



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

AGENDA

DATE: Tuesday, August 13, 2024

TIME: 5:00 p.m.

LOCATION: 5055 Walnut Drive, Eureka, CA

The HCSD Boardroom is open to the public during open session segment(s) of the meeting. This meeting will also be held by Zoom video/teleconference, per Government Code Section 54953(b). If members of the public cannot attend in person and would like to speak on an agenda item including Public Participation, please join through the Zoom website (<https://zoom.us>) by 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 August 13, 2024 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of July 9, 2024 *Pgs 3-7*

D. REPORTS

1. General Manager
 - a) District Update *Pgs 9-10*
2. Finance Department
 - a) July 2024 Check Register *Pgs 11-21*
 - b) June 2024 Budget Statement *Pgs 23-32*
3. Engineering
 - a) Update *Pgs 33*
4. Planning
 - a) Update *Pgs 35*
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 Claim for Damages – 5986 Christopher Dr. *Pgs 37-39*
2. Consideration of Appointing an Ad Hoc to Conduct the General Manager Annual Performance Review *Pgs 41*

G. ADJOURNMENT

Next Res: 2024-10

Next Ord: 2024-01

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

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:01 p.m. on Tuesday, July 9, 2024, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call were Directors Benzonelli, Hansen, 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 July 9, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of June 25, 2024

DIRECTOR HANSEN MOVED, DIRECTOR RYAN SECONDED, TO ACCEPT AND APPROVE THE JULY 9, 2024 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. REPORTS

1. General Manager

- a) District Update

GM reported on the independence of the United States on July 4th, 1776, and that the country was founded on the principle that common people should vote and determine how they are governed. GM thanked the board for their service to the District through participation in our democracy and wished everyone a belated happy 4th of July.

2. Finance Department

- a) June 2024 Check Register

FM affirmed standard expenditures during June. FM noted that the District is utilizing temporary staff for meter replacement.

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3. Engineering

a) Update

AE introduced Ana Rodriguez, the District's Engineering Intern. The Operations and Maintenance Department has been working towards installing a flow meter at the Hubbard Booster Station to replace the current meter which was found to be out of tolerance during a recent calibration. The Hubbard flow meter monitors the water purchased from the City of Eureka. A new pump and discharge system modification is currently in progress which will increase flow capacity and allow the District to pump to the Walnut Drive-Truesdale and the Myrtle-town-Freshwater zones simultaneously. In the first half of 2024 the Operations and Maintenance Department completed 5.42 miles of sewer line cleaning, 2,100 feet of sewer laterals cleaning, 1,200 feet of sewer main filming and 470 feet of sewer lateral filming. The District currently spends 50 personnel hours every two weeks mowing to protect infrastructure. The District will be purchasing a large format mower that will reduce mowing time by about 50%.

4. Planning

a) Update

USP reported that the Planning Department has continued to respond to building and planning referrals that have been submitted to the District. District staff completed the annual reading of all intermingled water meters on July 1st

E. PUBLIC PARTICIPATION

None

F. NEW BUSINESS

1. Consideration of Main Extension Agreement for 1308 La Pointe Rd. APN: 300-211-010

USP stated that the applicant will extend a pressure sewer main that will provide service to 1308 La Pointe Rd. Construction of the extension will be completed by the applicant's contractor. After a final inspection of the main by District staff the District will assume ownership of the main and will be responsible for maintenance. The extension will include a one-year guarantee from failures due to defective materials or labor.

The Board discussed the project. GM stated that the agreement is being

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reviewed by legal counsel and if there are significant changes recommended by counsel the agreement will be brought back to the Board for approval.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN TO ADOPT MAIN EXTENSION AGREEMENT FOR 1308 LA POINTE RD. APN 300-211-010 WITH A CONDITION OF APPROVAL BY LEGAL COUNSEL. MOTION PASSES UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Consideration of Adopting Resolution 2024-08 to Amend the Humboldt Community Services District Conflict of Interest Code

GM explained that the District's Conflict of Interest Code was last revised in 2022. Since the last revision, there have been changes to the District's organizational chart and amendments to the Political Reform Act that require additional changes to the District's Conflict of Interest Code. Director Ryan noted that a correction may be needed to amend the Code by striking *Humboldt County Board of Supervisors* and replacing it with *County of Humboldt Office of Elections*. GM stated that he would inquire with Legal Counsel if the revision is necessary.

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN, TO ADOPT RESOLUTION 2024-08 TO AMEND THE HUMBOLDT COMMUNITY SERVICES DISTRICT CONFLICT OF INTEREST CODE INCLUDING THE ABOVE-MENTIONED CORRECTION IF DEEMED NECESSARY LEGAL COUNSEL. MOTION PASSES UPON THE FOLLOWING ROLL CALL VOTE:

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

3. Consideration of Withdrawing from the South Broadway Forcemain Grant Funding so that the District is Eligible to Apply for Appropriate Level of Funding

GM reported that in 2022 the District was awarded 2.25 million dollars of FEMA funding to replace the natural hazard vulnerable South Broadway Forcemain. Since the award, District staff and consultants have been advancing the project. The cost estimate developed by the District consultant's for the original project concept was 15 million dollars. FEMA funding stipulates that the total project

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cost cannot exceed 3 million dollars. CAL OES advised the District to withdraw from current funding so that the District may apply for an appropriate level of funding in the current funding cycle. The District has not requested any reimbursement from the current awarded amount in anticipation of seeking a revised grant-funded amount. The project is currently shown in the CIP to be funded in FY 27 through FY 32 using District funds.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN, TO WITHDRAW FROM THE SOUTH BROADWAY FORCEMAIN GRANT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

4. Consideration of Declaring Unit 4B: 2009 Ford F450 and Unit 17B: 2001 E350 Ford Van Surplus and Disposal by Bidding Process

GM reported that the District recently purchased a new crane truck and camera van which replaced the existing 2009 Ford F450 and 2001 E350 Ford van. The District plans to sell the surplus-ed equipment through the District's standard bidding process with minimum bids of \$18,000 for the 2001 E350 (camera van) and \$30,000 for the 2009 Ford F450 (crane truck). The District did a review of the equipment and determined that the minimum bids are comparable to similar equipment on the market. If the District does not receive qualified bids that meet the minimum bidding requirement, staff will request a new minimum bid amount from the Board.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR HANSEN, TO DECLARE UNIT 4B: 2009 FORD F450 AND UNIT 17B: 2001 E350 FORD VAN SURPLUS AND DISPOSAL BY BIDDING PROCESS. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

G. OLD BUSINESS

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1. Consideration of Adopting Resolution 2024-09 to Approve a Corrected Master Charge Schedule for Fiscal Year 2024/25

FM informed the Board that the Master Charge schedule that was presented on June 25 incorrectly listed the Water and Sewer Capacity and Connection Charges as those that were in effect before the update to the Connection and Capacity Charges that became effective in September 2023.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN, TO ADOPT RESOLUTION 2024-09 TO APPROVE A CORRECTED MASTER CHARGE SCHEDULE FOR FISCAL YEAR 2024/25. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

H. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF JULY 9, 2024 AT 5:35 P.M.

Submitted, Board Secretary

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Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: August 9, 2024

SUBJECT: General Manager Report for August 13, 2024 Board Meeting

Main Line Breaks

During the June 7, Board meeting, I reported on some water main breaks that have been contributing significantly to after-hours call-outs and overtime. During that report, I was asked to bring back some data to the Board of Directors regarding historic water main failures.

Table 1 shows main break data going back to 2015. With the exception of 2015, the data shows a general trend of increasing frequency of water main breaks over the 10-year data history. The majority of the District's water main breaks are occurring in aged asbestos cement pipe. This makes sense considering that the majority of the District's water mains are aged and were constructed from asbestos cement pipe.

Table 1: Historic water main break data for Humboldt Community Services District.

HCSD Water Main Break Data	
Year	Main Breaks (each)
2015	21
2016	7
2017	4
2018	16
2019	14
2020	11
2021	8
2022	22
2023	21
2024 to date	13

On Saturday, August 3, 2024, two more catastrophic water main failures occurred within the District that required personnel to respond after-hours. Between the two incidents staff worked an additional 41 hours. Both breaks occurred within a few hours of each other so the seven people that responded worked on both leaks without a break. Several individuals

either delayed leaving for vacation or returned early from vacation to assist with these two incidents.

The August 3rd leaks were reported by the Sherriff's Department at 5:00 P.M. and 8:00 P.M. respectively. The first water main break was located near 3932 Walnut Drive across the street from the Cal Courts Annex. District forces responded immediately and began work to remedy the situation. A section of 6-inch asbestos cement main line had failed causing the leak.

