PR Batch 00001.05.2024 UNI	1.77
		PR Batch 00001.05.2024 UNITED WAY	PR Batch 00001.05.2024 UNI	1.45
		PR Batch 00001.05.2024 UNITED WAY	PR Batch 00001.05.2024 UNI	0.78
			Total for Check Number 57147:	4.00
57148	V700	Valley Pacific Petroleum Services Inc	05/10/2024	
	INV 24-775088	Fuel		4,298.87
	INV 24-779212	Ethanol Free 92 Octane		14.65
	INV 24-780131	Ethanol Free 92 Octane		36.64
	INV 24-780820	Fuel		2,634.38
			Total for Check Number 57148:	6,984.54
57149	W208	Watt's Cleaning Services	05/10/2024	
	1061	Office Cleaning Services - April 2024		950.00
			Total for Check Number 57149:	950.00
			Total for 5/10/2024:	293,045.20
57150	A160	ACWA-JPIA	05/17/2024	
	0702815	ICOBRA - Medical Coverage Period 05/01-31/2		2,830.89
	0702815	mCOBRA - Dental Coverage Period 05/01-31/2		98.92
	0702815	nCOBRA - Vision Coverage Period 05/01-31/2		31.26
	0702815	aMedical Plan - Employees Coverage Period 05/01-31/2		50,834.26
	0702815	bDental Plan - Employees Coverage Period 05/01-31/2		1,415.48
	0702815	cVision Plan - Employees Coverage Period 05/01-31/2		343.86
	0702815	dLife/AD&D Plan - Employees Coverage Period 05/01-31/2		322.07
	0702815	eMedical Plan - Board Members Coverage Period 05/01-31/2		10,745.23
	0702815	fDental Plan - Board Members Coverage Period 05/01-31/2		342.64
	0702815	gVision Plan - Board Members Coverage Period 05/01-31/2		62.52
	0702815	hLife/AD&D Plan -Board Members Coverage Period 05/01-31/2		27.47
	0702815	iMedical Plan -Retired Members Coverage Period 05/01-31/2		26,626.04
	0702815	jDental Plan - Retired Members Coverage Period 05/01-31/2		1,372.76
	0702815	kVision Plan - Retired Members Coverage Period 05/01-31/2		375.12
			Total for Check Number 57150:	95,428.52
57151	A790	Automation Direct	05/17/2024	
	16439906	Sea Ave SLS Breakers		110.98
	16439906	Roth Crt SLS Breakers		242.44
	16439906	King Salmon,Perch,Buhne SLS Breakers		248.90
			Total for Check Number 57151:	602.32
57152	C036	Corporate Payment Systems	05/17/2024	
	240113441110000	TW/SpartanTool: Water Line Bursting Tool		887.92
	240113441210000	DT/ Superbreakers: Sea Ave pump overload relay		122.51
	242042941060029	MM/ DRI Crashplan		29.97
	242316841224000	DT/ Harbor Freight: Unit #4 Tools and Vise		199.60
	242753941169000	TW/Bayfront: Admin Recruitment Meeting		60.00
	244309941064008	MM/ Microsoft		88.00
	244921641100003	DT/ Real Truck: Unit # 4 Floor Mats and Vent V		204.70
	246921614461097	MM/Amazon: Rubber Stips for Donna Drive		292.74
	246921641031088	TW/CraigsList: Utility Recruitment		20.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	246921641031088	TW/Craigslist: Utility Recruitment		20.00
	246921641041093	MM/ Amazon: Laptop for Construction Dep		649.35
	246921641191022	TW/Fiesta: Admin Recruitment Meeting		50.00
	249064140991975	MM/ Microsoft		10.00
	249430041228980	DT/ Costco: Security Lights for South Broadway		91.74
	740644941158201	MM/ Cover-Tech: Cover for Drying Bed with St		2,834.03
	747982641030000	DT/ RealTruck: Return of Unit # 4 Floor Mats ar		-150.84
	747982641070000	DT/ Real Truck: Return of Unit # 4 Floor Mats a		-48.47
			Total for Check Number 57152:	5,361.25
57153	C180	Canon Solutions America Inc.	05/17/2024	
	6007864191	Office/Color Copies WXD03492- 1439		119.80
	6007864191	UseTaxRecoveryFee/OfficeCopier		5.12
	6007864191	Office/Black Copies WXD03492- 960		12.43
			Total for Check Number 57153:	137.35
57154	C430	City of Eureka: WA	05/17/2024	
	04302024	Water Purchased - April 2024		60,374.00
			Total for Check Number 57154:	60,374.00
57155	C450	City of Eureka: Water Test	05/17/2024	
	INV06021	Microbiological Testing - April 2024		595.00
			Total for Check Number 57155:	595.00
57156	C495	Colantuono, Highsmith, Whatley, PC	05/17/2024	
	60318	Special Legal Services Services through 04/30/2		910.00
			Total for Check Number 57156:	910.00
57157	C730	Cummins Pacific LLC	05/17/2024	
	Y7-8541	Heaters for Generators.		695.08
			Total for Check Number 57157:	695.08
57158	E330	Englund Marine and Industrial Supply	05/17/2024	
	541050/7	Lifting Shackle for Loader		20.90
			Total for Check Number 57158:	20.90
57159	F550	Foster and Foster Inc	05/17/2024	
	31133	GASB 68 reporting		1,500.00
			Total for Check Number 57159:	1,500.00
57160	G310	GHD Inc.	05/17/2024	
	380-0050528	SBFM Replacement/Resiliency Alternative Eval		12,759.77
			Total for Check Number 57160:	12,759.77
57161	H810	Humboldt Waste Management Auth	05/17/2024	
	1000007164	Greenwaste Self Haul for Temple Cir SMR		18.30
	1000007164	Greenwaste Self Haul		69.90
	1000007302	Greenwaste Self Haul		24.83
	100007013	Solid Waste Self Haul		262.04
			Total for Check Number 57161:	375.07
57162	J800	Johnson's Mobile Rentals LLC	05/17/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	180568	Temporary Fencing 12x6 for Ridgewood Tank Si		297.39
			Total for Check Number 57162:	297.39
57163	M350 5209506	Mid-City Motor World Parts for unit 12	05/17/2024	58.78
			Total for Check Number 57163:	58.78
57164	M560 3963	The Mitchell Law Firm LLP Legal Services - March 2024	05/17/2024	192.00
			Total for Check Number 57164:	192.00
57165	S495 58313	Shred Aware PickUp/Shredding/64GalBin/27"S	05/17/2024	120.93
			Total for Check Number 57165:	120.93
57166	S670 INV-017003	Springbrook Holding Company LLC Annual Maintenance 07.01.24 - 06.30.25	05/17/2024	27,367.09
			Total for Check Number 57166:	27,367.09
57167	S908 41176	SWRCB-DWOCB DWOCB D4 Cert Renewal/ MW	05/17/2024	140.00
			Total for Check Number 57167:	140.00
57168	U410	United Way of Humboldt PR Batch 00002.05.2024 UNITED WAY PR Batch 00002.05.2024 UNITED WAY PR Batch 00002.05.2024 UNITED WAY	05/17/2024 PR Batch 00002.05.2024 UNI PR Batch 00002.05.2024 UNI PR Batch 00002.05.2024 UNI	2.10 0.45 1.45
			Total for Check Number 57168:	4.00
57169	U601 2583276 2583276 2583276	US Bank DebtService 2014 WasteRevBond DebtService 2014 WasteRevBond DebtService 2014 WasteRevBond	05/17/2024	130,287.51 -0.18 225,000.00
			Total for Check Number 57169:	355,287.33
57170	U730 INV00328137 INV00339382 INV00339392	USA Bluebook Flange Gasket 6"/ Flange Gasket 4" 4" NPT F Coupler/ 4" NPT M Adapter Galvanized Nipple 4"x6"	05/17/2024	98.44 225.09 72.14
			Total for Check Number 57170:	395.67
57171	W020 13668	W N Tetraault Co. Inc. Gas Cards	05/17/2024	420.61
			Total for Check Number 57171:	420.61
			Total for 5/17/2024:	563,043.06
			Report Total (55 checks):	856,363.99

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: June 6, 2024
Subject: Assistant Engineer Progress Report for June 11, 2024 Board Meeting

Since the early 1990s, HCSD has been systematically replacing 15 miles of deteriorating steel water mains as part of a Steel Main Replacement (SMR) program. The remaining SMR projects make up approximately a 1/2 mile of pipe line. Stanford Circle and Temple Circle are two current CIP projects that belong to the SMR program that District forces are currently working to complete.

The road surface conditions at both Temple Circle and Stanford Circle are severely deteriorated due to age. Several ratepayers have approached HCSD employees to inquire about paving the road after replacing the steel water main is possible. HCSD is a water and sewer utility that is not equipped to pave roads beyond standard trench and patch repair. As a result, the District's Engineer has been in contact with the County's Road Superintendent to work out a negotiation where the District will cover a portion of the material costs and the County will pave the road at each site location.

On June 4, 2024, an agreement was reached between Humboldt Community Services District and Humboldt County Public Works Department. HCSD agreed to cover asphalt material cost. In turn, the County roads division has agreed to pave the entirety of Temple and Stanford Circles respectively. By finalizing this agreement: 1) District forces will be able to move on to the next CIP construction project due to time saved 2) HCPWD will be able to complete road maintenance that would otherwise be neglected due to a limited budget 3) The residents in the affected project areas will feel heard and see a collaborative effort between our agencies to restore the roadway.

Overall, this agreement is a great benefit to HCSD, HCPWD, and the residents of Temple and Stanford Circles. The District looks forward to developing more opportunities to strengthen relationships with other agencies that will better serve the community. After finalizing the agreement, the County expressed they are also looking forward to working out future collaborative efforts with HCSD.

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Humboldt Community Services District

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MEMORANDUM

TO: Board of Directors

FROM: Brian McNeill, Utility Services Planner

DATE: June 7, 2024

SUBJECT: Utility Services Planner Report for June 11, 2024 Board Meeting

District staff have been replacing water meters at an efficient pace. For comparison purposes, in 2023 District staff replaced 72 water meters and so far in 2024, 246 water meters have been replaced. Unfortunately, Badger meter company is experiencing some supply chain issues for a couple of integral components and will not be able to ship additional meters until late September. This delay in delivery, will impact our ability to meet our desired meter replacements for the year. When more water meters arrive, we will again ramp up our deployment of new meters throughout the District.

