



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

**AGENDA**

**DATE:** Tuesday, August 23, 2022

**TIME:** 5:00 p.m.

**LOCATION:** *In accordance with Assembly Bill 361 and District Resolution 2022-12, public meetings will be conducted both in person at 5055 Walnut Drive in Eureka, California, and telephonically through Zoom.*

*The HCSD Boardroom is open to the public during open session segment(s) of the meeting. If you 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>) then clicking "Join A Meeting" and enter the following Meeting ID and prompts for passcode and audio. Access may also be achieved by telephone only by dialing 1-669-900-9128 followed by the Meeting ID and Passcode below:*

*Meeting ID: 846 0593 7924 Passcode: 809136*

*Zoom participation protocol:*

- Please use the MUTE function when not speaking*
- Please use the "RAISE HAND" feature when wishing to be acknowledged for participation. Raise Hand feature is located in the lower right portion of the screen via the "REACTIONS" icon.*
- Please do not speak out of turn; wait for the Board President to call upon you to share.*

**A. CALL TO ORDER AND ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

**C. CONSENT CALENDAR**

1. Approval of August 23, 2022 Agenda Pgs 1-2
2. Approval of Minutes of the Regular Meeting of August 9, 2022 Pgs 3-5

**D. REPORTS**

1. General Manager
  - a) GM Report Pgs 7-8
2. Superintendent

3. Finance Department

- a) July 2022 Budget Statement

*Pgs 9-18*

4. Legal Counsel

5. Director Reports

6. 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. NON-AGENDA**

**G. NEW BUSINESS**

1. Consideration of Appointing an AdHoc to Conduct the General Manager Annual Review *Pgs 19-25*
2. Presentation from Thomas McMurray regarding proposal for Cell Tower Development on District Property by TowerCo, a wireless infrastructure assets management company from Cary, NC. *Pgs 27-43*

**H. OLD BUSINESS**

**I. ADJOURNMENT**

Next Res: 2022-13  
Next Ord: 2022-02

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

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, August 9, 2022, in person and via tele/video conference in accordance with AB 361 and HCSD Resolution 2022-10.

**A. CALL TO ORDER AND ROLL CALL**

Present upon roll call were Directors Benzonelli, Bongio, Gardiner, Hansen, and Matteoli. Staff in attendance: General Manager Williams (GM), District Counsel Plotz, Superintendent Latham, and Finance Manager Montag (FM).

**B. PLEDGE OF ALLEGIANCE**

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

**C. CONSENT CALENDAR**

1. Approval of August 9, 2022 Agenda
2. Approval of Minutes of the Regular Meeting of July 26, 2022
3. Consideration of Resolution No. 2022-12 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings.

Public Comment: None

DIRECTOR GARDINER MOVED, DIRECTOR MATTEOLI SECONDED, TO ACCEPT AND APPROVE THE AUGUST 9, 2022 CONSENT CALENDAR.  
MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**D. REPORTS**

1. General Manager

- a) GM Report

South Broadway Forcemain – City of Eureka (COE) is making significant progress on their Elk River Estuary Enhancement Project which includes a roadway crossing a District easement. The District forcemain will be replaced in the next year or two. In order to avoid excessive future work with added expense, the District will install casing under the area of the new roadway in the next week wherein the new pressurized sewer line can then be installed without disturbing the new road.

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
AUGUST 9, 2022

Staffing – Finance Department front office staffing has been challenging the past several months as one is on long-term leave of absence, another retired unexpectedly, and the third has submitted notice of retirement for the end of the year. A former employee has returned to assist through the end of the year, and a temporary employee has been secured. A recruitment campaign has begun with the hopes of identifying two new staff members.

2. Superintendent

a) July 2022 Construction Operations Report

Report included summarizing service line repairs, water main repairs, new service installations, upsizing service lines, splitting service lines, sidewalk replacement resulting from a water main break, flow testing of a fire hydrant, hot asphalt of trench line paving at multiple sites, vehicle/equipment maintenance, water meter reading, service orders, and completion of the CIP water main line on Park Street.