While emergency repairs were being completed at Walnut, the call came in regarding a second major leak at the intersection of Bret Harte Lane and Humboldt Hill Road. District forces then isolated the leak at Bret Harte while repairs were being completed at Walnut Drive. Once the Walnut Drive emergency repair was completed, District forces began emergency repairs at Bret Harte.

When the leak at Bret Harte was excavated, staff discovered a spiral break in the 4-inch asbestos cement water main. Emergency repairs were completed replacing the failed section of line with 6 feet of new C-900 PVC. A significant portion of pavement on Humboldt Hill Road was damaged by the flowing water. The District is making arrangements with a contractor to repair the damage. The pavement repair is estimated to cost \$25,000. This marks the 13th water main break this year and the 7th that has required after hours emergency repairs.

Accounts Payable

Checks by Date - Detail by Check Date

User: FM
 Printed: 8/8/2024 12:57 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
57259	UB*02188	LISA HANSEN	07/10/2024	
		Refund Check		6.14
		Refund Check		56.48
		Refund Check		34.06
		Refund Check		26.37
Total for Check Number 57259:				123.05
57260	UB*02189	ERNEST HANSEN	07/10/2024	
		Refund Check		80.34
Total for Check Number 57260:				80.34
57261	UB*02190	KIMBERLY/EDWARD FULLERTON-NE	07/10/2024	
		Refund Check		21.20
		Refund Check		63.72
Total for Check Number 57261:				84.92
57262	UB*02191	MELISSA TULLIS	07/10/2024	
		Refund Check		5.18
		Refund Check		12.01
		Refund Check		0.65
		Refund Check		7.22
		Refund Check		4.01
Total for Check Number 57262:				29.07
57263	A072 0011435	Accurate Drug Testing Services DOT Physical/ KN	07/10/2024	
Total for Check Number 57263:				100.00
57264	A360 428924	AFLAC Supplemental Health Premium - June 2024	07/10/2024	
Total for Check Number 57264:				118.74
57265	A440 07032024	Noah Altic DWOCB Exam Stipend	07/10/2024	
Total for Check Number 57265:				370.00
57266	A790	Automation Direct	07/10/2024	
	16609791	Donna Tank back panel, enclourse, c/b and elect		353.42
	16610036	Ridgewood Tank Enclousre,Back panel c/b and e		179.94
	16613982	Donna Tank back panel, enclourse, c/b and elect		887.59
	16613982	Truesdale BPS Enclousre,Back panel c/b and ass		989.68
	16613982	Ridgewood Tank Enclousre,Back panel c/b and e		1,143.23
	16613982	Spruce point well back panel, c/b s, wire lables li		1,047.07
	16613982	Blue spruce tank/BPS back panel, c/b s, wire lat		884.08

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	16613982	Walnut tank/BPS back panel, c/b s, wire lables l		1,076.43
	16613982	Pigeon point Tank back panel and wire lables		57.37
	16614591	Ridgewood Tank Enclousre,Back panel c/b and a		80.81
	16619504	Mitchell BPS back panel,		179.94
	16619504	Briar Tank back panel		179.94
	16619504	Truesdale BPS Enclousre,Back panel c/b and ass		819.98
	16619504	Spruce point well back panel, c/b s, wire lables li		179.94
	16619504	Pigeon point Tank back panel and wire lables		179.94
	16619504	Donna Tank back panel, enclousre, c/b and electi		179.94
	16619504	Ridgewood Tank Enclousre,Back panel c/b and a		657.28
	16619504	Walnut tank/BPS back panel, c/b s, wire lables l		568.93
	16641583	Ridgewood Tank Enclousre,Back panel c/b and a		11.85
			Total for Check Number 57266:	9,657.36
57267	C410	City of Eureka: SW	07/10/2024	
	062024	Humboldt Hill 21%		30,771.72
	062024	General 79%		115,760.28
			Total for Check Number 57267:	146,532.00
57268	C475	Coast Counties Peterbilt	07/10/2024	
	0786159S	Unit 18 repair		14,245.30
			Total for Check Number 57268:	14,245.30
57269	E170	Employee Relations	07/10/2024	
	97446	Pre Employment Background Report/ AR & JDI		354.84
			Total for Check Number 57269:	354.84
57270	E485	Cooney Parris and Rieke Corp	07/10/2024	
	06302024	Discount Earned June 2024		-4.34
	06302024	Discount Earned June 2024		-29.08
	163010/3	Hardware Screws/2x6x8 Lumber		47.79
	163032/3	Epoxy/Deck Screws/1lb HWH One/Hardware Sc		62.44
	163054/3	Epoxy/Hardware Screws		26.58
	163080/3	2x6x12 Lumber		13.61
	163544/3	Stop NTS Z/ Hex MS Nuts		14.52
	163567/3	Battery LTHM 2016 1pk		14.20
	163719/3	Marker Blue White/80pc Impact Set/Clamps/Car		356.62
	163770/3	Thread Seal Tape		4.95
	164173/3	Wastebasket/Variou Adapter		26.84
	164193/3	Elbow 90D 3/8" EFT		20.67
	164364/3	Pipe End/PVC Elbow/Couple 1"/Tee 1"/Tube Sti		90.12
	164380/3	Pipe End/Tee 1"/Tube Strap/Cap 1" Slip		18.46
	164485/3	Hand Held Sparyer 48oz		38.77
	164546/3	Map Pro Gas 14.10oz Ace		34.46
			Total for Check Number 57270:	736.61
57271	E558	NAPA Auto Parts of Eureka	07/10/2024	
	404712	Oil Filters Various/Fuel Filters Various/Air Filter		574.59
	404786	Oil Changes STA Generators		287.82
	405133	2.5 Blue Def for Unit #18		55.68
	406289	Copper Antiseze		36.47
	406908	Low VOC Brake Cleaner		71.97
			Total for Check Number 57271:	1,026.53
57272	E650	Eureka Ready Mix	07/10/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	95089	Class 2 Base		435.04
	95089	Class 2 Base		435.04
Total for Check Number 57272:				870.08
57273	H010	Keenan Supply	07/10/2024	
	06282024	Discount Earned June 2024		-10.39
	06282024	Discount Earned June 2024		-5.79
	06282024	Discount Earned June 2024		-62.10
	06282024	Discount Earned June 2024		-22.73
	06282024	Discount Earned June 2024		-8.62
	S01313617.001	SCH 40 PVC CPLG		11.52
	S013744868.001	6" valve Donna Dr Hydro Tank		1,224.40
	S013787960.001	Water Concrete Lid		829.52
	S013800013.001	Romac SSI 9.70x16 SS 1 Section Clamp		911.67
	S013810351.001	3/4 Brass Meter Adpt Lead Free		351.01
	S013812709.001	FipxMip Brass U Branch Lead Free		202.20
	S013818163.001	18-G4 1 Meter Washer		45.89
	S013818163.002	AYM 4124-051 18-G4 1 Meter Washer x300		137.66
	S013827235.001	Lead Free 1 IMP Brass Union		339.95
	S013838418.001	Return of Romac Section Clamp/ Romac SSI Sec		-47.36
	S013842103.001	Parts for Stanford Cir SMR		348.52
	S013842354.001	Parts for Stanford Cir SMR		219.24
	S013855038.001	Mech Test Plug/ Twist-Tite Mech Test Plug w/ N		598.50
	S013855632.001	Donna Dr Hyd Tank parts.		263.27
	S013855877.001	Brass CPLG		52.93
	S013869047.001	Hubbard pump #3 Pipe fittings and grip rings		470.74
Total for Check Number 57273:				5,850.03
57274	H060 5307012	Harvey M. Harper Co. Element Asy. unit 6	07/10/2024	175.76
Total for Check Number 57274:				175.76
57275	H260 72534	Hilfiker Pipe Company Man hole frame and cover for Temple Cir SMR.	07/10/2024	447.93
Total for Check Number 57275:				447.93
57276	H410 19432000 19432000	Humboldt Bay Municipal Water D PF-2 Reconciliation Credit from FY 2022-23 Water Purchased - June 2024	07/10/2024	-205.62 93,383.94
Total for Check Number 57276:				93,178.32
57277	I401 IN50907	Industrial Electric Arcata Inc Occupancy Sensor for inside the fence to Scada :	07/10/2024	240.92
Total for Check Number 57277:				240.92
57278	I700 5108205 5108294	IBS Interstate Battery System Hubbard Crane Battery Generator Repair	07/10/2024	197.11 160.66
Total for Check Number 57278:				357.77
57279	J800 183509	Johnson's Mobile Rentals LLC Temp fencing Ridgewood Tank	07/10/2024	297.39
Total for Check Number 57279:				297.39