The U.S. Environmental Protection Agency is requiring the District to test the well water for Perfluoroalkyl and Polyfluoroalkyl Substance (PFAS) contamination. As part of this requirement, the sampling and testing is paid for by the State of California. Geosyntec is the local State selected consultant collecting the PFAS samples for the District. Geosyntec came out this week and collected raw water samples from both active District water wells. Results of the testing should be completed and distributed in approximately three months.

District staff pulled water samples from each of the District's water wells, as well as samples from the distribution system as required by the State Water Resources Control Board Division of Drinking Water. The well samples will be tested for Nitrates, and the distribution system samples will be tested for Trihalomethanes (TTHMs) and a group of five Halo-acetic Acids (HAA5). These tests are performed as a precaution to help ensure that the District's systems are not being infiltrated by outside contaminants. The presence of Nitrates in the water wells could be an indication of surface water contamination into the groundwater. TTHMs and HAA5 compounds, also called disinfection byproducts, are formed when free chlorine comes into contact with naturally occurring organic material in the water. Elevated levels of disinfection byproducts pose a health risk on their own and also indicate that there are elevated levels of organic material in the drinking water. The District drinking water has never shown signs of either of these contamination pathways. District staff expects these samples to return the same results.

The construction season is definitely upon us, and the Planning Department continues to respond to new building referrals and assisting project proponents with moving their projects forward.

Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: June 11, 2024

AGENDA ITEM: F-1

TITLE: Consideration of Supporting a Climate Resilience Bond Measure

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Staff suggests the HCSD Board consider support for a Climate Resilience Bond Measure by authorizing the General Manager to send a letter to Assemblymember Jim Wood and Senate President Pro Tempore Senator Mike McGuire

Summary:

In advance of the November 2024 General Election, the California Legislature is considering two different proposals, SB 867 which is sponsored by Senator Ben Allen and AB 1567 which is sponsored by Assemblymember Eduardo Garcia, that would place a Climate Resilience Bond on the Ballot. Both proposals allocate approximately \$5.2 Billion for safe drinking water and water resilience programs.

ACWA has indicated that this bond will not only fund new infrastructure, but will also provide funding for the replacement and rehabilitation of existing infrastructure. Funding awarded from Federal and State resources is often restricted to new infrastructure.

The last day for a legislative measure to qualify for the November 2024 Election ballot is June 27. Both SB 867 and AB 1567 have received floor votes and have been referred for consideration to the other chamber. Final hearings have not yet been scheduled so it is not yet known which bill will be the legislative vehicle for the Climate Resilience Bond. In preparation for final action ACWA is calling upon member agencies to reach out to their State Legislators to urge them to support placing a Climate Resilience Bond on the November ballot.

Fiscal Impact:

None

Attachments: Draft Letter of Support
ACWA – Climate Resilience Bond – Water Infrastructure Priorities

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Humboldt Community Services District

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June 11, 2024

Assemblymember Jim Wood
State Capitol
P.O. Box 942849
Sacramento, CA 94249-0002

RE: Support for a Climate Resiliency Bond for the November 2024 Election

Dear Assemblymember Wood:

On behalf of the Humboldt Community Services District, we respectfully request that you support a proposal to place a climate resiliency bond on the ballot for the November 2024 Election to address the pressing infrastructure needs of local water districts in California. A climate resiliency bond would allocate approximately \$5.2 billion dollars for safe drinking water and water resilience programs.

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

California is facing unprecedented challenges posed by climate change. These challenges threaten the reliability and safety of our water supply system, jeopardizing the health and livelihoods of our ratepayers. It is imperative that the District be able to fortify our water infrastructure and adapt to the realities of a changing climate.

By placing a climate resiliency bond on the November 2024 ballot, the District will have an opportunity to invest in critical projects that will enhance the resiliency of our water system, protect against future disasters, and ensure access to clean and reliable water for our community. These projects include upgrading aging infrastructure and implementing innovative technologies to improve the environmental safety of our wastewater system.

A climate resiliency bond represents a much-needed solution to preparing California's infrastructure to withstand the challenges of climate change. We urge you to support legislation to place a climate resiliency bond on the November ballot and we ask you to work with your colleagues to prioritize its passage.

Respectfully,

Terrence Williams
General Manager

cc: Association of California Water Agencies

Climate Resilience Bond - Water Infrastructure Priorities

UPDATED MAY 13, 2024



Adapting to climate change requires California to urgently and significantly rehabilitate and modify existing water facilities, improve operational flexibility, and make generational investments in new water infrastructure. The State is currently underprepared to manage a water system with a decreasing snowpack, less frequent precipitation, and weather extremes. Additional above- and below-ground storage capacity must be developed to capture precipitation. In addition, new and enhanced conveyance facilities are essential for moving collected and stored water, connecting suppliers with different supply sources, transferring water among water users, and recharging groundwater for multi-beneficial purposes. State investment in water infrastructure is crucial to providing the reliable delivery of water to California residents, businesses, and agriculture. In addition, climate resilience projects have also been shown to stimulate local economies and create jobs.

Dam Safety/Reservoir Operations: (\$623 million)

In California, the average age of the 1,246 dams that fall under the jurisdiction of the state's Division of Safety of Dams is more than 70 years. In 2022, the state rated 112 of those dams as "less than satisfactory" and applied capacity restrictions to many reservoirs, resulting in significantly reduced water storage. Dam safety projects protect public safety, regain lost storage capacity, and fortify facilities for intensified storms due to climate change. In addition, dam enhancements to support Forecast-Informed Reservoir Operations (FIRO) further increase the climate resilience of dams using data from watershed monitoring and weather forecasting, which in turn allows for optimization of water releases from reservoirs to better respond to droughts and floods.

Recycling and Desalination: (\$990 million)

The State has set a target of 1.8 million acre-feet of new recycled water by the year 2040. In order to meet this goal, the State Water Resources Control Board (State Water Board) estimates that the cost to State, local, and federal agencies will total approximately \$27 billion. In addition, the State has set a target of expanding brackish groundwater desalination by 84,000 acre-feet per year by 2040. Both ocean and brackish groundwater and surface water desalination play an important role in local communities' water supply planning process to enhance California's drought resilience.



Eastern Municipal Water District:
French Valley Recycled Water Expansion

HCSD 06/11/2024 Board Pack



Fresno Irrigation District:
Savory Groundwater Recharge Basin



**Western Municipal Water District:
Recycled Water & Groundwater Recharge**



Los Vaqueros Reservoir

Safe Drinking Water/Water Quality: (\$440 million)

ACWA strongly supported the creation of California’s Safe and Affordable Drinking Water Fund and recognizes the need to continue to direct resources to disadvantaged communities dealing with water quality issues. In addition, there are a number of communities throughout California dealing with water quality issues, including those caused by perfluoroalkyl and polyfluoroalkyl substances (PFAS) and other contamination that will result in hundreds of millions of dollars in treatment costs to ratepayers.

Groundwater: (\$733 million)

Historic droughts over the last several decades have placed extreme strain on California’s groundwater basins. In response to the Sustainable Groundwater Management Act (SGMA), local agencies have proposed more than 340 new recharge projects that, if built, could result in as much as 2.2 million acre-feet of additional stored water in a single wet year by 2030.

Flood Protection: (\$733 million)

Levees, weirs, bypasses, and other flood protection facilities reduce the risk of major flooding. Projects that repair, expand, or replace these facilities are essential to flood management and public safety. As recent atmospheric rivers have shown, California must invest significant resources in coastal and inland flood protection including new infrastructure to capture flood flows and divert them to groundwater recharge facilities.

Regional Water Conveyance: (\$586 million)

New regional water conveyance systems and repairs of existing facilities will be essential to create a more resilient water infrastructure system. The Bureau of Reclamation estimates that repairing arterial canals in the central valley that have been damaged due to subsidence will cost over \$500 million. Many local and regional conveyance upgrades and repairs are needed throughout the State to create access to new water sources or provide emergency backup conveyance.

Regional Watershed Resilience: (\$366 million)

Regional and inter-regional scale watershed resilience projects are essential to maximize investments that increase water infrastructure resilience to climate change. These projects include Integrated Regional Water Management (IRWM) projects and other regional collaborations that focus on managing the region’s water resources, setting regional priorities for water infrastructure, improving regional water self-reliance, or reducing reliance on the Sacramento-San Joaquin Delta.

Surface Water Storage: (\$550 million)

As climate change continues to reduce California’s snowpack, which serves as a natural storage reservoir, the State must invest in additional water storage infrastructure to capture and store rainfall for utilization during dry periods. The Governor’s Water Supply Strategy identifies the need to develop over 4-million-acre feet of new storage facilities with other estimates placing the need much higher.

State Water Project Climate Change Resilience: (\$366 million)

The California State Water Project (SWP) is a multi-purpose water storage and delivery system that delivers water to 27 million Californians and many farms and businesses throughout the state. In order to continue to provide safe and reliable drinking water and to meet the renewable energy goals established for the SWP, California should provide funding to enhance the SWP delivery of water and increase its energy resilience.

Water Conservation: (\$366 million)

From 2013 to 2016, statewide per capita residential water use declined 21 percent and has remained 16 percent below (on average) 2013 levels. Public water agencies continue to invest in water conservation projects and programs that increase conservation efforts, such as turf replacement programs, water loss projects, and other water-use efficiency upgrades. Similarly, there are significant infrastructure projects at agricultural irrigation districts that would yield water savings.



**Mesa Water:
Drought-Resilient Supply Project**



**Contra Costa Water District:
Contra Costa Canal**

Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: June 11, 2024

AGENDA ITEM: F.2.

TITLE: Consideration of the Employee Negotiation Ad Hoc Committee Recommendation

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Review and Consider the Employee Negotiation Ad Hoc Committee recommendation as a result of good faith negotiation with the Employee Association representative(s).

Summary:

The Employee Association Representative(s) met with the Employee Negotiation Ad Hoc Committee on May 17, and again on May 24, 2024 to discuss the Employee Association's requests. After significant discussion, the two groups came to an agreement and the Employee Negotiation Ad Hoc Committee is recommending a 7.0 percent wage increase for all hourly employees and recognition of Juneteenth Independence Day as a paid holiday for District staff.