3. Finance Department

a) July 2022 Check Register

FM commented the activity is typical for the month with the exception of expenses related to the Elk River Crossing and to GHD for hazard mitigation grant costs.

Director Gardiner questioned grant process status to which GM responded he has submitted multiple grants, received approval of \$3 Million for the South Broadway Forcemain, is in the final stages of funding to perform flood proofing at the Hoover lift station, install permanent generators at three lift stations in Pine Hill and working on a several million dollar grant for water mainline replacement between Humboldt Hill and Pine Hill.

**E. PUBLIC PARTICIPATION**

None.

Director Hansen announced recusal from the Closed Session item due to his position as Deputy Public Works Director for the City of Eureka and left the meeting. By unanimous consent, the Board entered Closed Session at 5:13 p.m.

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
AUGUST 9, 2022

**I. CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION, Significant exposure to litigation pursuant to paragraph (2) OR (3) OF SUBDIVISION (D) OF Section 54956.9: one case. Facts and circumstances involve an assertion by Ecological Rights Foundation of alleged violations of the Clean Water Act by the District relating to its sanitary sewer system.

The Board returned to open session at 6:11 p.m. wherein District Counsel Plotz reported that during the Closed Session the Board (absent Director Hansen who recused as declared during open session) took unanimous action to authorize the GM to sign the necessary paperwork to retain outside counsel to defend the District against the subject claim.

**I. ADJOURNMENT**

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

AYES: BENZONELLI, BONGIO, GARDINER, MATTEOLI  
NOES: NONE  
RECUSAL: HANSEN  
ABSENT: NONE

THE BOARD ADJOURNED ITS REGULAR MEETING OF AUGUST 9, 2022 AT 6:12 P.M.

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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 19, 2022  
SUBJECT: General Manager Report for August 23, 2022 Board Meeting

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### Staffing

As reported previously, District staff has been working to fill a vacancy in the maintenance department since May 13. Advertisements regarding the vacancy were posted on the District website, local news outlets, local craigslist and statewide water/wastewater job boards. We had a decent response to the solicitation with a total of five applicants interviewed. We made a selection from those applicants, offered the position and then went through the background check process. The newest member of the HCSD team started work on August 16, 2022.

Brandon Balke grew up on Humboldt Hill and graduated from Eureka High School and Northwest Lineman College. He has been working in water and wastewater industry since 2019 and currently holds a Grade 2 Water Distribution Operator license in the State of CA. Brandon also holds a Class B commercial driver's license with air-brake and tank endorsements which allows him to operate the District's VacCon sewer cleaning equipment. We are excited about Brandon's potential and hope that he stays with the District for many years to come. If you see him around town, please welcome Brandon to the HCSD family.



Figure 1: The newest member of the HCSD family, Brandon Balke.

**Upcoming Election**

The District's Board of Directors are elected to serve four-year terms. On an even year schedule, there are Board members up for re-election every two-year election cycle. This November, two Board members are up for re-election, Alan Bongio and Gregg Gardiner. The deadline to file paperwork to declare candidacy for the upcoming election was August 12. At that time, three people had filed, the two incumbents, Alan Bongio and Gregg Gardiner as well as a challenger, Julie Ryan. The District has budgeted \$15,000 to cover the expenses associated with the election contest. These expenses are the costs passed on to the District by the County Office of Elections for printing ballots, administering the election and counting and verifying the results. I'm looking forward to a clean race; candidates, please shake hands, return to your corners and come out fighting.