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57280	L200 60900793035	Les Schwab Tire Center of Calif Inc. Alighment Unit 9.	07/10/2024	114.99
Total for Check Number 57280:				114.99
57281	M145 50710	McKinleyville Glass Services for Removal of HCSD Entrance Door F	07/10/2024	180.00
Total for Check Number 57281:				180.00
57282	M230 M264946 M264947 M265272	Mendes Supply Co PSCQcarbaccide 30gal/DrumDep PSCQcarbaccide 30gal/DrumDep Drum Deposit Refund for 30gal Drums x5	07/10/2024	470.72 940.21 -300.00
Total for Check Number 57282:				1,110.93
57283	M450 521745387 521789208 521831688 521875686	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	07/10/2024	401.89 231.54 398.50 231.54
Total for Check Number 57283:				1,263.47
57284	P190 218529 218792	Pacific Paper Co Pens/ Pencils/ Sharpies/ Rubber Bands 8.5x11 Paper x3	07/10/2024	146.89 154.01
Total for Check Number 57284:				300.90
57285	P430 06302024 06302024 06302024 06302024 195266 195636 196287 196515 196578 196579 196728 196861 197032 197868 197952 198002 198463 198769 199301	Pierson Building Center Discount Earned June 2024 Discount Earned June 2024 Discount Earned June 2024 Discount Earned June 2024 HD Tie Down Ractchet 27ft SS Hex Bolts 80lb Premix Concrete Bulk Fasteners Bulk Fasteners Electrical Tape - White, Green, Red 4x6 #2 Lumber #15 Felf 400sq Roll ASTM Hose Bib 3/4in Ball Valve 2x4 Lumber Ball Valve/Nipple/T-Plug/Brushing/Coupling/He Connector/Threaded Coupling/Thermoplastic Fl 1/2x2 Althread Premium Top Soil Roundup Concentrate	07/10/2024	-10.09 -1.54 -12.15 -3.14 131.07 66.63 32.74 0.81 4.63 16.35 31.86 53.85 12.01 13.22 60.31 17.93 4.36 26.18 98.31
Total for Check Number 57285:				543.34
57286	P557 5E97033 5F29492 5F29492 5G28948 5H44330 5H45663	Rexel USA Inc. PGE meter set and breaker Roth Crt. SLS rehab DCT PVC/ DCT CVR LG/ PH Lath Tk Jar/ KLE DCT PVC/DCT CVR LG/ PH Lath Tk Jar/KLE SCADA Parts for Pigeon Point Tank PVC Conduit/ PVC Thermal Adapter/ Conduit R PVC Elbow/ PVC Cond FTG/ PVC Conduit Cou	07/10/2024	1,685.67 48.98 48.98 206.19 29.93 38.96

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57286:	2,058.71
57287	P785 3318A 3445A	Powell Landscape Materials Concrete for Temple SMR sidewalk repair. Stanford Cir SMR - concrete.	07/10/2024	266.57 196.65
			Total for Check Number 57287:	463.22
57288	R250 32393563	Recology Humboldt County Garbage Service - June 2024	07/10/2024	586.44
			Total for Check Number 57288:	586.44
57289	S908 42757	SWRCB-DWOCP DWOCP - D3 Cert - Renew/ KN	07/10/2024	170.00
			Total for Check Number 57289:	170.00
57290	T285 5338 5359	Thomas R. Bess Hot asphalt mix Herring, David, London. Asphalt repair Forbes Ln.	07/10/2024	860.92 1,020.39
			Total for Check Number 57290:	1,881.31
57291	U410	United Way of Humboldt PR Batch 00001.07.2024 UNITED WAY PR Batch 00001.07.2024 UNITED WAY PR Batch 00001.07.2024 UNITED WAY	07/10/2024 PR Batch 00001.07.2024 UNI PR Batch 00001.07.2024 UNI PR Batch 00001.07.2024 UNI	1.15 2.15 0.70
			Total for Check Number 57291:	4.00
57292	UB*02179	KYLE VANDERHOFF Refund Check Refund Check	07/10/2024	70.51 79.49
			Total for Check Number 57292:	150.00
57293	V700 INV 24-793831 INV 24-793971 INV 24-795969 INV 24-796914 INV 24-800178	Valley Pacific Petroleum Services Inc 15w40 Oil/ AW 32 Hyd Oil Duron HP 15w40 Oil Ethanol Free 92 Octane Farm Hose 3/4x12 Fuel	07/10/2024	148.06 75.69 39.24 38.22 4,509.56
			Total for Check Number 57293:	4,810.77
57294	W208 1063	Watt's Cleaning Services Office cleaning services -June	07/10/2024	1,165.00
			Total for Check Number 57294:	1,165.00
57295	W570 370777	Western Chain Saw Chainsaw Tool Unit #1	07/10/2024	34.92
			Total for Check Number 57295:	34.92
57296	ZSW072 10 Blue Spruce	Travis Schneider Sewer Insp Ref Dep for 10 Blue Spruce Dr	07/10/2024	205.00
			Total for Check Number 57296:	205.00
57297	ZSW073	Justin Adams	07/10/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1255	Sydni Ct Sewer Insp Dep Ref for 1255 Sydni Ct		205.00
Total for Check Number 57297:				205.00
Total for 7/10/2024:				290,124.96
57300	A160	ACWA-JPIA	07/17/2024	
	0703355	mCOBRA - Dental Coverage Period 8/1-31/24		-31.48
	0703355	bDental Plan - Employees Coverage Period 8/1-		1,415.48
	0703355	aMedical Plan - Employees Coverage Period 8/1		52,165.00
	0703355	jDental Plan - Retired Members Coverage Perio		1,372.76
	0703355	iMedical Plan -Retired Members Coverage Peric		26,626.04
	0703355	kVision Plan - Retired Members Coverage Peric		375.12
	0703355	cVision Plan - Employees Coverage Period 8/1-		343.86
	0703355	dLife/AD&D Plan - Employees Coverage Perio		400.33
	0703355	hLife/AD&D Plan -Board Members Coverage P		27.47
	0703355	gVision Plan - Board Members Coverage Period		62.52
	0703355	fDental Plan - Board Members Coverage Period		342.64
	0703355	eMedical Plan - Board Members Coverage Peric		10,745.23
	0703355	lCOBRA - Medical Coverage Period 8/1-31/24		-943.63
Total for Check Number 57300:				92,901.34
57301	C036	Corporate Payment Systems	07/17/2024	
	242042941610014	MM/Microsoft		30.00
	242042941670022	MM/DRI Crash Plan		29.97
	242316841860191	DT/Harbor Freight Tools: Mike SCADA Supplie		184.43
	244309941860196	MM/Microsoft Store: for Maint Laptop		249.99
	246921641621057	DT/Harbor Freight Tools: Donna Dr Hydro Tank		139.12
	246921641621057	DT/Amazon: Pigeon PT Tank SCADA		367.68
	246921641711028	MM/Amazon: Pigeon PointTank SCADA		457.87
	246921641711028	MM/Amazon: CummingsTank SCADA		457.88
	246921641711028	MM/Amazon: Dana LaneTank SCADA		457.88
	246921641711028	MM/Amazon: Lentell Tank SCADA		457.87
	246921641711029	MM/Amazon: Dana LaneTank SCADA		3.61
	246921641711029	MM/Amazon: Lentell Tank SCADA		3.61
	246921641711029	MM/Amazon: Pigeon PointTank SCADA		3.61
	246921641711029	MM/Amazon: CummingsTank SCADA		3.61
	246921641711031	DT/Amazon: Ridgewood Tank SCADA		1,282.15
	246921641721041	MM/Amazon: Dana LaneTank SCADA		10.53
	246921641721041	MM/Amazon: CummingsTank SCADA		10.54
	246921641721041	MM/Amazon: Pigeon PointTank SCADA		10.54
	246921641721041	MM/Amazon: Lentell Tank SCADA		10.54
	246921641721042	MM/Amazon: Dana LaneTank SCADA		81.06
	246921641721042	MM/Amazon: CummingsTank SCADA		81.06
	246921641721042	MM/Amazon: Lentell Tank SCADA		81.07
	246921641721042	MM/Amazon: Pigeon PointTank SCADA		81.07
	246921641751067	DT/Amazon: Brier Ln Tank SCADA		254.24
	246921641801009	MM/Amazon: Tape for label maker		20.34
	249064141672024	MM/Microsoft		92.39
	249064141802033	TW/GoDaddy: Website Domain		22.17
Total for Check Number 57301:				4,884.83
57302	C180	Canon Solutions America Inc.	07/17/2024	
	6008516456	UseTaxRecoveryFee/OfficeCopier		10.99
	6008516456	Office/Black Copies WXD03492- 1515		19.61
	6008516456	Office/Color Copies WXD03492- 3172		264.08