In 2017, the Employee Association negotiated to base the annual Cost of Living Increase on the annual average Western States Consumer Price Index from the previous calendar year. For 2023, that number is 4.3 percent. The Employee Association determined that this was not an adequate wage increase in light of California Assembly Bill 1287 which raised the minimum wage for fast-food workers to \$20 per hour.

Two classes of full-time employees are currently paid less than \$20 per hour; Utility Worker 1 starts at \$19.90 per hour and Customer Service Representative 1 starts at \$18.54 per hour. On January 1, 2024, the State of California raised minimum wage by 3 percent, the District's full-time employee salaries were not raised at that time. A 7.0 percent wage increase will bring the Utility Worker 1 starting salary up to \$21.29 per hour and the Customer Services Representative 1 starting salary up to \$19.84 per hour.

Over the past several years, a number of long-time employees have retired from the District; the most recent is our Administrative Services Manager, Brenda Franklin. As a result of these retirements, younger, less experienced individuals have joined the

District to fill those roles. The newly hired people take lower salaries than the people they are replacing and so the cost of wages to the District has decreased in recent years. The reduction in wages associated with retiring staff and the hiring of less experienced people to fill those roles is \$160,000 annually which far exceeds the cost of the recommended wage increase.

Juneteenth was officially recognized as a federal holiday in 2021 and was signed into law by President Joseph Biden. Texas, being the most remote state of the former Confederacy, was the last state to enforce the Emancipation Proclamation. Juneteenth is a federally recognized holiday that commemorates and celebrates the final enforcement of the Emancipation Proclamation on June 19, 1865. The Proclamation was issued on September 22, 1862. Slavers began migrating west toward Texas as the Civil War progressed, forcing the enslaved people to migrate with them. The purpose of the migration was to escape the fighting associated with the War, and to maintain their exploitation of slave labor. By 1865, an estimated 250,000 enslaved people were living in Texas. On June 19, 1865, US Major General Gordon Grainger took command of over 2,000 US troops in Galveston Texas and issued the order to enforce the Emancipation Proclamation. For the first time in the history of the United States, all slaves were officially freed.

If the Juneteenth Independence Day holiday will be recognized by HCSD as a paid holiday going forward, please consider including June 19, 2024 as a paid holiday for District staff as well.

Fiscal Impact:

\$93,810 annually for the wage increase and \$4,927 annually for holiday pay.

Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: **June 11, 2024**

AGENDA ITEM: F.3

TITLE: **First Reading of Fiscal Year 2024-25 Draft Budget**

PRESENTED BY: Michael Montag, Finance Manager/District Treasurer

Recommendation: Staff recommends the Board of Directors:

1. Review and discuss proposed FY 2024-2025 Budget.
2. Motion and roll call vote to approve the Draft Budget for Fiscal Year 2024-2025 for adoption at the next regularly scheduled meeting along with the updated Master Rate and Charge Schedule.

Summary:

Attached for the Board's review and consideration is the initial draft of the FY 2024-2025 District Budget. Notable highlights are listed below.

Highlights of significance within the proposed FY 2024-2025 Budget:

Water Rate Revenue: Water rate revenue for 2024-2025 is budgeted with an 8% increase in rates. This amount is less than the 13% increase that was recommended in the Rate Study that was completed in 2023. This smaller increase compared to the rate study is possible due to less funds being used for CIP expenditures in Fiscal Year 2023 and 2024 as compared to the projections used in the development of the Rate Study.

Sewer Rate Revenue: Sewer rate revenue for 2024-2025 is budgeted with an 8% increase in rates. This amount is less than the 14% increase that was recommended in the Rate Study that was completed in 2023. This smaller increase compared to the rate study is possible due to less funds being used for CIP expenditures in Fiscal Year 2023 and 2024 compared to the projections used to develop Rate Study.

Significant effort by District staff to reduce the immediate impact of CIP expenditures on the District's rates through grant writing and re-prioritization of projects is the primary mechanism allowing for the reduced rate increase as compared to the Rate Study this year.

Wage and Benefit expenses: District wages are projected to increase compared to 2023-2024 due to expected full staffing levels. The District had several unfilled positions in prior years that required significant use of temporary labor. The permanent positions have been filled and so employee wage, benefit, and insurance expenses are projected to increase by a corresponding amount. This budget draft also incorporates the anticipated 7% wage escalation as negotiated by the Employee Association.

Water purchase HBMWD and City of Eureka: Water purchase costs have been set according to the charges from the most recent years with an increase applied based on information from HBMWD and District staff projections made for the City of Eureka.

Sewage Treatment Operations and Maintenance: Sewage Treatment Operations and Maintenance is comprised of charges billed to the district from the City of Eureka Wastewater treatment plant. Budget amount is based on charges from recent years with an increase applied based on projections for expected rising costs made by District staff.

Temporary Labor: With the expected hiring of permanent staff, temporary labor expenses are projected to be reduced as compared with Fiscal Year 2024.

Electrical Power and Street Lighting: Fiscal Year 2024 electrical costs were less than expected due to the expected rate increase occurring later in the year than originally projected. Fiscal Year 2025 Budget amount is set with the full rate increases now in effect.

State/County & LAFCO Charges: FY 2024 budget amount did not include increases in fee from State Water Resources Control Board or County charges. These items are now included in the Fiscal Year 2025 budget.

Long Term Debt: The Safe Drinking Water Bond had its final payment in FY 2024 and is now paid off, so no further payments will occur for this loan. Debt service for other existing District loans are proceeding as expected.

Capital Expenditures: Capital expenditures listed on the draft budget correspond to the Capital Expenditures presented by the General Manager at the May 28, 2024 meeting. Several items are contributing to the reduction in CIP costs which is enabling the reduced rate increase as compared to the rate study recommendations. The primary vehicle reducing CIP costs to the District is the success of the grant writing program that was initiated in 2021. Additionally, District staff have been working to identify areas where CIP project schedules can be adjusted to spread the costs over more years thereby reducing the near-term impact. Finally, the District's contribution to the City's wastewater plant overhaul for Enclosed Bays and Estuaries compliance has been pushed out by ten years by the State Waterboard in the City's most recent NPDES permit. This means that project will be impacting the District's budget much later than anticipated freeing up funds for other CIP projects and enabling a lower rate increase than was projected in the Rate Study.

Working Capital Reserve Summaries:

The 2023 Rate Study provides a minimum reserve recommendation of 60 days Operating Expenses, 5% of Net asset values related to Capital Rehabilitation and Replacement, and 1 year of debt service. The rate study also provides a Maximum recommended reserve of 180 days of operating expenses, 1 year of debt service, \$2,000,000 for Water Capital Replacement reserves, and \$8,000,000 for Sewer Capital Replacement Reserves.

The following chart compares the reserve balances according to these formulas against the projected reserves under the current proposed budget. Under this projection, reserve funds will be between the minimum and maximum amounts recommended in the rate study. Such reserves are necessary to accommodate the expected capital expenditures in Fiscal Year 2026 and beyond.

	Recommended reserves		Projected reserves	
	Rate Study reserve Min amount for end of FY 2025	Rate Study reserve Max amount for end of FY 2025	Projected reserves as of 6/30/2024	Projected reserves as of 6/30/2025
Water Fund	\$1,561,000	\$4,506,000	\$5,597,098	\$4,623,638
Sewer Fund	\$1,979,600	\$10,408,700	\$7,025,465	\$7,574,319
General Fund	\$25,000	\$50,000	\$1,842,792	\$2,187,792
Total	\$3,565,600	\$14,964,700	\$14,465,355	\$14,385,749

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
FOR ENTIRE DISTRICT

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
OPERATING REVENUE						
Metered Water Sales	5,194,810	5,876,000	5,700,000	6,115,000	4.07%	7.28%
Sewer Service Charges	6,778,299	8,057,944	7,750,000	8,315,000	3.19%	7.29%
Water & Sewer Construction Charges	40,050	47,000	61,000	66,000	40.43%	8.20%
Account Charges	80,604	35,000	75,000	75,000	114.29%	0.00%
Inspection Charges	150	-	765	700	0.00%	-8.44%
Reimbursable Maintenance Charges	-	1,000	1,300	1,600	60.00%	23.08%
Miscellaneous	1,843	2,000	2,000	2,000	0.00%	0.00%
TOTAL OPERATING REVENUE	12,095,756	14,018,944	13,590,065	14,575,300	3.97%	7.25%
NON-OPERATING REVENUE						
Capital Connection/Capacity Charges	106,100	384,000	275,000	285,000	-25.78%	3.64%
Interest/General	65,185	30,000	50,000	80,000	166.67%	60.00%
Discounts Earned	1,685	2,000	1,750	1,750	-12.50%	0.00%
Sales:Fixed Assets/Scrap Metal	43	15,700	2,000	2,000	-87.26%	0.00%
Bad Debt Recovery	1,021	2,000	650	3,000	50.00%	361.54%
Property Taxes & Assessments	452,954	430,000	430,000	450,000	4.65%	4.65%
Insurance Rebate	-	-	-	-	0.00%	0.00%
Other Non-Operating Revenue	-	-	-	-	0.00%	0.00%
TOTAL NON-OPERATING REVENUE	626,988	863,700	759,400	821,750	-4.86%	8.21%
TOTAL DISTRICT REVENUE	12,722,744	14,882,644	14,349,465	15,397,050	3.46%	7.30%
OPERATING EXPENSES						
Wages Direct	1,514,469	1,955,000	1,720,000	1,950,000	-0.26%	13.37%
Benefits: PERS	493,237	515,000	505,000	550,000	6.80%	8.91%
Group Ins	1,006,210	1,250,000	1,020,000	1,265,000	1.20%	24.02%
Workers Comp Ins	25,700	27,000	26,500	31,000	14.81%	16.98%
FICA/Medicare	117,359	150,000	133,000	141,000	-6.00%	6.02%
Misc Benefits	600	500	620	640	28.00%	3.23%
Total Wages and Benefits	3,157,576	3,897,500	3,405,120	3,937,640	1.03%	15.64%
Less: wages & ben charged to Capital Proj.	(277,079)	(300,000)	(215,000)	(300,000)	0.00%	39.53%
Total Operating Wages and benefits	2,880,497	3,597,500	3,190,120	3,637,640	1.12%	14.03%
Water Purchase HBMWD	1,056,338	1,108,192	1,150,000	1,175,000	6.03%	2.17%
Water Purchase Eureka	799,845	880,000	780,000	850,000	-3.41%	8.97%
Sewage Treatment Operations & Maint.	1,616,796	1,758,385	1,758,385	1,900,000	8.05%	8.05%
Water/Sewer Analysis	11,167	15,000	7,500	10,000	-33.33%	33.33%
Supplies/ Construction	175,599	154,000	148,000	160,000	3.90%	8.11%
Supplies/ Office-Administration	13,584	15,000	12,000	15,000	0.00%	25.00%
Supplies/ Engineering	740	2,500	800	1,500	-40.00%	87.50%
Supplies/ Maintenance	85,246	100,000	164,000	110,000	10.00%	-32.93%
Invoicing	54,485	57,000	60,000	60,000	5.26%	0.00%
Temporary Labor	147,250	64,800	80,000	44,500	-31.33%	-44.38%
Repairs & Maintenance/Trucks	49,105	60,500	62,000	63,000	4.13%	1.61%
Equipment Rental	442	5,000	300	2,000	-60.00%	566.67%
Building & Grounds Maintenance	30,094	30,000	32,000	30,000	0.00%	-6.25%
Electrical Power	353,985	498,150	415,000	500,000	0.37%	20.48%
Street Lights	76,328	100,000	80,000	105,000	5.00%	31.25%
Telephone	13,773	14,000	15,200	16,000	14.29%	5.26%
Postage	2,883	3,000	750	850	-71.67%	13.33%
Freight	5,738	500	775	1,000	100.00%	29.03%
Chemicals	9,502	10,000	10,000	12,000	20.00%	20.00%