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

**July 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
<b>OPERATING REVENUE</b>							
Metered Water Sales	5,449,000	443,401	443,401	454,083	(10,683)	(2.4)	
Water Charges - Pass Through	-	-	-	-	-	-	
Sewer Service Charges	5,280,000	433,611	433,611	440,000	(6,389)	(1.5)	
Sewer Service Charges - Pass Through	1,500,000	130,289	130,289	125,000	5,289	4.2	
Water & Sewer Construction Fees	47,000	13,278	13,278	3,917	9,361	239.0	
Account Fees	35,000	2,858	2,858	2,917	(58)	(2.0)	
Reimbursable Maintenance Fees	1,000	-	-	83	(83)	(100.0)	1
Miscellaneous	2,000	-	-	167	(167)	(100.0)	1
<b>TOTAL OPERATING REVENUE</b>	<b>12,314,000</b>	<b>1,023,437</b>	<b>1,023,437</b>	<b>1,026,167</b>	<b>(2,730)</b>	<b>(0.3)</b>	
<b>NON-OPERATING REVENUE</b>							
Capital Connection Fees	180,000	7,221	7,221	15,000	(7,779)	(51.9)	1
Interest/General	30,000	-	-	2,500	(2,500)	(100.0)	1
Discounts Earned	2,000	112	112	167	(55)	(32.9)	
Sales: Fixed Assets/Scrap Metal	15,700	-	-	1,308	(1,308)	(100.0)	1
Bad Debt Recovery	10,000	-	-	833	(833)	(100.0)	
Property Taxes & Assessments	354,000	-	-	29,500	(29,500)	(100.0)	1
Insurance Rebate	20,000	-	-	1,667	(1,667)	(100.0)	
Other Non-Operating Revenue	-	-	-	-	-	-	
<b>TOTAL NON-OPERATING REVENUE</b>	<b>611,700</b>	<b>7,333</b>	<b>7,333</b>	<b>50,975</b>	<b>(43,642)</b>	<b>(85.6)</b>	1
<b>TOTAL DISTRICT REVENUE</b>	<b>12,925,700</b>	<b>1,030,770</b>	<b>1,030,770</b>	<b>1,077,142</b>	<b>(46,372)</b>	<b>(4.3)</b>	
<b>OPERATING EXPENSES</b>							
Wages Direct	1,635,000	121,818	121,818	136,250	14,432	10.6	
Benefits: PERS	503,000	41,027	41,027	41,917	890	2.1	
Group Ins	1,235,000	86,580	86,580	102,917	16,336	15.9	
Workers Comp Ins	23,500	4,918	4,918	1,958	(2,960)	(151.1)	2
FICA/Medicare	117,000	10,253	10,253	9,750	(503)	(5.2)	
Misc Benefits	500	40	40	42	2	4.0	
<b>Total Wages and Benefits</b>	<b>3,514,000</b>	<b>264,636</b>	<b>264,636</b>	<b>292,833</b>	<b>28,198</b>	<b>9.6</b>	
Less: wages & ben charged to Capital Proj.	(175,676)	(13,064)	(13,064)	(14,640)	(1,576)	10.8	
<b>Total Operating Wages and benefits</b>	<b>3,338,324</b>	<b>251,572</b>	<b>251,572</b>	<b>278,194</b>	<b>26,622</b>		
Water Purchase HBMWD	1,075,000	86,245	86,245	89,583	3,338	3.7	
Water Purchase Eureka	810,000	71,435	71,435	67,500	(3,935)	(5.8)	
Sewage Treatment Operations & Maint.	1,495,000	134,733	134,733	124,583	(10,150)	(8.1)	
Water/Sewer Analysis	15,000	1,585	1,585	1,250	(335)	(26.8)	
Supplies/ Construction	159,500	15,351	15,351	13,292	(2,059)	(15.5)	
Supplies/ Office-Administration	15,000	341	341	1,250	909	72.7	
Supplies/ Engineering	2,500	-	-	208	208	100.0	
Supplies/ Maintenance	100,000	7,826	7,826	8,333	507	6.1	
Invoicing	57,000	5,293	5,293	4,750	(543)	(11.4)	
Temporary Labor	61,200	3,746	3,746	5,100	1,354	26.5	
Repairs & Maintenance/Trucks	55,000	3,059	3,059	4,583	1,524	33.3	
Equipment Rental	5,000	-	-	417	417	100.0	
Building & Grounds Maintenance	30,000	2,807	2,807	2,500	(307)	(12.3)	
Electrical Power	295,800	32,697	32,697	24,650	(8,047)	(32.6)	3
Street Lights	70,000	2,235	2,235	5,833	3,598	61.7	
Telephone	18,000	849	849	1,500	651	43.4	
Postage	3,000	10	10	250	240	96.1	
Freight	500	-	-	42	42	100.0	
Chemicals	10,000	837	837	833	(3)	(0.4)	
Liability Insurance	62,000	28,165	28,165	5,167	(22,999)	(445.1)	4
Legal	70,000	143	143	5,833	5,690	97.5	