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57302:	294.68
57303	C430 06302024 06302024	City of Eureka: WA Water Purchased - June 2024 Excess Billing @ \$0.003972/gallon	07/17/2024	60,374.00 5,183.00
			Total for Check Number 57303:	65,557.00
57304	C450 INV06300	City of Eureka: Water Test Microbiological Testing - June 2024	07/17/2024	459.00
			Total for Check Number 57304:	459.00
57305	C495 60870	Colantuono, Highsmith, Whatley, PC Special Legal Services - Services through 06/30/	07/17/2024	770.00
			Total for Check Number 57305:	770.00
57306	E330 541831/7	Englund Marine and Industrial Supply Thirsty Mate hand pump.	07/17/2024	51.97
			Total for Check Number 57306:	51.97
57307	E890 30929318 30970676	Express Employment Professionals Temporary Personnel - Maint PPE 06/23/24 Temporary Personnel - Maint PPE 06/30/24	07/17/2024	2,051.28 2,604.80
			Total for Check Number 57307:	4,656.08
57308	G310 380-0053587	GHD Inc. Hoover SLS Flood Protection Task Order: 06-25	07/17/2024	2,732.89
			Total for Check Number 57308:	2,732.89
57309	H045 ENG-8237 ENG-8237	Harper and Associates Engineering Inc. Overage against quote on Brier Lane Water Storage Construction assistance and quality control inspection	07/17/2024	12,987.50 4,110.00
			Total for Check Number 57309:	17,097.50
57310	I401 IN50940 IN50976 IN50987	Industrial Electric Arcata Inc Switch contact blocks and pump call relays for the 24 volt dc Pump call relays Hubbard 3rd Pump up-sized starter	07/17/2024	241.73 80.32 935.96
			Total for Check Number 57310:	1,258.01
57311	I525 265232 266227 266228 266679	Infosend UB/Process and Mail/Bills - June 2024 Rate increase notices-Water only Rate increase notices-Water and Sewer UB/Process and Mail/Bills - July 2024	07/17/2024	3,562.17 1,329.10 4,605.68 2,633.51
			Total for Check Number 57311:	12,130.46
57312	J501 235406	JDC Sewer Push Camera	07/17/2024	4,310.58
			Total for Check Number 57312:	4,310.58
57313	M340 112952	Mercer Fraser Co Hot Asphalt Forbes Lane	07/17/2024	1,190.35

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57313:	1,190.35
57314	M560 4682	The Mitchell Law Firm LLP Legal Services - June 2024	07/17/2024	277.50
			Total for Check Number 57314:	277.50
57315	O400 552580	O and M Industries Crane Services for Dona Drive Hydro Tank	07/17/2024	6,410.00
			Total for Check Number 57315:	6,410.00
57316	U410	United Way of Humboldt PR Batch 01001.07.2024 UNITED WAY PR Batch 01001.07.2024 UNITED WAY PR Batch 01001.07.2024 UNITED WAY	07/17/2024 PR Batch 01001.07.2024 UNI PR Batch 01001.07.2024 UNI PR Batch 01001.07.2024 UNI	2.96 0.32 0.72
			Total for Check Number 57316:	4.00
57317	U730 INV00383375 INV00384449 INV00384463 INV00385770 INV00405945 INV00408558 INV00418882	USA Bluebook Gate Valve NRS resilient Wedge/ Brass Nipples Donna Dr Hydro Tank Compressor Hach DPD 1 for 5ml Samples/ Hach DPD 4 for : Sharpe Lung Style Butterfly Valve Watts Butterfly Valve 4" Lug 8oz Refill of Bacteriostatic Additive Donna Dr Hydro Tank Spare pump	07/17/2024	387.58 2,450.60 155.52 139.53 289.31 116.49 5,229.87
			Total for Check Number 57317:	8,768.90
57318	W700 HCD-245794 HCD-245795 HCD-245795	Whitchurch Engineering Inc. Dr. Office Lane Sewer Rehab Design Task Order Walnut Earthquake Repair Water/Sewer Task Or Walnut Earthquake Repair Water/Sewer Task Or	07/17/2024	4,328.75 3,208.75 3,208.75
			Total for Check Number 57318:	10,746.25
			Total for 7/17/2024:	234,501.34
57298	D995 PPE07152024	Jesus Dominguez Diaz Payroll ACH not processed	07/22/2024	657.38
			Total for Check Number 57298:	657.38
57299	R990 PPE07152024	ANA RODRIGUEZ Payroll ACH not processed	07/22/2024	837.52
			Total for Check Number 57299:	837.52
			Total for 7/22/2024:	1,494.90
57319	UB*02192	JAN BROWN Refund Check Refund Check Refund Check Refund Check	07/31/2024	50.80 13.08 108.86 65.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57319:	238.40
57320	UB*02193	JANE JOHANNES	07/31/2024	
		Refund Check		0.56
		Refund Check		2.52
		Refund Check		2.80
		Refund Check		2.94
			Total for Check Number 57320:	8.82
57321	UB*02194	EMILY RONEN	07/31/2024	
		Refund Check		6.35
		Refund Check		9.38
		Refund Check		4.59
		Refund Check		8.04
		Refund Check		12.12
			Total for Check Number 57321:	40.48
57322	A072 0011632	Accurate Drug Testing Services DOT Physical/ TH	07/31/2024	
				100.00
			Total for Check Number 57322:	100.00
57323	A360 767088	AFLAC Supplemental Health Premium - July 2024	07/31/2024	
				118.74
			Total for Check Number 57323:	118.74
57324	C730 Y7-8941	Cummins Pacific LLC So. Broadway SLS gen repair.	07/31/2024	
				3,503.75
			Total for Check Number 57324:	3,503.75
57325	E890 30992434 31022015 31058901	Express Employment Professionals Temporary Personnel - Maintenance PPE 07/07/ Temporary Personnel - Maintenance PPE 07/14/ Temporary Personnel - Maintenance PPE 07/21/	07/31/2024	
				2,220.80
				2,671.90
				2,776.00
			Total for Check Number 57325:	7,668.70
57326	F017 23-018-A 6	Farr Construction Corp Complete rehabilitation of the Brier Lane 0.5 MC	07/31/2024	
				9,044.95
			Total for Check Number 57326:	9,044.95
57327	F049 CAEUR133308 CAEUR133308 CAEUR133453 CAEUR133453	Fastenal Company Black Chisel Marker XL FlexGuard Gloves XL OR Disposable Gloves Driver Glove/Power Tape/6"Recip/SOF-SET/12'	07/31/2024	
				5.58
				11.43
				68.18
				136.40
			Total for Check Number 57327:	221.59
57328	F050 CAEUR133219 CAEUR133280 CAEUR133390	Fastenal Industrial Lithonia Lighting Red Green Exit Unit Combo Hex Cap Screws Contractor Bags/ White Paper Towels	07/31/2024	
				159.53
				33.12
				199.01
			Total for Check Number 57328:	391.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57329	I401 IN51025	Industrial Electric Arcata Inc Ridgewood pump house supplies	07/31/2024	100.87
Total for Check Number 57329:				100.87
57330	J501 235726	JDC Sewer Push Camera	07/31/2024	10,834.26
Total for Check Number 57330:				10,834.26
57331	J900 O-0001000097	ACWA/Joint Powers Insurance Authority Cyber Liability Insurance FY 24/25	07/31/2024	2,278.26
Total for Check Number 57331:				2,278.26
57332	M099 10668049 278282 A0161310 183514 A0161621 278282	Mad River Community Hospital Pre Employment/ JDD Pre Employment/ AR Pre Employment/ JDD	07/31/2024	302.19 772.50 728.75
Total for Check Number 57332:				1,803.44
57333	P006 029592011	PACE Supply Corp. Air Vac Pedestals	07/31/2024	1,047.32
Total for Check Number 57333:				1,047.32
57334	P010 08052024 08052024 08052024 08052024 08052024 08052024 08052024	Pacific Gas and Electric-GN aWA Pump & District/Cummings bHH Water System cFW/MR Water System dGeneral Sewer System eKS/HH Sewer System fOffice/Yard gSpark energy Gas/LP Gas Chgs	07/31/2024	10,552.32 15,015.56 1,208.98 5,293.11 2,487.77 7,674.81 49.57
Total for Check Number 57334:				42,282.12
57335	P130 08052024	Pacific Gas and Electric-St Street Lights: July 2024	07/31/2024	6,704.45
Total for Check Number 57335:				6,704.45
57336	S116 001	Safety by George, LLC Staff CPR/First Aid Training	07/31/2024	1,920.00
Total for Check Number 57336:				1,920.00
57337	S120 11721732 11721732	Santander Bank, N.A. Interest - VacCon Principal - VacCon	07/31/2024	6,190.19 111,250.73
Total for Check Number 57337:				117,440.92
57338	S508 SO-25001245	Silke Communications Truck Radio Repeater	07/31/2024	6,595.27
Total for Check Number 57338:				6,595.27
57339	S750 08012024	Standard Insurance Company Shor t& Long Term Employee Disability Billing	07/31/2024	1,670.52