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
FOR ENTIRE DISTRICT

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
Liability Insurance	80,273	85,000	100,000	100,500	18.24%	0.50%
Legal	37,938	70,000	10,000	70,000	0.00%	600.00%
Accounting	19,253	15,000	15,000	15,000	0.00%	0.00%
Engineering	570	1,000	-	1,000	0.00%	0.00%
Other Professional Services	10,441	120,000	19,000	93,000	-22.50%	389.47%
Bank Service Charges	12,453	20,000	10,000	15,000	-25.00%	50.00%
Transportation	70,333	78,555	71,000	75,000	-4.53%	5.63%
Office Equip. Maintenance	3,283	5,000	3,800	4,300	-14.00%	13.16%
Computer Software Maintenance	35,130	45,000	38,000	39,500	-12.22%	3.95%
Memberships & Subscriptions	21,097	22,500	24,000	31,000	37.78%	29.17%
Bad Debts & Minimum Balance Writeoff	100	50,000	26,000	32,000	-36.00%	23.08%
Conference & Continuing Ed	13,049	34,500	5,500	28,000	-18.84%	409.09%
Certifications	2,640	3,500	1,400	5,500	57.14%	292.86%
State/County & LAFCO Charges	56,348	40,000	56,400	57,500	43.75%	1.95%
Hydraulic Water Model Maintenance	1,802	2,000	2,000	2,000	0.00%	0.00%
Elections Expense	6,210	-	-	20,000	0.00%	0.00%
Human Resources	7,721	25,000	28,500	25,500	2.00%	-10.53%
Miscellaneous	7,540	12,000	10,000	10,000	-16.67%	0.00%
Director's Charges	12,450	16,000	12,000	16,000	0.00%	33.33%
TOTAL OPERATING EXPENSES	7,782,029	9,118,582	8,399,430	9,334,290	2.37%	11.13%
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,453	88,715	88,715	-	-100.00%	-100.00%
2012 CIP & Refi.	203,766	177,600	177,600	177,600	0.00%	0.00%
Davis-Grunsky Loan	6,049	6,050	6,050	6,050	0.00%	0.00%
VacCon Truck Loan(2021)	117,441	117,441	117,441	117,441	0.00%	0.00%
2014 Wastewater Revenue Bonds	484,175	485,575	485,575	486,575	0.21%	0.21%
TOTAL LONG TERM DEBT PAYMENTS	988,883	875,381	875,381	787,666	-10.02%	-10.02%
CAPITALIZED EXPENDITURES						
Vehicles, Rolling Stock & Equipment	59,123	450,000	794,776	129,500	-71.22%	-83.71%
Building, Yard & Paving Improvements	107,404	145,500	59,000	395,000	171.48%	569.49%
Capital Improvements Water	323,585	2,122,260	1,258,936	2,105,700	-0.78%	67.26%
Capital Improvements Sewer	101,369	1,470,000	259,938	2,096,500	42.62%	706.54%
Engineering & Studies	65,371	110,000	10,000	-	-100.00%	-100.00%
TOTAL CAPITAL EXPENDITURES	656,851	4,297,760	2,382,650	4,726,700	9.98%	98.38%
City of Eureka Projects:						
CoE WWTP CIP	533,098	433,029	1,336,000	698,000	61.19%	-47.75%
TOTAL City of Eureka Projects	533,098	433,029	1,336,000	698,000	61.19%	-47.75%
BUDGET SURPLUS (DEFICIT)	2,761,882	157,892	1,356,004	(149,606)	-194.75%	-111.03%

HUMBOLDT COMMUNITY SERVICES DISTRICT
SUMMARY BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
FOR ENTIRE DISTRICT

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
OPERATING REVENUE & EXPENSES						
TOTAL OPERATING REVENUE	12,095,756	14,018,944	13,590,065	14,575,300	3.97%	7.25%
TOTAL OPERATING EXPENSES	(7,782,029)	(9,118,582)	(8,399,430)	(9,334,290)	2.37%	11.13%
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,313,727	4,900,362	5,190,635	5,241,010	6.95%	0.97%
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	626,988	863,700	759,400	821,750	-4.86%	8.21%
TOTAL LONG TERM DEBT SERVICE	(988,883)	(875,381)	(875,381)	(787,666)	-10.02%	-10.02%
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	3,951,831	4,888,681	5,074,654	5,275,094	7.90%	3.95%
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(656,851)	(4,297,760)	(2,382,650)	(4,726,700)	9.98%	98.38%
CITY of EUREKA PROJECT REIMBURSEMENT	(533,098)	(433,029)	(1,336,000)	(698,000)	61.19%	-47.75%
BUDGET SURPLUS (DEFICIT)	<u>2,761,882</u>	<u>157,892</u>	<u>1,356,004</u>	<u>(149,606)</u>	<u>-194.75%</u>	<u>-111.03%</u>
Working Capital Reserve Summary						
BUDGET SURPLUS or (DEFICIT)	2,761,882	157,892	1,356,004	(149,606)	-194.75%	-111.03%
Beginning Working Capital Reserves	10,347,469	13,109,351	13,109,351	14,465,355	10.34%	10.34%
Working Capital Reserve Balance, End of Year	13,109,351	13,267,243	14,465,355	14,315,749	7.90%	-1.03%

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
Water Fund

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
OPERATING REVENUE						
Metered Water Sales	5,194,810	5,876,000	5,700,000	6,115,000	4.07%	7.28%
Water Pass Through	-	-	-	-	0.00%	0.00%
Water Construction Charges	30,545	35,000	40,000	45,000	28.57%	12.50%
Account Charges	45,944	19,950	40,000	40,000	100.50%	0.00%
Inspection Charges	-	-	65	-	0.00%	-100.00%
Reimbursable Maintenance Charges	-	800	1,300	1,400	75.00%	7.69%
Miscellaneous	945	1,000	1,000	1,000	0.00%	0.00%
TOTAL OPERATING REVENUE	5,272,244	5,932,750	5,782,365	6,202,400	4.55%	7.26%
NON-OPERATING REVENUE						
Water Capital Connection/Capacity Charges	77,952	145,000	180,000	190,000	31.03%	5.56%
Interest/General	5,570	23,547	25,000	40,000	69.87%	60.00%
Discounts Earned	961	1,280	1,000	1,000	-21.88%	0.00%
Sales:Fixed Assets/Scrap Metal	24	8,844	1,000	1,000	-88.69%	0.00%
Bad Debt Recovery	582	1,140	500	2,000	75.44%	300.00%
FW/MR Assessment	10,711	-	-	-	0.00%	0.00%
Other Non-Operating Revenue	-	-	-	-	0.00%	0.00%
TOTAL NON-OPERATING REVENUE	95,800	179,811	207,500	234,000	30.14%	12.77%
TOTAL DISTRICT REVENUE	5,368,044	6,112,561	5,989,865	6,436,400	5.30%	7.45%
OPERATING EXPENSES						
Wages Direct	686,114	918,850	790,000	905,000	-1.51%	14.56%
Wages & Benefits: Allocated	586,779	646,930	622,810	742,820	14.82%	19.27%
Benefits: PERS	97,157	185,400	120,000	130,000	-29.88%	8.33%
Group Ins	321,018	387,500	320,000	360,000	-7.10%	12.50%
Workers Comp Ins	14,458	14,580	16,000	17,000	16.60%	6.25%
FICA/Medicare	52,458	70,500	61,000	65,000	-7.80%	6.56%
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,757,984	2,223,760	1,929,810	2,219,820	-0.18%	15.03%
Less: wages & ben charged to Capital Proj.	(139,039)	(185,000)	(140,000)	(185,000)	0.00%	32.14%
Total Operating Wages and benefits	1,618,945	2,038,760	1,789,810	2,034,820	-0.19%	13.69%
Water Purchase HBMWD	1,056,338	1,108,192	1,150,000	1,175,000	6.03%	2.17%
Water Purchase Eureka	799,845	880,000	780,000	850,000	-3.41%	8.97%
Water Analysis	11,167	15,000	7,500	10,000	-33.33%	33.33%
Supplies/ Construction	147,620	113,960	110,000	120,000	5.30%	9.09%
Supplies/Office-Administration	6,690	4,500	4,000	4,500	0.00%	12.50%
Supplies/ Engineering	415	1,425	500	500	-64.91%	0.00%
Supplies/ Maintenance	41,509	50,000	60,000	52,500	5.00%	-12.50%
Temporary Labor	83,932	29,484	45,000	22,250	-24.54%	-50.56%
Repairs & Maintenance/Trucks	26,449	33,880	35,000	35,000	3.31%	0.00%
Equipment Rental	252	3,700	300	1,000	-72.97%	233.33%
Building & Grounds Maintenance	3,885	1,800	4,500	4,500	150.00%	0.00%
Electrical Power	208,912	273,983	235,000	280,000	2.20%	19.15%
Telephone	-	4,480	100	-	-100.00%	-100.00%
Postage	407	1,290	-	-	-100.00%	0.00%
Freight	507	285	500	500	75.44%	0.00%
Chemicals	9,502	10,000	10,000	12,000	20.00%	20.00%
Engineering	325	-	-	-	0.00%	0.00%
Other Professional Services	-	24,000	-	25,000	4.17%	0.00%
Transportation	39,582	44,776	40,000	43,000	-3.97%	7.50%
Office Equip. Maintenance	417	750	600	600	-20.00%	0.00%
Computer Software Maintenance	17,415	21,600	20,000	21,000	-2.78%	5.00%
Memberships & Subscriptions	1,402	1,350	1,500	1,500	11.11%	0.00%
Bad Debts & Minimum Balance Writeoff	100	28,500	6,000	10,000	-64.91%	66.67%