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

**July 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Accounting	13,000	-	-	1,083	1,083	100.0	
Engineering	1,000	-	-	83	83	100.0	
Other Professional Services	118,000	-	-	9,833	9,833	100.0	
Bank Service Charges	28,000	2,099	2,099	2,333	235	10.1	
Transportation	75,738	6,965	6,965	6,312	(654)	(10.4)	
Office Equip. Maintenance	7,000	135	135	583	448	76.9	
Computer Software Maintenance	45,000	27,652	27,652	3,750	(23,902)	(637.4)	5
Memberships & Subscriptions	24,800	2,258	2,258	2,067	(191)	(9.3)	
Bad Debts & Minimum Balance Writeoff	50,000	-	-	4,167	4,167	100.0	
Conference & Continuing Ed	34,500	-	-	2,875	2,875	100.0	
Certifications	3,500	446	446	292	(154)	(52.9)	
State/County & LAFCO Fees and Charges	40,000	-	-	3,333	3,333	100.0	
Hydraulic Water Model Maintenance	6,000	-	-	500	500	100.0	
Elections Expense	15,000	-	-	1,250	1,250	100.0	
Human Resources	21,000	633	633	1,750	1,117	63.8	
Miscellaneous	12,000	122	122	1,000	878	87.8	
Director's Fees	16,000	1,000	1,000	1,333	333	25.0	
<b>TOTAL OPERATING EXPENSES</b>	<b>8,258,362</b>	<b>690,241</b>	<b>690,241</b>	<b>688,197</b>	<b>(2,044)</b>	<b>(0.3)</b>	
<b>LONG TERM DEBT PAYMENTS</b>							
Safe Drinking Water Bond	177,429	-	-	14,786	14,786	100.0	7
2012 CIP & Refi.	203,766	-	-	16,981	16,981	100.0	7
Davis-Grunsky Loan	6,049	-	-	504	504	100.0	7
VacCon Truck Loan	117,441	117,441	117,441	9,787	(107,654)	(1,100.0)	7
2014 Wastewater Revenue Bonds	484,175	-	-	40,348	40,348	100.0	7
New Long-Term Debt	(340,000)	-	-	(28,333)	(28,333)	100.0	7
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>648,860</b>	<b>117,441</b>	<b>117,441</b>	<b>54,072</b>	<b>(63,369)</b>	<b>(117.2)</b>	<b>7</b>
<b>CAPITALIZED EXPENDITURES</b>							
Vehicles, Rolling Stock & Equipment	340,000	-	-	28,333	28,333	100.0	
Building, Yard & Paving Improvements	94,000	7,639	7,639	7,833	195	2.5	
Capital Improvements Water	1,617,700	18,949	18,949	134,808	115,860	85.9	
Capital Improvements Sewer	865,000	12,059	12,059	72,083	60,024	83.3	
Engineering & Studies	-	-	-	-	-	-	
District Design Standards	-	268	268	-	(268)	-	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>2,916,700</b>	<b>38,915</b>	<b>38,915</b>	<b>243,058</b>	<b>204,144</b>	<b>84.0</b>	
<b>OTHER</b>							
City of Eureka Projects: Treatment Plant	1,135,000	-	-	94,583	94,583	100.0	
<b>TOTAL City of Eureka Projects</b>	<b>1,135,000</b>	<b>-</b>	<b>-</b>	<b>94,583</b>	<b>94,583</b>	<b>100.0</b>	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(33,222)</b>	<b>184,174</b>	<b>184,174</b>	<b>(2,768)</b>	<b>186,942</b>	<b>6,752.5</b>	