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57339:	1,670.52
57340	S850 08152024	Optimum Internet: 07/24/24 - 08/23/24	07/31/2024	563.19
			Total for Check Number 57340:	563.19
57341	S908 Grade D2	SWRCB-DWOCP DWOCP D2 Cert - New/NA	07/31/2024	80.00
			Total for Check Number 57341:	80.00
57342	T935 1097	Two Brothers Catholic Services Inc Annual Tank Cathodic Service	07/31/2024	4,500.00
			Total for Check Number 57342:	4,500.00
57343	U090 1486362024	USA of NoCal and Nevada 2024 Membership fee \$300 plus 1004 Billable Ti	07/31/2024	2,081.35
			Total for Check Number 57343:	2,081.35
57344	U091 148636USB24	USA N Ca Nev Benefit of DS Board CA Annual Fee Regulatory Costs	07/31/2024	655.64
			Total for Check Number 57344:	655.64
57345	V500 9969643641	Verizon Wireless Cellular Service - July 2024	07/31/2024	514.76
			Total for Check Number 57345:	514.76
57346	X600 714-990640	XPO Logistics Freight, Inc. Ship Artino & Foxwood pumps to Flygt	07/31/2024	304.66
			Total for Check Number 57346:	304.66
57347	X800 3556D33854	Xylem Inc. Rebuild Foxwood SLS pump # 2	07/31/2024	9,249.06
			Total for Check Number 57347:	9,249.06
			Total for 7/31/2024:	231,963.18
			Report Total (89 checks):	758,084.38

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

June 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
OPERATING REVENUE							
Metered Water Sales	5,876,000	484,092	5,472,497	5,876,000	(403,503)	(6.9)	
Sewer Service Charges	8,057,944	645,014	7,510,241	8,057,944	(547,703)	(6.8)	
Water & Sewer Construction Fees	47,000	308	49,605	47,000	2,605	5.5	
Account Fees	35,000	7,709	107,205	35,000	72,205	206.3	
Reimbursable Maintenance Fees	1,000	-	1,090	1,000	90	9.0	1
Miscellaneous	2,000	301	1,462	2,000	(538)	(26.9)	1
TOTAL OPERATING REVENUE	14,018,944	1,137,424	13,347,907	14,018,944	(671,037)	(4.8)	
NON-OPERATING REVENUE							
Capital Connection Fees	384,000	9,974	255,407	384,000	(128,593)	(33.5)	1
Interest/General	30,000	35,785	122,282	30,000	92,282	307.6	2
Discounts Earned	2,000	101	1,664	2,000	(336)	(16.8)	1
Sales:Fixed Assets/Scrap Metal	15,700	-	1,172	15,700	(14,529)	(92.5)	1
Bad Debt Recovery	2,000	-	175	2,000	(1,825)	(91.2)	1
Property Taxes & Assessments	430,000	-	-	430,000	(430,000)	(100.0)	1
TOTAL NON-OPERATING REVENUE	863,700	45,860	380,700	863,700	(483,000)	(55.9)	1
TOTAL DISTRICT REVENUE	14,882,644	1,183,284	13,728,608	14,882,644	(1,154,036)	(7.8)	
OPERATING EXPENSES							
Wages Direct	2,000,000	144,705	1,678,651	2,000,000	321,349	16.1	
Benefits: PERS	515,000	41,060	489,429	515,000	25,571	5.0	
State Unemploy Ins	-	-	1,214	-	(1,214)	-	
Group Ins	1,320,000	94,602	1,016,139	1,320,000	303,861	23.0	
Workers Comp Ins	27,500	-	22,299	27,500	5,201	18.9	
FICA/Medicare	155,000	11,158	128,920	155,000	26,080	16.8	
Misc Benefits	500	80	660	500	(160)	(32.0)	
Total Wages and Benefits	4,018,000	291,606	3,337,311	4,018,000	680,689	16.9	
Less: wages & ben charged to Capital Proj.	(300,000)	(37,041)	(255,034)	(300,000)	(44,966)	15.0	
Total Operating Wages and benefits	3,718,000	254,565	3,082,277	3,718,000	635,723		
Water Purchase HBMWWD	1,108,192	93,178	1,128,204	1,108,192	(20,012)	(1.8)	
Water Purchase Eureka	880,000	65,557	749,813	880,000	130,187	14.8	
Sewage Treatment Operations & Maint.	1,758,385	146,532	1,758,384	1,758,385	1	0.0	
Water/Sewer Analysis	15,000	1,209	7,975	15,000	7,025	46.8	
Supplies/ Construction	154,000	9,576	136,591	154,000	17,409	11.3	
Supplies/ Office-Administration	15,000	571	11,618	15,000	3,382	22.5	
Supplies/ Engineering	2,500	-	423	2,500	2,077	83.1	
Supplies/ Maintenance	100,000	(858)	138,579	100,000	(38,579)	(38.6)	3
Invoicing	57,000	11,599	67,158	57,000	(10,158)	(17.8)	4
Temporary Labor	64,800	13,415	86,677	64,800	(21,877)	(33.8)	5
Repairs & Maintenance/Trucks	60,500	17,543	87,752	60,500	(27,252)	(45.0)	6
Equipment Rental	5,000	-	100	5,000	4,900	98.0	
Building & Grounds Maintenance	30,000	1,888	31,518	30,000	(1,518)	(5.1)	
Electrical Power	498,150	33,477	408,854	498,150	89,296	17.9	
Street Lights	100,000	6,592	75,208	100,000	24,792	24.8	
Telephone	14,000	1,076	14,186	14,000	(186)	(1.3)	
Postage	3,000	364	364	3,000	2,636	87.9	
Freight	500	-	585	500	(85)	(17.0)	7
Chemicals	10,000	1,111	9,555	10,000	445	4.4	
Liability Insurance	85,000	-	94,150	85,000	(9,150)	(10.8)	8
Legal	70,000	1,048	10,206	70,000	59,795	85.4	
Accounting	15,000	-	6,776	15,000	8,224	54.8	
Engineering	1,000	-	-	1,000	1,000	100.0	

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

June 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Other Professional Services	130,000	500	15,858	130,000	114,142	87.8	
Bank Service Charges	20,000	1,907	13,074	20,000	6,926	34.6	
Transportation	78,555	4,549	68,622	78,555	9,933	12.6	
Office Equip. Maintenance	5,000	295	3,344	5,000	1,656	33.1	
Computer Software Maintenance	45,000	3,239	38,198	45,000	6,802	15.1	
Memberships & Subscriptions	24,600	-	24,444	24,600	156	0.6	
Bad Debts & Minimum Balance Writeoff	50,000	-	(8)	50,000	50,008	100.0	
Conference & Continuing Ed	34,500	84	6,376	34,500	28,124	81.5	
Certifications	3,500	-	2,416	3,500	1,084	31.0	
State/County & LAFCO Fees and Charges	40,000	2,963	35,076	40,000	4,924	12.3	
Hydraulic Water Model Maintenance	2,000	-	-	2,000	2,000	100.0	
Human Resources	25,000	2,424	27,402	25,000	(2,402)	(9.6)	
Miscellaneous	12,000	1	4,763	12,000	7,237	60.3	
Director's Fees	16,000	1,150	12,000	16,000	4,000	25.0	
TOTAL OPERATING EXPENSES	9,251,182	675,553	8,158,520	9,251,182	1,092,662	11.8	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	88,800	-	88,800	88,800	(0)	(0.0)	
2012 CIP & Refi.	177,600	-	177,600	177,600	-	-	
Davis-Grunsky Loan	6,050	143	6,048	6,050	2	0.0	
VacCon Truck Loan	117,441	-	117,441	117,441	0	0.0	
2014 Wastewater Revenue Bonds	485,575	-	485,574	485,575	1	0.0	
TOTAL LONG TERM DEBT PAYMENTS	875,466	143	875,463	875,466	3	0.0	
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	560,000	-	1,009,990	560,000	(449,990)	(80.4)	9
Building, Yard & Paving Improvements	92,500	649	48,623	92,500	43,877	47.4	
Capital Improvements Water	1,966,360	79,904	956,143	1,966,360	1,010,217	51.4	
Capital Improvements Sewer	1,388,000	32,269	143,950	1,388,000	1,244,050	89.6	
Engineering & Studies	110,000	-	-	110,000	110,000	100.0	
District Design Standards	-	-	-	-	-	-	
TOTAL CAPITAL EXPENDITURES	4,116,860	112,822	2,158,706	4,116,860	1,958,154	47.6	10
OTHER							
City of Eureka Projects:							
Treatment Plant	433,029	-	-	433,029	433,029	100.0	11
TOTAL City of Eureka Projects	433,029	-	-	433,029	433,029	100.0	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	206,107	394,766	2,535,918	206,107	2,329,811	(1,130.4)	