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
Water Fund

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
Conference & Continuing Ed	1,658	12,075	2,500	10,000	-17.18%	300.00%
Certifications	411	1,050	1,000	2,500	138.10%	150.00%
State/County & LAFCO Charges and Charges	30,504	13,600	30,000	30,000	120.59%	0.00%
Hydraulic Water Model Maintenance	1,802	2,000	2,000	2,000	0.00%	0.00%
Human Resources	459	9,750	2,000	2,500	-74.36%	25.00%
Miscellaneous	68	2,640	1,000	1,000	-62.12%	0.00%
General & Admin Expense Allocation	207,955	286,111	221,350	295,300	3.21%	33.41%
TOTAL OPERATING EXPENSES	4,318,474	5,018,941	4,560,160	5,046,970	0.56%	10.68%
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,453	88,715	88,715	-	-100.00%	-100.00%
2012 CIP & Refi.	26,166	-	-	-	0.00%	0.00%
Davis-Grunsky Loan	6,049	6,050	6,050	6,050	0.00%	0.00%
VacCon Truck Loan	-	-	-	-	0.00%	0.00%
Debt Service: Allocated	-	-	-	-	0.00%	0.00%
TOTAL LONG TERM DEBT PAYMENTS	209,668	94,765	94,765	6,050	-93.62%	-93.62%
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	0.00%	0.00%
Building & Yard Improvements	-	-	-	-	0.00%	0.00%
Capital Improvements Water	323,585	2,122,260	1,258,936	2,105,700	-0.78%	67.26%
Engineering & Studies	-	-	-	-	0.00%	0.00%
General Fund Allocation	132,182	145,635	236,221	286,140	96.48%	21.13%
TOTAL CAPITAL EXPENDITURES	455,767	2,267,895	1,495,157	2,391,840	5.47%	59.97%
BUDGET SURPLUS (DEFICIT)	384,136	(1,269,039)	(160,217)	(1,008,460)	-20.53%	529.43%

HUMBOLDT COMMUNITY SERVICES DISTRICT
SUMMARY BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
Water Fund

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget
OPERATING REVENUE & EXPENSES					
TOTAL OPERATING REVENUE	5,272,244	5,932,750	5,782,365	6,202,400	4.55%
TOTAL OPERATING EXPENSES	(4,318,474)	(5,018,941)	(4,560,160)	(5,046,970)	0.56%
NET SURPLUS/(DEFICIT) FROM OPERATIONS	953,770	913,809	1,222,205	1,155,430	26.44%
NON-OPERATING REVENUE & EXPENSES					
TOTAL NON-OPERATING REVENUE	95,800	179,811	207,500	234,000	30.14%
TOTAL LONG TERM DEBT SERVICE	(209,668)	(94,765)	(94,765)	(6,050)	-93.62%
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	839,903	998,856	1,334,940	1,383,380	38.50%
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(455,767)	(2,267,895)	(1,495,157)	(2,391,840)	5.47%
BUDGET SURPLUS or (DEFICIT)	<u>384,136</u>	<u>(1,269,039)</u>	<u>(160,217)</u>	<u>(1,008,460)</u>	<u>-20.53%</u>
Working Capital Reserve Summary					
BUDGET SURPLUS or (DEFICIT)	384,136	(1,269,039)	(160,217)	(1,008,460)	-20.53%
Beginning Working Capital Reserves	5,373,179	5,757,315	5,757,315	5,597,098	-2.78%
Working Capital Reserve Balance, End of Year	5,757,315	4,488,276	5,597,098	4,588,638	2.24%

HUMBOLDT COMMUNITY SERVICES DISTRICT
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
 Sewer Fund

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
OPERATING REVENUE						
Sewer Service Charges	6,778,299	8,057,944	7,750,000	8,315,000	3.19%	7.29%
Sewer Construction Charges	9,505	12,000	21,000	21,000	75.00%	0.00%
Account Charges	34,660	15,050	35,000	35,000	132.56%	0.00%
Inspection Charges	150	-	700	700	0.00%	0.00%
Reimbursable Maintenance Charges	-	200	-	200	0.00%	0.00%
Miscellaneous	119	1,000	1,000	1,000	0.00%	0.00%
TOTAL OPERATING REVENUE	6,822,733	8,086,194	7,807,700	8,372,900	3.55%	7.24%
NON-OPERATING REVENUE						
Sewer Capital Connection/Capacity Charges	28,148	239,000	95,000	95,000	-60.25%	0.00%
Interest/General	9,960	6,453	25,000	40,000	519.87%	60.00%
Discounts Earned	725	720	750	750	4.17%	0.00%
Sales:Fixed Assets/Scrap Metal	18	6,856	1,000	1,000	-85.41%	0.00%
Bad Debt Recovery	439	860	150	1,000	16.28%	566.67%
Other Non-Operating Revenue	-	-	-	-	0.00%	0.00%
TOTAL NON-OPERATING REVENUE	39,290	253,889	121,900	137,750	-45.74%	13.00%
TOTAL DISTRICT REVENUE	6,862,023	8,340,083	7,929,600	8,510,650	2.05%	7.33%
OPERATING EXPENSES						
Wages Direct	423,135	566,950	520,000	565,000	-0.34%	8.65%
Wages & Benefits: Allocated	586,779	646,930	622,810	742,820	14.82%	19.27%
Benefits: PERS	58,164	118,450	65,000	70,000	-40.90%	7.69%
Group Ins	195,453	237,500	200,000	240,000	1.05%	20.00%
Workers Comp Ins	8,302	8,910	7,500	9,000	1.01%	20.00%
FICA/Medicare	32,417	45,000	40,000	41,000	-8.89%	2.50%
Misc Benefits	-	-	-	-	0.00%	0.00%
Total Wages and Benefits	1,304,251	1,623,740	1,455,310	1,667,820	2.71%	14.60%
Less: wages & ben charged to Capital Proj.	(42,699)	(65,000)	(55,000)	(65,000)	0.00%	18.18%
Total Operating Wages and benefits	1,261,552	1,558,740	1,400,310	1,602,820	2.83%	14.46%
Sewage Treatment: Operating & Maint.	1,616,796	1,758,385	1,758,385	1,900,000	8.05%	8.05%
Sewer Analysis	-	-	-	-	0.00%	0.00%
Supplies/ Construction	27,979	40,040	38,000	40,000	-0.10%	5.26%
Supplies/ Office-Administration	5,047	4,500	3,000	4,500	0.00%	50.00%
Supplies/ Engineering	313	1,075	300	500	-53.49%	66.67%
Supplies/ Maintenance	43,737	50,000	100,000	52,500	5.00%	-47.50%
Temporary Labor	63,317	19,116	35,000	22,250	16.39%	-36.43%
Repairs & Maintenance/Trucks	22,656	26,620	27,000	28,000	5.18%	3.70%
Equipment Rental	190	1,300	-	1,000	-23.08%	0.00%
Building & Grounds Maintenance	2,931	1,500	2,500	2,500	66.67%	0.00%
Electrical Power	71,301	119,556	90,000	110,000	-7.99%	22.22%
Telephone	-	2,240	100	-	-100.00%	-100.00%
Postage	321	960	-	-	-100.00%	0.00%
Freight	5,209	215	25	250	16.28%	900.00%
Legal	-	-	-	-	0.00%	0.00%
Engineering	245	-	-	-	0.00%	0.00%
Other Professional Services	3,679	24,000	3,000	28,000	16.67%	833.33%
Transportation	30,751	33,779	31,000	32,000	-5.27%	3.23%
Office Equip. Maintenance	314	550	200	200	-63.64%	0.00%
Computer Software Maintenance	13,138	16,200	15,000	15,000	-7.41%	0.00%
Memberships & Subscriptions	1,058	900	1,500	1,500	66.67%	0.00%
Bad Debts & Minimum Balance Writeoff	-	21,500	20,000	22,000	2.33%	10.00%
Conference & Continuing Ed	1,200	15,180	2,000	10,000	-34.12%	400.00%
Certifications	186	805	400	2,500	210.56%	525.00%
State/County & LAFCO Charges and Charges	6,878	7,200	7,200	7,500	4.17%	4.17%

HUMBOLDT COMMUNITY SERVICES DISTRICT
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
 Sewer Fund

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
Human Resources	346	7,250	1,500	2,500	-65.52%	66.67%
Miscellaneous	126	1,920	1,500	1,500	-21.88%	0.00%
General & Admin Expense Allocation	207,955	286,111	221,350	295,300	3.21%	33.41%
TOTAL OPERATING EXPENSES	3,387,227	3,999,641	3,759,270	4,182,320	4.57%	11.25%
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	484,175	485,575	485,575	486,575	0.21%	0.21%
2012 CIP & Refi.	177,600	177,600	177,600	177,600	0.00%	0.00%
VacCon Truck Loan(2021)	117,441	117,441	117,441	117,441	0.00%	0.00%
Debt Service: Allocated	-	-	-	-	0.00%	0.00%
TOTAL LONG TERM DEBT PAYMENTS	779,216	780,616	780,616	781,616	0.13%	0.13%
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	450,000	444,354	17,500	-96.11%	-96.06%
Building, Yard& Paving Improvements	-	-	5,000	5,000	0.00%	0.00%
Capital Improvements Sewer	101,369	1,470,000	259,938	2,096,500	42.62%	706.54%
Engineering & Studies	-	-	-	-	0.00%	0.00%
General Fund Allocation	99,716	109,865	178,201	215,860	96.48%	21.13%
TOTAL CAPITAL EXPENDITURES	201,085	2,029,865	887,493	2,334,860	15.03%	163.08%
City of Eureka Projects: CoE WWTP CIP	533,098	433,029	1,336,000	698,000	61.19%	-47.75%
TOTAL OTHER	533,098	433,029	1,336,000	698,000	61.19%	-47.75%
BUDGET SURPLUS (DEFICIT)	1,961,397	1,096,932	1,166,221	513,854	-53.16%	-55.94%