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

**July 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL OPERATING REVENUE	12,314,000	1,023,437	1,023,437	1,026,167	(2,730)	(0.3)
TOTAL OPERATING EXPENSES	(8,258,362)	(690,241)	(690,241)	(688,197)	(2,044)	(0.3)
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,055,638	333,196	333,196	337,970	(4,774)	(1.4)
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL NON-OPERATING REVENUE	611,700	7,333	7,333	50,975	(43,642)	(85.6)
TOTAL LONG TERM DEBT SERVICE	(648,860)	(117,441)	(117,441)	(54,072)	(63,369)	(117.2)
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	4,018,478	223,088	223,088	334,873	14,953	4.5
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(2,916,700)	(38,915)	(38,915)	(243,058)	204,144	84.0
CITY of EUREKA PROJECT REIMBURSEMENT	(1,135,000)	-	-	(94,583)	94,583	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(33,222)</u>	<u>184,174</u>	<u>184,174</u>	<u>(2,768)</u>	<u>186,942</u>	<u>6,752.5</u>

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

**July 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Metered Water Sales	5,449,000	443,401	443,401	454,083	(10,683)	(2.4)
Water Pass Through	-	-	-	-	-	-
Water Construction Fees	35,000	13,278	13,278	2,917	10,361	355.3
Account Fees	19,950	1,629	1,629	1,663	(33)	(2.0)
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	-	-	67	(67)	(100.0)
Miscellaneous	1,000	-	-	83	(83)	(100.0)
<b>TOTAL OPERATING REVENUE</b>	<b>5,505,750</b>	<b>458,308</b>	<b>458,308</b>	<b>458,813</b>	<b>(505)</b>	<b>(0.1)</b>
<b>NON-OPERATING REVENUE</b>						
Water Capital Connection Fees	90,000	4,263	4,263	7,500	(3,237)	(43.2)
Interest/General	23,547	-	-	1,962	(1,962)	(100.0)
Discounts Earned	1,280	64	64	107	(43)	(40.2)
Sales:Fixed Assets/Scrap Metal	8,844	-	-	737	(737)	(100.0)
Bad Debt Recovery	5,700	-	-	475	(475)	(100.0)
FW/MR Assessment	4,000	-	-	333	(333)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>133,371</b>	<b>4,327</b>	<b>4,327</b>	<b>11,114</b>	<b>(6,787)</b>	<b>(61.1)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>5,639,121</b>	<b>462,635</b>	<b>462,635</b>	<b>469,927</b>	<b>(7,292)</b>	<b>(1.6)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	768,450	61,339	61,339	64,038	2,699	4.2
Wages & Benefits: Allocated	623,298	48,118	48,118	51,942	3,823	7.4
Benefits: PERS	181,080	8,850	8,850	15,090	6,240	41.4
Group Ins	382,850	29,136	29,136	31,904	2,768	8.7
Workers Comp Ins	12,690	2,677	2,677	1,058	(1,619)	(153.1)
FICA/Medicare	54,990	5,259	5,259	4,583	(677)	(14.8)
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>2,023,358</b>	<b>155,380</b>	<b>155,380</b>	<b>168,613</b>	<b>13,233</b>	<b>7.8</b>
Less: wages & ben charged to Capital Proj.	(130,000)	(8,335)	(8,335)	(10,833)	(2,498)	23.1
<b>Total Operating Wages and benefits</b>	<b>1,893,358</b>	<b>147,045</b>	<b>147,045</b>	<b>157,780</b>	<b>10,735</b>	<b>6.8</b>
Water Purchase HBMWD	1,075,000	86,245	86,245	89,583	3,338	3.7
Water Purchase Eureka	810,000	71,435	71,435	67,500	(3,935)	(5.8)
Water Analysis	7,500	1,585	1,585	625	(960)	(153.6)
Supplies/ Construction	118,030	11,543	11,543	9,836	(1,707)	(17.4)
Supplies/Office-Administration	4,500	165	165	375	210	56.0
Supplies/ Engineering	1,425	-	-	119	119	100.0
Supplies/ Maintenance	50,000	5,214	5,214	4,167	(1,048)	(25.1)
Temporary Labor	31,744	2,135	2,135	2,645	510	19.3
Repairs & Maintenance/Trucks	30,800	1,689	1,689	2,567	877	34.2
Equipment Rental	3,700	-	-	308	308	100.0
Building & Grounds Maintenance	1,800	292	292	150	(142)	(94.5)
Electrical Power	162,690	20,776	20,776	13,558	(7,218)	(53.2)
Telephone	5,760	-	-	480	480	100.0
Postage	1,290	-	-	108	108	100.0
Freight	285	-	-	24	24	100.0
Chemicals	10,000	837	837	833	(3)	(0.4)
Engineering	390	-	-	33	33	100.0
Other Professional Services	23,600	-	-	1,967	1,967	100.0
Transportation	43,171	3,970	3,970	3,598	(373)	(10.4)
Office Equip. Maintenance	1,050	-	-	88	88	100.0
Computer Software Maintenance	21,600	15,694	15,694	1,800	(13,894)	(771.9)
Memberships & Subscriptions	1,488	1,287	1,287	124	(1,163)	(937.9)
Bad Debts & Minimum Balance Writeoff	28,500	-	-	2,375	2,375	100.0
Conference & Continuing Ed	12,075	-	-	1,006	1,006	100.0
Certifications	1,050	55	55	88	33	37.5
State/County & LAFCO Fees and Charges	13,600	-	-	1,133	1,133	100.0
Hydraulic Water Model Maintenance	6,000	-	-	500	500	100.0