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

June 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE & EXPENSES						
TOTAL OPERATING REVENUE	14,018,944	1,137,424	13,347,907	14,018,944	(671,037)	(4.8)
TOTAL OPERATING EXPENSES	(9,251,182)	(675,553)	(8,158,520)	(9,251,182)	1,092,662	11.8
NET SURPLUS/(DEFICIT) FROM OPERATIONS	<u>4,767,762</u>	<u>461,871</u>	<u>5,189,387</u>	<u>4,767,762</u>	<u>421,625</u>	<u>8.8</u>
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	863,700	45,860	380,700	863,700	(483,000)	(55.9)
TOTAL LONG TERM DEBT SERVICE	(875,466)	(143)	(875,463)	(875,466)	3	0.0
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	<u>4,755,996</u>	<u>507,588</u>	<u>4,694,624</u>	<u>4,755,996</u>	<u>(61,377)</u>	<u>(1.3)</u>
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(4,116,860)	(112,822)	(2,158,706)	(4,116,860)	1,958,154	47.6
CITY of EUREKA PROJECT REIMBURSEMENT	(433,029)	-	-	(433,029)	433,029	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>206,107</u>	<u>394,766</u>	<u>2,535,918</u>	<u>206,107</u>	<u>2,329,811</u>	<u>(1,130.4)</u>

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

June 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Metered Water Sales	5,876,000	484,092	5,472,497	5,876,000	(403,503)	(6.9)
Water Construction Fees	35,000	308	33,965	35,000	(1,035)	(3.0)
Account Fees	19,950	4,394	61,107	19,950	41,157	206.3
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	-	967	800	167	20.9
Miscellaneous	1,000	172	621	1,000	(379)	(37.9)
TOTAL OPERATING REVENUE	5,932,750	488,966	5,569,157	5,932,750	(363,593)	(6.1)
NON-OPERATING REVENUE						
Water Capital Connection Fees	145,000	-	156,109	145,000	11,109	7.7
Interest/General	23,547	17,893	61,141	23,547	37,594	159.7
Discounts Earned	1,280	58	949	1,280	(331)	(25.9)
Sales:Fixed Assets/Scrap Metal	8,844	-	668	8,844	(8,176)	(92.4)
Bad Debt Recovery	1,140	-	100	1,140	(1,040)	(91.2)
FW/MR Assessment	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	179,811	17,950	218,967	179,811	39,156	21.8
TOTAL DISTRICT REVENUE	6,112,561	506,916	5,788,124	6,112,561	(324,437)	(5.3)
OPERATING EXPENSES						
Wages Direct	940,000	77,502	797,552	940,000	142,448	15.2
Wages & Benefits: Allocated	670,438	53,866	608,154	670,438	62,284	9.3
Benefits: PERS	185,400	9,971	108,605	185,400	76,795	41.4
Group Ins	409,200	34,718	334,383	409,200	74,817	18.3
Workers Comp Ins	14,850	-	13,261	14,850	1,589	10.7
FICA/Medicare	72,850	5,925	60,901	72,850	11,949	16.4
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,292,738	181,981	1,922,855	2,292,738	369,882	16.1
Less: wages & ben charged to Capital Proj.	(185,000)	(35,427)	(176,152)	(185,000)	(8,848)	4.8
Total Operating Wages and benefits	2,107,738	146,554	1,746,703	2,107,738	361,034	17.1
Water Purchase HBMWD	1,108,192	93,178	1,128,204	1,108,192	(20,012)	(1.8)
Water Purchase Eureka	880,000	65,557	749,813	880,000	130,187	14.8
Water Analysis	15,000	1,209	7,975	15,000	7,025	46.8
Supplies/ Construction	113,960	5,015	102,082	113,960	11,878	10.4
Supplies/Office-Administration	4,500	172	4,715	4,500	(215)	(4.8)
Supplies/ Engineering	1,425	-	241	1,425	1,184	83.1
Supplies/ Maintenance	50,000	(365)	45,645	50,000	4,355	8.7
Temporary Labor	29,484	7,646	49,406	29,484	(19,922)	(67.6)
Repairs & Maintenance/Trucks	33,880	9,508	49,035	33,880	(15,155)	(44.7)
Equipment Rental	3,700	-	100	3,700	3,600	97.3
Building & Grounds Maintenance	1,800	334	4,252	1,800	(2,452)	(136.2)
Electrical Power	273,983	20,130	227,561	273,983	46,421	16.9
Telephone	4,480	-	56	4,480	4,424	98.8
Postage	1,290	207	207	1,290	1,083	83.9
Freight	285	-	189	285	96	33.8
Chemicals	10,000	1,111	9,555	10,000	445	4.4
Engineering	390	-	-	390	390	100.0
Other Professional Services	34,000	-	-	34,000	34,000	100.0
Transportation	44,776	2,593	39,115	44,776	5,662	12.6
Office Equip. Maintenance	750	-	331	750	419	55.9
Computer Software Maintenance	21,600	1,747	19,733	21,600	1,867	8.6
Memberships & Subscriptions	1,476	-	1,796	1,476	(320)	(21.7)
Bad Debts & Minimum Balance Writeoff	28,500	-	(4)	28,500	28,504	100.0
Conference & Continuing Ed	12,075	48	3,486	12,075	8,589	71.1
Certifications	1,050	-	2,127	1,050	(1,077)	(102.6)
State/County & LAFCO Fees and Charges	13,600	1,689	29,799	13,600	(16,199)	(119.1)
Hydraulic Water Model Maintenance	2,000	-	-	2,000	2,000	100.0
Human Resources	9,750	57	1,273	9,750	8,477	86.9

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

June 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Miscellaneous	2,640	-	-	2,640	2,640	100.0
General & Admin Expense Allocation	286,811	14,061	200,021	286,811	86,789	30.3
TOTAL OPERATING EXPENSES	5,099,134	370,452	4,423,415	5,099,134	675,719	13.3
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	-	88,800	177,429	88,629	50.0
2012 CIP & Refi.	-	-	-	-	-	-
Davis-Grunsky Loan	6,050	143	6,048	6,050	2	0.0
TOTAL LONG TERM DEBT PAYMENTS	183,479	143	94,848	183,479	88,631	48.3
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	2,021,360	79,904	932,569	2,021,360	1,088,791	53.9
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	2,021,360	79,904	932,569	2,021,360	1,088,791	53.9
INTERFUND TRANSFERS IN	-	-	-	-	-	-
BUDGET SURPLUS (DEFICIT)	(1,191,412)	56,418	337,291	(1,191,412)	1,528,703	128.3