HUMBOLDT COMMUNITY SERVICES DISTRICT
SUMMARY BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
Sewer Fund

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget
OPERATING REVENUE & EXPENSES					
TOTAL OPERATING REVENUE	6,822,733	8,086,194	7,807,700	8,372,900	3.55%
TOTAL OPERATING EXPENSES	(3,387,227)	(3,999,641)	(3,759,270)	(4,182,320)	4.57%
NET SURPLUS/(DEFICIT) FROM OPERATIONS	3,435,506	4,086,553	4,048,430	4,190,580	2.55%
NON-OPERATING REVENUE & EXPENSES					
TOTAL NON-OPERATING REVENUE	39,290	253,889	121,900	137,750	-45.74%
TOTAL LONG TERM DEBT SERVICE	(779,216)	(780,616)	(780,616)	(781,616)	0.13%
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	2,695,580	3,559,826	3,389,714	3,546,714	-0.37%
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(201,085)	(2,029,865)	(887,493)	(2,334,860)	15.03%
CITY of EUREKA PROJECT REIMBURSEMENT	(533,098)	(433,029)	(1,336,000)	(698,000)	61.19%
BUDGET SURPLUS or (DEFICIT)	<u>1,961,397</u>	<u>1,096,932</u>	<u>1,166,221</u>	<u>513,854</u>	<u>-53.16%</u>
Working Capital Reserve Summary					
BUDGET SURPLUS or (DEFICIT)	1,961,397	1,096,932	1,166,221	513,854	-53.16%
Beginning Working Capital Reserves	3,897,847	5,859,244	5,859,244	7,025,465	19.90%
Working Capital Reserve Balance, End of Year	5,859,244	6,956,176	7,025,465	7,539,319	8.38%

HUMBOLDT COMMUNITY SERVICES DISTRICT
 BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
 General Fund

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
OPERATING REVENUE						
Interest (will be allocated to w/s @ y/e)	49,655	-	-	-	0.00%	0.00%
Miscellaneous	779	-	-	-	0.00%	0.00%
TOTAL OPERATING REVENUE	50,434	-	-	-	0.00%	0.00%
NON-OPERATING REVENUE						
Property Taxes	442,243	430,000	430,000	450,000	4.65%	4.65%
Insurance Rebate	-	-	-	-	0.00%	0.00%
Other Non-Operating Revenue	-	-	-	-		
TOTAL NON-OPERATING REVENUE	442,243	430,000	430,000	450,000	4.65%	4.65%
TOTAL DISTRICT REVENUE	492,677	430,000	430,000	450,000	4.65%	4.65%
OPERATING EXPENSES						
Wages Direct	405,220	469,200	410,000	480,000	2.30%	17.07%
Benefits: PERS	337,916	211,150	320,000	350,000	65.76%	9.38%
Group Ins	489,739	625,000	500,000	665,000	6.40%	33.00%
Workers Comp Ins	2,940	3,510	3,000	5,000	42.45%	66.67%
FICA/Medicare	32,485	34,500	32,000	35,000	1.45%	9.38%
Misc Benefits	600	500	620	640	28.00%	3.23%
Total Wages and Benefits	1,268,899	1,343,860	1,265,620	1,535,640	14.27%	21.33%
Less: wages & ben charged to Capital Proj.	(95,341)	(50,000)	(20,000)	(50,000)	0.00%	150.00%
Less: Allocated to Water and Sewer Funds	(1,173,559)	(1,293,860)	(1,245,620)	(1,485,640)	14.82%	19.27%
Total Unallocated Wages and Benefits	-	-	-	-	0.00%	0.00%
Supplies/ Construction	-	-	-	-	0.00%	0.00%
Supplies/ Administration	1,848	6,000	5,000	6,000	0.00%	20.00%
Supplies/ Engineering	12	-	-	500	0.00%	0.00%
Supplies/ Maintenance	-	-	4,000	5,000	0.00%	25.00%
Invoicing	54,485	57,000	60,000	60,000	5.26%	0.00%
Temporary Labor	-	16,200	-	-	-100.00%	0.00%
Repairs & Maintenance/Trucks	-	-	-	-	0.00%	0.00%
Equipment Rental	-	-	-	-	0.00%	0.00%
Building & Grounds Maintenance	23,278	26,700	25,000	23,000	-13.86%	-8.00%
Electrical Power	73,771	104,612	90,000	110,000	5.15%	22.22%
Street Lights	76,328	100,000	80,000	105,000	5.00%	31.25%
Telephone	13,773	7,280	15,000	16,000	119.78%	6.67%
Postage	2,155	750	750	850	13.33%	13.33%
Freight	22	-	250	250	0.00%	0.00%
Liability Insurance	80,273	85,000	100,000	100,500	18.24%	0.50%
Legal Services	37,938	70,000	10,000	70,000	0.00%	600.00%
Accounting	19,253	15,000	15,000	15,000	0.00%	0.00%
Engineering	-	1,000	-	1,000	0.00%	0.00%
Other Professional Services	6,762	72,000	16,000	40,000	-44.44%	150.00%
Bank Service Charges	12,453	20,000	10,000	15,000	-25.00%	50.00%
Transportation	-	-	-	-	0.00%	0.00%
Office Equip. Maintenance	2,553	3,700	3,000	3,500	-5.41%	16.67%
Computer Software Maintenance	4,577	7,200	3,000	3,500	-51.39%	16.67%
Memberships & Subscriptions	18,637	20,250	21,000	28,000	38.27%	33.33%
Bad Debts & Minimum Balance Writeoff	-	-	-	-	0.00%	0.00%
Conference & Continuing Ed	10,192	7,245	1,000	8,000	10.42%	700.00%
Certifications	2,043	1,645	-	500	-69.60%	0.00%
State/County & LAFCO Charges and Charge:	18,966	19,200	19,200	20,000	4.17%	4.17%

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023
General Fund

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget	% Change vs 2024 Actual
Elections Expense	6,210	-	-	20,000	0.00%	0.00%
Human Resources	6,916	8,000	25,000	20,500	156.25%	-18.00%
Miscellaneous	7,346	7,440	7,500	7,500	0.81%	0.00%
Director's Charges	12,450	16,000	12,000	16,000	0.00%	33.33%
General & Admin Expense Allocation	(415,909)	(572,222)	(442,700)	(590,600)	3.21%	33.41%
TOTAL OPERATING EXPENSES	76,328	100,000	80,000	105,000	5.00%	31.25%
LONG TERM DEBT PAYMENTS						
Less: Allocated to Water & Sewer Funds	-	-	-	-	0.00%	0.00%
TOTAL LONG TERM DEBT PAYMENTS	-	-	-	-		
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	59,123	-	350,422	112,000	0.00%	-68.04%
Building, Yard & Paving Improvements	107,404	145,500	54,000	390,000	168.04%	622.22%
Engineering & Studies	65,371	110,000	10,000	-	-100.00%	-100.00%
Less: Allocated to Water & Sewer Funds	(231,898)	(255,500)	(414,422)	(502,000)	96.48%	21.13%
TOTAL CAPITAL EXPENDITURES	-	-	-	-		
BUDGET SURPLUS (DEFICIT)	416,349	330,000	350,000	345,000	4.55%	-1.43%

HUMBOLDT COMMUNITY SERVICES DISTRICT

SUMMARY BUDGETARY STATEMENT OF REVENUES AND EXPENSES FOR FISCAL YEAR 2022-2023

General Fund

	2022-23 Actual	2023-24 Budget	2023-24 Est Actual	2024-25 Budget req	% Change vs 2024 Budget
OPERATING REVENUE & EXPENSES					
TOTAL OPERATING REVENUE	50,434	-	-	-	0.00%
TOTAL OPERATING EXPENSES	(76,328)	(100,000)	(80,000)	(105,000)	5.00%
NET SURPLUS/(DEFICIT) FROM OPERATIONS	<u>(25,894)</u>	<u>(100,000)</u>	<u>(80,000)</u>	<u>(105,000)</u>	<u>5.00%</u>
NON-OPERATING REVENUE & EXPENSES					
TOTAL NON-OPERATING REVENUE	442,243	430,000	430,000	450,000	4.65%
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	416,349	330,000	350,000	345,000	4.55%
HCSD CAPITAL IMPROVEMENT EXPENDITURES	-	-	-	-	0.00%
BUDGET SURPLUS or (DEFICIT)	<u>416,349</u>	<u>330,000</u>	<u>350,000</u>	<u>345,000</u>	<u>4.55%</u>
Working Capital Reserve Summary					
BUDGET SURPLUS or (DEFICIT)	416,349	330,000	350,000	345,000	4.55%
Beginning Working Capital Reserves	1,076,443	1,492,792	1,492,792	1,842,792	23.45%
Working Capital Reserve Balance, End of Year	<u>1,492,792</u>	<u>1,822,792</u>	<u>1,842,792</u>	<u>2,187,792</u>	<u>20.02%</u>

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
Capital Expenditures

	2022-23 Actual	2023-24 Budget	2023-24 As of April	2023-24 Est Actual	2024-25 Budget req
VEHICLES, ROLLING STOCK & EQUIPMENT					
New Computers & Laptops Scheduled Replacements	1,895	-	9,371	11,000	
Unit #9 Replacement - Van	36,156	-			
Unit #13 Replacement (Unit 20)	-	-			
Unit #4 2010 Ford F-450 w/crane		-	167,707	167,707	
Unit 10 (Peterbilt Dump Truck)	249	-	171,715	171,715	
Unit #3 Replacement - Ford 4x4 Truck					85,000
Riding Mower					10,000
Truck Radio Repeater					12,000
Hydrostatic Pressure Pump					5,000
Sewer Push Camera (Sewer)					17,500
Sewer Camera Van (Sewer)	-	450,000	444,354	444,354	
Total Vehicles, Rolling Stock & Equipment	38,300	450,000	793,147	794,776	129,500
BUILDING, YARD & PAVING IMPROVEMENTS					
Office Building - (Siding, Windows, Front, Roof) (GF)	44,871	88,000	25,185	26,000	
Office ADA (GF)	40,692	17,500	22,001	23,000	35,000
Vehicle Storage Upgrades (GF)	1,142	15,000			20,000
Yard Paving Repairs (GF)					40,000
Office Building and Breakroom Roof (GF)		25,000			45,000
Office Building Exterior Phase 2 (GF)					125,000
Small Truck Garage (GF)					125,000
Drying Bed Upgrades (Sewer)			2,834	5,000	5,000
Total Building, Yard & Paving Improvements	86,705	145,500	50,020	54,000	395,000
WATER SYSTEM IMPROVEMENTS (Water)					
New Connections	19,096	15,000	9,965	15,000	15,000
Donna Drive Hydro-Tank Replacement	88,606	60,500	1,599	60,500	
Ridgewood WBS		33,000	22,004	33,000	
Water Sampling Stations	10,418	-	20,879	21,000	35,000
AMR Program	18,540	155,100	6,239	155,000	275,200
SCADA upgrades (Water Portion)	8,329	55,000	111,649	120,562	110,000
Brier Lane 0.5MG Tank	43,609	726,000	543,441	550,000	40,000
Ridgewood Tank	11,981	50,000	2,022	5,000	50,000
Hubbard 3rd Pump	10,284	36,300	25,796	36,300	7,500
Donna Drive .5MG Tank	1,565	48,400	3,059	5,000	420,000
ADA Access-Pump Facilities	81	5,500			5,500
Truesdale WBS		30,250	22,156	25,000	40,000
PRV Program	-	-	-	-	10,000
South Bay School Backflow		16,500			20,000
Spruce Pt well pump	155	33,000			75,000
Walnut 0.5 MG Tank Rehabilitation	-	-	-	-	50,000
18th Street SMR	4,945	133,650	107,508	107,508	
Stanford Circle SMR	1,245	29,700	7,372	29,700	
Temple Circle SMR	909	38,610	36,214	50,635	
Walnut EQ Repair	(30,535)	500,000	23,574	25,000	500,000
Crane Street	1,454	74,250			297,500
Shady Lane SMR	-	-	807	1,000	140,000

Park Street SMR	5,100	-			
Replace South Bay Well	1,862	-			
Pine Hill Water Line	5,298	-			
Tower Lane SMR	96,508	-			
Christian Ln SMR	1,434	38,500	731	731	
Water Storage Tanks Cleaning Inspecting		10,000	12,376	15,000	15,000
South Bay Well	22,700	-			
18th & Quakler PSV		33,000			
Upper Vista Water Main tie-in	-	-	897	1,000	
McRae Lane SMR	-	-	717	1,000	
Beechwood Tank Site Fencing	-	-	628	1,000	
Total Water System Improvements	323,585	2,122,260	959,632	1,258,936	2,105,700
SEWER SYSTEM IMPROVEMENTS (Sewer)					
New Connections	2,583	5,000	2,294	4,000	5,500
Roth Court SLS		77,000	53,306	77,000	
Sea Ave SLS/FM	7,163	22,000	7,772	22,000	24,000
Allard Access Vault		11,000	446		20,000
Foxwood Drive SLS					45,000
Christine Drive SLS					75,000
Fields Landing SLS					100,000
Hoover Street SLS Upgrade					100,000
Artino SLS		-			30,000
King Salmon SLS					15,000
Hoover SLS Flood Hardening					250,000
SCADA upgrades (Sewer Portion)	8,329	55,000	82,438	82,438	110,000
Dr. Office Lane	2,690	165,000	12,816	17,000	222,000
Walnut EQ Repair	(30,535)	500,000	11,787	15,000	350,000
South Broadway SLS/FM	1,927	110,000	2,228	15,000	110,000
Hemlock	6,656	275,000	24		80,000
Hartman Ln	5,649	71,500			120,000
Noe St	1,391	162,000			75,000
Walnut Drive Trouble Spot	-	-	-	-	300,000
Walnut Drive Laterals	-	-	-	-	65,000
Sequoia Lift Station	10,111	-			
Hidden Meadows SLS	10,950	-			
Blackberry SLS	19,765	27,500	21,602	27,500	
Elk River Estuary Prep	54,690	-			
Mesa /Bell Terrace		44,000			
Total Sewer System Improvements	101,369	1,525,000	194,712	259,938	2,096,500
ENGINEERING, STUDIES & CAPITAL OUTLAY					
District Design Standards (GF)	1,840	-			
Annexations (GF)		-			
Grant Writing (GF)	5,562	-	8,398	10,000	
Water Sewer Rate Study (GF)	54,054	-			
Total Engineering & Studies	61,456	-	8,398	10,000	-
CITY OF EUREKA CIPS (Sewer)					
CoE WWTP CIP	533,098	433,029	-	1,336,000	698,000
Total City of Eureka CIPs	533,098	433,029	-	1,336,000	698,000

Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: June 11, 2024

AGENDA ITEM: **F.4**

TITLE: Review of Appropriations Limit for FY 2024-25

PRESENTED BY: Michael Montag, Finance Manager

Recommendation:

Information is presented for Board review and public notification. Approval of Appropriations Limit for FY 2024-25 is scheduled for the June 25, 2024 Board meeting.

Summary:

Article XIII B of the California Constitution, adopted by Proposition 4 in 1980, and amended in 1990 by Proposition 111, imposes restrictions on the amount of revenues that can be received and appropriated in a fiscal year. Only revenues defined as "proceeds of taxes" are restricted by the limit. Generally, revenues restricted as to use, such as enterprise fund revenues and charges for services not exceeding the cost of providing the service are not considered proceeds of taxes. Also, certain expenditures are considered exempt from the limit. During any fiscal year the District may not appropriate any proceeds of taxes they receive in excess of its Limit.

The appropriations limit is based on actual appropriations during the base year of 1978-79, and is adjusted each year using the growth in population and inflation. The limit, cost of living factor, and population change factor must be adopted each year by resolution of the District Board of Directors and incorporated into the District's budget.

Projected property taxes and assessments for 2024-25 total \$450,000. All of the District's projected property tax revenues are subject to the Appropriations Limit.

The 2024-25 Appropriations Limit, as calculated on the following page, is \$ 552,097. Projected tax revenues are \$ 102,097 under the limit.

Fiscal Impact:

None.

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**FISCAL YEAR 2024-25 HUMBOLDT COMMUNITY SERVICES
DISTRICT APPROPRIATIONS LIMIT CALCULATIONS**

A. Last Year's Limit (FY 2023-24) \$ 534,967

B. Adjustment Factors

- 1. Population % (County population growth) -0.71
- 2. Inflation % (Change in California Per Capita Personal Income) 3.94

Population Converted to a Ratio: $\frac{-0.71+100}{100} =$ 0.9929

Per Capita Cost of Living Converted to a Ratio: $\frac{3.94 +100}{100} =$ 1.0394

Calculation of Factor for Fiscal Year 2024-25 $0.9929 \times 1.0394 =$ 1.032021

C. This Year's Limit \$ 552,097

APPROPRIATIONS SUBJECT TO LIMIT AND AMOUNT UNDER LEGAL LIMIT

A. Proceeds of Taxes	\$ 450,000
B. Exclusions	0
C. Appropriations Subject to Limit	\$ 450,000
D. Current Year Limit	\$ 552,097
E. Under Limit	\$ 102,097

Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: June 11, 2024

AGENDA ITEM: F.5

TITLE: Disclosure of Employee Reimbursements for Fiscal Year 2023/24

PRESENTED BY: Michael Montag, Finance Manager

Recommendation:

Approve Disclosure of Employee Reimbursements for Fiscal Year 2023/24 by motion and roll call vote.

Summary:

State law (Government Code Section 53065.5) requires that special districts disclose, at least annually, reimbursements paid by the district to any employees or board members of at least \$100 for each individual charge for services or products received. "Individual charge" includes but is not limited to, one meal, one night's lodging, transportation, or a registration fee paid to any employee or board member.

Fiscal Impact:

None

**HUMBOLDT COMMUNITY SERVICES DISTRICT
REIMBURSEMENTS
FISCAL YEAR 2023-2024**

Board Member or Employee Name	Date	Amount	Type of Reimbursement
Chris Armstrong	3/29/2024	\$370.00	Stipend for reimbursement of expenses for D2 Water Distribution Certification
Brandon Balke	4/10/2024	\$445.00	Reimbursement of registration fees for Water Certification Training
Jacob Mitchell	11/22/2023	\$370.00	Stipend for reimbursement of expenses for D3 Water Distribution Certification
Jacob Mitchell	6/6/2024	\$100.00	Reimbursement of registration fees for D3 Water Certification exam
Matthew Warner	8/10/2023	\$194.80	Reimbursement for Painting Supplies for office
Terrence Williams	10/10/2023	\$330.00	Reimbursement for purchase of Staff lunch

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: June 11, 2024

AGENDA ITEM: F-6

TITLE: Consideration of Adopting Resolution 2024-04 Approving a New District Workplace Violence Prevention Plan as Required by Senate Bill 553

PRESENTED BY: Terrence Williams, General Manager

RECOMMENDATION:

Staff recommends adopting Resolution 2024-04 approving a New District Workplace Violence Prevention plan under Senate Bill No. 553 by motion and roll call vote.

BACKGROUND:

On September 20, 2023, Governor Newsom signed Senate Bill No. 553 ("SB 553") into law, which requires certain California employers to take steps to prevent and respond to workplace violence. Notably, SB 553 added Section 6401.9 to the California Labor Code, which, effective July 1, 2024, requires covered employers to adopt a comprehensive workplace violence prevention plan that must include, among other things, the following:

- The names or job titles of the individuals responsible for implementing and maintaining the workplace violence prevention plan.
- Procedures to obtain the active involvement of employees in developing, implementing, and reviewing the workplace violence prevention plan, including their participation in identifying, evaluating, and correcting workplace violence hazards, designing, and implementing training, and reporting and investigating workplace violence incidents.
- Methods the employer will use to coordinate the implementation of the workplace violation prevention plan among employees in the same facility or department.
- Procedures for the employer to respond to workplace violence and to prohibit retaliation against employees who make reports of workplace violence.
- Procedures for ensuring compliance with the workplace violence prevention plan.
- Procedures for communicating with employees regarding workplace violence matters.
- Procedures for developing and providing training on the employer's workplace violence prevention plan.