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

June 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Sewer Service Charges	8,057,944	645,014	7,510,241	8,057,944	(547,703)	(6.8)
Sewer Construction Fees	12,000	-	15,640	12,000	3,640	30.3
Account Fees	15,050	3,315	46,098	15,050	31,048	206.3
Inspection Fees	-	-	505	-	505	-
Reimbursable Maintenance Fees	200	-	123	200	(77)	(38.7)
Miscellaneous	1,000	130	842	1,000	(158)	(15.8)
TOTAL OPERATING REVENUE	8,086,194	648,458	7,778,750	8,086,194	(307,444)	(3.8)
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	239,000	9,974	99,298	239,000	(139,702)	(58.5)
Interest/General	6,453	17,892	61,141	6,453	54,688	847.5
Discounts Earned	720	44	716	720	(4)	(0.6)
Sales:Fixed Assets/Scrap Metal	6,856	-	504	6,856	(6,352)	(92.7)
Bad Debt Recovery	860	-	75	860	(785)	(91.2)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	253,889	27,910	161,734	253,889	(92,155)	(36.3)
TOTAL DISTRICT REVENUE	8,340,083	676,368	7,940,484	8,340,083	(399,599)	(4.8)
OPERATING EXPENSES						
Wages Direct	580,000	33,622	474,494	580,000	105,506	18.2
Wages & Benefits: Allocated	670,438	53,866	608,154	670,438	62,284	9.3
Benefits: PERS	118,450	4,134	58,965	118,450	59,485	50.2
Group Ins	250,800	14,351	197,698	250,800	53,102	21.2
Workers Comp Ins	9,075	-	6,359	9,075	2,716	29.9
FICA/Medicare	46,500	2,571	36,236	46,500	10,264	22.1
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,675,263	108,545	1,381,907	1,675,263	293,356	17.5
Less: wages & ben charged to Capital Proj.	(65,000)	(534)	(46,332)	(65,000)	(18,668)	28.7
Total Operating Wages and benefits	1,610,263	108,010	1,335,574	1,610,263	274,688	17.1
Sewage Treatment: Operating & Maint.	1,758,385	146,532	1,758,384	1,758,385	1	0.0
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,040	4,561	34,509	40,040	5,531	13.8
Supplies/ Office-Administration	4,500	129	3,557	4,500	943	21.0
Supplies/ Engineering	1,075	-	182	1,075	893	83.1
Supplies/ Maintenance	50,000	(493)	90,642	50,000	(40,642)	(81.3)
Temporary Labor	19,116	5,768	37,271	19,116	(18,155)	(95.0)
Repairs & Maintenance/Trucks	26,620	8,035	38,717	26,620	(12,097)	(45.4)
Equipment Rental	1,300	-	-	1,300	1,300	100.0
Building & Grounds Maintenance	1,500	252	3,207	1,500	(1,707)	(113.8)
Electrical Power	119,556	6,869	98,500	119,556	21,056	17.6
Telephone	2,240	-	42	2,240	2,198	98.1
Postage	960	157	157	960	803	83.7
Freight	215	-	255	215	(40)	(18.6)
Legal	-	-	-	-	-	-
Engineering	100	-	-	100	100	100.0
Other Professional Services	24,000	-	3,160	24,000	20,840	86.8
Transportation	33,779	1,956	29,508	33,779	4,271	12.6
Office Equip. Maintenance	550	-	249	550	301	54.7
Computer Software Maintenance	16,200	1,318	13,432	16,200	2,768	17.1

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

June 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Memberships & Subscriptions	984	-	1,446	984	(462)	(46.9)
Bad Debts & Minimum Balance Writeoff	21,500	-	-	21,500	21,500	100.0
Conference & Continuing Ed	15,180	36	2,574	15,180	12,606	83.0
Certifications	805	-	289	805	516	64.1
State/County & LAFCO Fees and Charges	7,200	1,274	4,893	7,200	2,307	32.0
Human Resources	7,250	43	961	7,250	6,289	86.8
Miscellaneous	1,920	-	(3)	1,920	1,923	100.2
General & Admin Expense Allocation	286,811	14,061	200,021	286,811	86,789	30.3
TOTAL OPERATING EXPENSES	4,052,048	298,510	3,657,524	4,052,048	394,524	9.7
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	484,575	-	485,574	484,575	(999)	(0.2)
2012 CIP & Refi.	177,600	-	-	177,600	177,600	100.0
VacCon Truck Loan	117,441	-	117,441	117,441	0	0.0
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	779,616	-	603,015	779,616	176,601	22.7
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	450,000	-	444,354	450,000	5,646	1.3
Building, Yard & Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	1,443,000	12,490	165,328	1,443,000	1,277,672	88.5
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	1,893,000	12,490	609,681	1,893,000	1,283,319	67.8
OTHER						
City of Eureka Projects:						
Treatment Plant	433,029	-	-	433,029	433,029	100.0
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	433,029	-	-	433,029	433,029	100.0
BUDGET SURPLUS (DEFICIT)	1,182,390	365,368	3,070,264	1,182,390	1,887,873	(159.7)

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

June 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
TOTAL OPERATING REVENUE	-	-	-	-	-	-
NON-OPERATING REVENUE						
Property Taxes	430,000	-	-	430,000	(430,000)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	430,000	-	-	430,000	(430,000)	(100.0)
TOTAL DISTRICT REVENUE	430,000	-	-	430,000	(430,000)	(100.0)
OPERATING EXPENSES						
Wages Direct	480,000	33,581	406,604	480,000	73,396	15.3
Benefits: PERS	211,150	26,955	321,859	211,150	(110,709)	(52.4)
State Unemploy Ins	-	-	1,214	-	(1,214)	-
Group Ins	660,000	45,533	484,058	660,000	175,942	26.7
Workers Comp Ins	3,575	-	2,679	3,575	896	25.1
FICA/Medicare	35,650	2,662	31,783	35,650	3,867	10.8
Misc Benefits	500	80	660	500	(160)	(32.0)
Total Wages and Benefits	1,390,875	108,811	1,248,857	1,390,875	142,018	10.2
Less: wages & ben charged to Capital Proj.	(50,000)	(1,079)	(32,549)	(50,000)	(17,451)	34.9
Less: Allocated to Water and Sewer Funds	(1,340,875)	(107,732)	(1,216,307)	(1,340,875)	(124,568)	9.3
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	270	3,346	6,000	2,654	44.2
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	-	-	2,293	-	(2,293)	-
Invoicing	57,000	11,599	67,158	57,000	(10,158)	(17.8)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	16,200	-	-	16,200	16,200	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	26,700	1,301	24,060	26,700	2,640	9.9
Electrical Power	104,612	6,478	82,792	104,612	21,819	20.9
Street Lights	100,000	6,592	75,208	100,000	24,792	24.8
Telephone	7,280	1,076	14,088	7,280	(6,808)	(93.5)
Postage	750	-	-	750	750	100.0
Freight	-	-	141	-	(141)	-
Liability Insurance	85,000	-	94,150	85,000	(9,150)	(10.8)
Legal Services	70,000	1,048	10,206	70,000	59,795	85.4
Accounting	15,000	-	6,776	15,000	8,224	54.8
Engineering	510	-	-	510	510	100.0
Other Professional Services	72,000	500	12,698	72,000	59,302	82.4
Bank Service Charges	20,000	1,907	10,702	20,000	9,298	46.5
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	3,700	295	2,764	3,700	936	25.3
Computer Software Maintenance	7,200	175	5,034	7,200	2,166	30.1
Memberships & Subscriptions	22,140	-	21,202	22,140	938	4.2
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,245	-	316	7,245	6,929	95.6

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

June 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Certifications	1,645	-	-	1,645	1,645	100.0
State/County & LAFCO Fees and Charges	19,200	-	384	19,200	18,816	98.0
Elections Expense	-	-	-	-	-	-
Human Resources	8,000	2,324	25,168	8,000	(17,168)	(214.6)
Miscellaneous	7,440	1	4,763	7,440	2,677	36.0
Director's Fees	16,000	1,150	12,000	16,000	4,000	25.0
General & Admin Expense Allocation	(573,622)	(28,122)	(400,043)	(573,622)	(173,579)	30.3
TOTAL OPERATING EXPENSES	100,000	6,592	75,208	100,000	24,792	24.8
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	177,600	-	(177,600)	-
New Financing	(340,000)	-	-	(340,000)	(340,000)	100.0
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	(340,000)	-	177,600	(340,000)	(517,600)	152.2
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	487,785	-	(487,785)	-
Building, Yard & Paving Improvements	92,500	649	48,623	92,500	43,877	47.4
Engineering & Studies	110,000	-	-	110,000	110,000	100.0
District Design Standards	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	202,500	649	536,409	202,500	(333,909)	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	467,501	(7,241)	(789,217)	467,501	(1,256,717)	(268.8)

Humboldt Community Services District

Notes June 2024

Note 1 - Non Operating and Miscellaneous Revenue

Most non-operating and Miscellaneous income occurs occasionally throughout the year, or at the very end of the fiscal year.

Note 2 - Interest Income

Significant increase in Interest Income due to improved performance with funds held in CA CLASS JPA investment pool.

Note 3 - Supplies - Maintenance

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

Note 4 - Invoicing

Increase in invoicing costs due to increase in postage costs from United States Postal Service.

Note 5 - Temporary Labor

Temporary labor costs have increased due to difficulties in finding suitable permanent applicants. Increased temporary labor costs have been more than offset by reductions in regular District wage expenses. As of current month, positions have been filled and temp labor costs are now 0

Note 6 - Repairs and Maintenance - Trucks

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

Note 7 - Freight

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

Note 8 - Liability Insurance

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

Note 9 - Vehicles, Rolling Stock & Equipment

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

Note 10 - Capital Improvements

Capital Improvements lower than budgeted due to projects not completed in FY 2024. Uncompleted projects have been forwarded to following year(s) as detailed in approved CIP plan.

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: August 7, 2024
Subject: Assistant Engineer Progress Report for August 13, 2024 Board Meeting

In the past month, July 2024, the Operations and Maintenance Department has completed 830 feet of sewer main filming with an additional 90 feet of sewer lateral filming. HCSD has taken possession of a new vCam-6 HD inspection lateral push camera in order to improve our ability to inspect sewer lateral lines. Some benefits of the new push camera as compared with the old system are as follows: 1) The District can now inspect lateral lines as small as 3 inches as opposed to the previous system limitation of 4 inch diameter 2) The HD camera quality significantly improves our ability to identify offsets and defects 3) and finally, the new camera system works seamlessly with our new camera van and Wincam software improving the ability to share and store camera footage. In addition to the filming, 1300 feet of sewer main line and 31 sewer wet wells were cleaned.