- Assessment procedures to identify and evaluate workplace violence hazards.
- Procedures for correcting workplace violence hazards in a timely manner.
- Procedures for post-incident response and investigation. In addition to developing and implementing a workplace violence prevention plan, covered employers must also “record information in a violent incident log about every incident, post- incident, response, and workplace violation injury investigation” performed in accordance with the workplace violence prevention plan.

California employers subject to the law must also review and update their workplace violence prevention plans on an annual basis and provide an evaluation of the incidents that occurred and maintain records of workplace violence hazards previously identified.

With the utilization CalOSHA’s template, and review by District Legal Counsel, the attached satisfies compliance with the new law’s requirements.

Fiscal Impact:

None known at this time.

ATTACHMENTS:

1. Draft Workplace Violence Prevention Plan
2. Resolution 2024-04



Adopted _____, 2024

Workplace Violence Prevention Plan

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Appendices

- A. Workplace Violence Incident Log
- B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

Policy

Humboldt Community Services District (HCSD) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by SB533. The regulation requires HCSD to establish, implement, and maintain, at all times in all District facilities, a workplace violence prevention plan for the purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

The HCSD Workplace Violence Prevention Plan (WVPP) is available upon request for examination and copying to our employees, their representatives, and the Chief of Cal/OSHA or his or her designee.

Prohibited Acts

HCSD will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
 - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury

Workplace violence can be categorized into four types:

- Type 1:** Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime
- Type 2:** Workplace violence directed at employees by customers, vendors, or visitors
- Type 3:** Workplace violence against an employee by a present or former employee, supervisor, or manager
- Type 4:** Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee

In addition, HCSD prohibits all dangerous weapons not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all HCSD property. Any employee in possession of prohibited dangerous weapons on HCSD property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any appointed or elected official in possession of prohibited dangerous weapons on HCSD property is in violation of this policy and may be subject to disciplinary action including, but not limited to restriction

of access from HCSD facilities. Any volunteer, contractor, customer, or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The General Manager, or an assigned designee, is the designated WVPP Plan Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The General Manager will also be able to answer employee questions concerning this plan.

The General Manager, or an assigned designee, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVPP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The General Manager, or an assigned designee, shall coordinate implementation of the workplace violence prevention plan with other employers (ex. contracted security staff and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on HCSD’s WVPP plan.

Managers and Supervisors

Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Employees

Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all trainings;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Compliance

The Administrator is responsible for ensuring the plan is clearly communicated and understood by all employees, volunteers and appointed and elected officials. The following techniques are used to ensure all individuals understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring all employees, including managers, and supervisors receive training on this plan;

- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the plan;
- Disciplining employees, and volunteers who engage in violence or threats of violent behaviors up to and including dismissal;
- Appointed or elected officials may be subject to disciplinary action including, but not limited to restriction of access from HCSD facilities; and
- Ensuring training of this plan is conducted on an annual basis.

Communication and Training

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined or subject to retaliation for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of HCSD's responsibility in complying with hazard correction measures outlined in the WVPP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to seek professional services.

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- HCSD's alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;
- Appropriate and inappropriate use of restraining techniques and medications as chemical restraints in accordance with Title 22; and
- An opportunity to practice the taught maneuvers and techniques, including a debriefing session.

Training will occur:

- When the plan is first established;

- At time of hire or transfer;
- Annually for employees assigned to respond to internal alerts, alarms, or systems;
- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified

Employees who receive training in a form other than live will have the opportunity to meet with a person knowledgeable on the plan within one business day of the training for interactive questions to be answered.

Procedures

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, the General Manager, or other department manager/head, will alert employees and members of the public of the presence, location, and nature of the workplace violence through the following methods:

- Facility Page All
- Text Message or phone call

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the General Manager and/or their immediate supervisor.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees can obtain help from staff assigned to respond to workplace violence emergencies. If no security personnel are located at the worksite, employees shall call 911 to report the incident and request assistance from law enforcement.

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience threats of violence or workplace violence can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

Restraining Orders

Employees or other personnel affiliated with HCSD who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year’s workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

Post Incident Response and Investigation

Managers and supervisors will use the Workplace Violence Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violence Incident Log.

Recordkeeping

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for three years in accordance with the recordkeeping requirements of HCSD's Injury and Illness Prevention Program.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three years.
- Records of violent incidents (Workplace Violence Incident Log) will be maintained a minimum of five years at HCSD's Administrative Offices.

Annual Review

HCSD's Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

APPENDIX A

WORKPLACE VIOLENCE INCIDENT LOG

This form **must** be completed for every record of violence in the workplace

Incident ID # *:	Date & Time of Incident:	Department:
Specific Location of Incident:		

*Do not identify employee by name, employee #, or SSI. The Incident ID **must not** reflect the employee's identity!

Describe Incident (include additional pages if needed):

Assailant Information

- | | | |
|--------------------------------------------|----------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Person In Custody | <input type="checkbox"/> Co-Worker/Supervisor/Manager | <input type="checkbox"/> Customer |
| <input type="checkbox"/> Robber/Burglar | <input type="checkbox"/> Family or Friend of Victim | <input type="checkbox"/> Family or Friend of Customer |
| <input type="checkbox"/> Stranger | <input type="checkbox"/> Parent/Relative of Victim | <input type="checkbox"/> Parent/Relative of Customer |
| <input type="checkbox"/> Passenger | <input type="checkbox"/> Partner/Spouse of Victim | <input type="checkbox"/> Partner/Spouse of Customer |
| <input type="checkbox"/> Animal | <input type="checkbox"/> Former Partner/Spouse of Victim | <input type="checkbox"/> Former Partner/Spouse of Customer |
| <input type="checkbox"/> Other: | | |

Circumstances at time of incident:

- | | | |
|------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Employee Performing Normal Duties | <input type="checkbox"/> Poor Lighting | <input type="checkbox"/> Employee Rushed |
| <input type="checkbox"/> Employee Isolated or Alone | <input type="checkbox"/> High Crime Area | <input type="checkbox"/> Low Staffing Level |
| <input type="checkbox"/> Unable to Get Help or Assistance | <input type="checkbox"/> Working in a Community Setting | <input type="checkbox"/> Unfamiliar or New Location |
| <input type="checkbox"/> Other: | | |

Location of Incident:

- | | | |
|----------------------------------------------------------|------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Lobby | <input type="checkbox"/> Restroom/Bathroom | <input type="checkbox"/> Hallway |
| <input type="checkbox"/> Parking Lot or Outside Building | <input type="checkbox"/> Breakroom | <input type="checkbox"/> Street _____(name) |
| <input type="checkbox"/> Office | <input type="checkbox"/> Board/Conference Room | |
| <input type="checkbox"/> Other: | | |

Type of Incident (check as many as apply):

- | | | |
|----------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Robbery | <input type="checkbox"/> Grabbed | <input type="checkbox"/> Pushed |
| <input type="checkbox"/> Verbal Threat or Harassment | <input type="checkbox"/> Kicked | <input type="checkbox"/> Scratched |
| <input type="checkbox"/> Sexual Threat, Harassment, or Assault | <input type="checkbox"/> Hit with an Object | <input type="checkbox"/> Bitten |
| <input type="checkbox"/> Animal Attack | <input type="checkbox"/> Shot (or Attempted) | <input type="checkbox"/> Slapped |
| <input type="checkbox"/> Threat of Physical Force | <input type="checkbox"/> Bomb Threat | <input type="checkbox"/> Hit with Fist |
| <input type="checkbox"/> Threat of Use of Weapon or Object | <input type="checkbox"/> Vandalism of (Victim's Property) | <input type="checkbox"/> Knifed (or Attempted) |
| <input type="checkbox"/> Assault with a Weapon or Object | <input type="checkbox"/> Vandalism (of Employer's Property) | <input type="checkbox"/> Arson |
| <input type="checkbox"/> Robbery | <input type="checkbox"/> Other: | |

Consequences of Incident:

- Medical care provided? Yes No Law enforcement called? Yes No Security contacted?? Yes No
- Did anyone provide assistance to conclude the event? Yes No Days lost from work (if any) _____
- Actions taken by employer to protect employees from a continuing threat? Yes No Other:

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

APPENDIX B
WORKPLACE VIOLENCE PREVENTION
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase HCSD’s vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

RESOLUTION 2024-04

A RESOLUTION OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS APPROVING A NEW DISTRICT WORKPLACE VIOLENCE PREVENTION PLAN UNDER SENATE BILL NO. 553

WHEREAS, the Humboldt Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, on September 20, 2023, Governor Newsom signed Senate Bill No. 553 (“SB 553”) into law, which requires certain California employers to take steps to prevent and respond to workplace violence; and

WHEREAS, notably, SB 553 added Section 6401.9 to the California Labor Code, which, effective July 1, 2024, requires covered employers to adopt a comprehensive workplace violence prevention plan; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Humboldt Community Services District does hereby adopt Resolution 2024-05 approving a new District Workplace Violence Prevention Plan Under Senate Bill No. 553 as follows:

- The names or job titles of the individuals responsible for implementing and maintaining the workplace violence prevention plan.
- Procedures to obtain the active involvement of employees in developing, implementing, and reviewing the workplace violence prevention plan, including their participation in identifying, evaluating, and correcting workplace violence hazards, designing and implementing training, and reporting and investigating workplace violence incidents.
- Methods the employer will use to coordinate the implementation of the workplace violation prevention plan among employees in the same facility or department.
- Procedures for the employer to respond to workplace violence and to prohibit retaliation against employees who make reports of workplace violence.
- Procedures for ensuring compliance with the workplace violence prevention plan.
- Procedures for communicating with employees regarding workplace violence matters.
- Procedures for developing and providing training on the employer’s workplace violence prevention plan.
- Assessment procedures to identify and evaluate workplace violence hazards.
- Procedures for correcting workplace violence hazards in a timely manner.
- Procedures for post-incident response and investigation.

PASS, APPROVED, and ADOPTED, this 11th day of June 2024, on the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Heidi Benzonelli, Board President

ATTEST:

Robert Christensen, Board Secretary