HCSD is currently soliciting bids for the Rehabilitation of our Donna Drive Water Storage Tank. The Donna Drive Water Storage Tank, originally constructed in 1988, holds a 500K gallons, standing at 24 feet tall with a diameter of 61 feet. The Donna Drive Tank Rehabilitation project is a result of an assessment that took place in FY 2017-18 that revealed multiple District water storage tanks would require recoating, structural rehabilitation, safety upgrades, venting, and cathodic protection installation. As a result of the assessment, the District implemented a systematic water storage tank rehabilitation program that is designed to bring the District's water storage facilities up to current AWWA standards. The Donna Drive Tank Rehabilitation Project is scheduled to be completed over 100 consecutive days from April 1 – October 31 2025.

In order to participate in the bid, a representative from each bidder must participate in the pre-bid meeting scheduled for September 10, 2024 at 10:00 a.m. in person or by Zoom. The final date to submit sealed bids is October 1, 2024 at 2:00 p.m. If you know of any potentially interested parties, please encourage them to access the bid package on HCSD's website on the public notices page linked here: (<https://humboldtcsd.org/public-notices>).

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Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors

FROM: Brian McNeill, Utility Services Planner

DATE: August 9, 2024

SUBJECT: Utility Services Planner Report for August 13, 2024 Board Meeting

The Planning Department continues to respond to numerous building and planning referrals received by the County. Recent referrals have included a proposed minor subdivision, a teardown and rebuild of a garage, and a demolition of an existing residence with plans to build a new home on the parcel. The Planning Department has provided quotes for numerous projects within the District, as well as providing fire flow information to assist project proponents with sizing their fire suppression sprinkler systems.

As always, weekly bacteriological water quality samples were collected from throughout the District. The required quarterly raw water sampling of the District's Spruce Point and South Bay water wells was also completed.

The District's Injury and Illness Prevention Policy requires members of District staff to be certified in CPR and First Aid. District staff received First Aid, CPR and AED training on July 10, 2024. Certifications are valid for a two-year period. Going forward, the District will be holding annual CPR/First Aid trainings to capture new employees, staff that was unable to attend, and to avoid situations where everybody needs to renew all at once.

At the end of each fiscal year, the California State Controller's office requires the District to file a Government Entity Diesel Fuel Tax Return with the California Department of Tax and Fee Administration. The District pays a tax on all diesel fuel purchased throughout the fiscal year. Each month District staff tracks where the diesel fuel is used. The annual fuel reconciliation performed by staff details how many gallons of diesel is used for on-road versus off-road purposes. The District is eligible for a return of a portion of the tax paid on the diesel purchases, when the diesel is used off road. This year, the District received a refund in the amount of \$353.00.

The Humboldt County Division of Environmental Health requires the District's facilities to be inspected by a Hazardous Materials Specialist, once every three years. During these inspections, the District's Hazardous Materials Business Plans (HMBP) and the District's California Environmental Reporting System (CERS) account are reviewed and checked for compliance. The inspections also include reviewing the hazardous waste storage areas in the District Yard, as well as the diesel storage for District facilities with stationary generators (Fields Landing, South Broadway, Hoover, and Edgewood). The District was found to be in compliance on all items.

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: August 13, 2024

AGENDA ITEM: F.1

TITLE: Consideration of Claim for Damages – 5986 Christopher Dr.

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discussion and consideration of claim for damages from ratepayer on Christopher Drive with a motion and roll call vote directing staff how to proceed.

Summary:

On July 10, 2024 Customer Service staff received a call from a ratepayer on Christopher Drive within the District's jurisdiction. The ratepayer reported that a plumber had been called the evening before to remove a clog within the lower lateral and the sewer main. Maintenance responded on the same day to investigate the issue and reported that the ratepayer was not producing enough flow and recommended adding maintenance flow on a regular basis to help push materials through the system.

This address is the end house on the sewer main under Christopher Drive, and the lateral and sewer main are in very good condition according to the camera footage collected by the maintenance department. The blockage was only solids and paper (no roots or debris) and the cause was clearly low flow.

About a year prior, on June 28, 2023 the Maintenance Department responded to the same ratepayer's address for a report of backed up sewage. The lower lateral was backed up and the District used its vacuum (Van/Con) truck to clean and unblock the lateral to the main. The maintenance team advised the ratepayer that they need to participate in preventative flushing and/or cleaning to avoid a backup due to low sewage flow in the future. The hourly charge for General Labor by this District is \$66.54 and the hourly charge for the Vac/Con/Hydro Cleaner is \$274.00. The District did not charge the ratepayer for costs associated with unblocking the lower lateral.

On November 19, 2021, the Maintenance Foreman responded to the ratepayer's address regarding a water backup in the tub and filmed the lower lateral. At that time, the lower lateral was clear and the backup was determined to be in the upper lateral on the rate payer's private property.

Humboldt Community Services District's Sewer Ordinance: **§5.04.080 Maintenance of Building Sewers** states: *All users shall keep, operate, and maintain their building sewer connections, including that portion thereof within a public right-of-way, in good order and condition (...) and shall be liable for damages which result from their failure to do so.*

Upon review of the previous 12-month billing, the ratepayer's sewage flow has averaged one hundred cubic feet (748 gallons) per month. The average sewer flow for a single-family home is five hundred cubic feet (3,730 gallons) per month. The District has advised the ratepayer in the past that due to low sewer flow, it is recommended that they flush their sewer line or have it cleaned regularly to keep it in good flowing condition.

The ratepayer has requested reimbursement of \$498 for costs associated with a plumbing service call to unclog the lower lateral and main on July 9, 2024.

On July 29, 2024 the ratepayer hired a plumber to inspect the lower lateral. The plumber provided a report to the ratepayer that stated:

"Customer had a reoccurring clog on her main line in front of her home. Last time I cleared a huge clog and sent it all to the city. After that roto rooter came and cleared it on an emergency call. We inspected the line and at 6 ft in there is an offset due to a rubber fernco being used. It's offset about an inch. Causing solids to get stuck and building up. Then at 73' in the city line has roots intruding through the top of the clay pipe. Camera was unable to see the offset due to water being held. It was located and marked with a red pex pipe."

The HCSD Maintenance Department responded on August 5th to film and record the sewer main from the same location. Upon inspection of the infrastructure the District identified a standard offset (Figure 1 below) in the lower lateral for 5986 Christopher St. The District did not identify any roots in the sewer main but did observe cobwebs hanging from the top of the sewer main.



Figure 1: Photo of offset in lower lateral of 5986 Christopher Dr. as recorded on August 5, 2024

As stipulated by California Government Code §945.6 in order to limit the window of exposure to the claimant filing a law-suit to a period of six months, the District may reject the claim within 45 days of receipt. In this scenario, the latest date for rejection is August 26, 2024. If the Board does not move to reject or pay the claim at the August 13, 2024 Regular Meeting, the claimant will then have up to two years to file with the courts.

Fiscal Impact:

Potentially \$498.00.

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: August 13,2024

AGENDA ITEM: G.2

TITLE: Consideration of Appointing an AdHoc Committee to Conduct the General Manager Annual Review

PRESENTED BY: Heidi Benzonelli, Board President

Recommendation:

Board President appoints a two-member Ad-Hoc Committee for the General Manager Annual Performance Evaluation

Summary:

The General Manager's four-year anniversary with the District is August 24th, 2024. In 2008 the Board adopted a procedure for conducting General Manager evaluations.

The practice of the Board has been:

- The Board President appoints a two-member Ad-Hoc Committee to evaluate performance, consider a salary increase, set goals, and provide direction for the subsequent year.
- The Ad-Hoc Committee and General Manager prepare draft evaluations using the attached form.
- The Ad-Hoc Committee and General Manager meet to discuss the draft evaluations. The Ad-Hoc committee will finalize a draft evaluation to present to the Board.
- During a regularly scheduled Board Meeting, the Board will meet with the General Manager in closed session to finalize and approve the evaluation.

During his tenure, the General Manager received a performance review at six months and upon completion of his first and second year of working for the District. The following Board Members have previously served on the Ad-Hoc Committee.

6 months: Alan Bongio, Gregg Gardiner
1 year: Gregg Gardiner, Michael Hansen
2 year: Gregg Gardiner, Michael Hansen
3 year: No Review

Fiscal Impact:

None.