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

**July 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	%
Human Resources	8,190	-	-	683	683	100.0
Miscellaneous	2,640	-	-	220	220	100.0
General & Admin Expense Allocation	262,094	23,208	23,208	21,841	(1,367)	(6.3)
<b>TOTAL OPERATING EXPENSES</b>	<b>4,633,330</b>	<b>394,218</b>	<b>394,218</b>	<b>386,111</b>	<b>(8,107)</b>	<b>(2.1)</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Safe Drinking Water Bond	177,429	-	-	14,786	14,786	100.0
2012 CIP & Refi.	26,166	-	-	2,181	2,181	100.0
Davis-Grunsky Loan	6,049	-	-	504	504	100.0
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>209,644</b>	<b>-</b>	<b>-</b>	<b>17,470</b>	<b>17,470</b>	<b>100.0</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	1,617,700	13,387	13,387	134,808	121,422	90.1
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,617,700</b>	<b>13,387</b>	<b>13,387</b>	<b>134,808</b>	<b>121,422</b>	<b>90.1</b>
INTERFUND TRANSFERS IN	-	-	-	-	-	
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(821,553)</b>	<b>55,030</b>	<b>55,030</b>	<b>(68,463)</b>	<b>123,493</b>	<b>180.4</b>

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

**July 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Sewer Service Charges	5,280,000	433,611	433,611	440,000	(6,389)	(1.5)
Sewer Service Charges - Pass Through	1,500,000	130,289	130,289	125,000	5,289	4.2
Sewer Construction Fees	12,000	-	-	1,000	(1,000)	(100.0)
Account Fees	15,050	1,229	1,229	1,254	(25)	(2.0)
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	200	-	-	17	(17)	(100.0)
Miscellaneous	1,000	-	-	83	(83)	(100.0)
<b>TOTAL OPERATING REVENUE</b>	<b>6,808,250</b>	<b>565,129</b>	<b>565,129</b>	<b>567,354</b>	<b>(2,225)</b>	<b>(0.4)</b>
<b>NON-OPERATING REVENUE</b>						
Sewer Capital Connection Fees	90,000	2,958	2,958	7,500	(4,542)	(60.6)
Interest/General	6,453	-	-	538	(538)	(100.0)
Discounts Earned	720	48	48	60	(12)	(19.8)
Sales: Fixed Assets/Scrap Metal	6,856	-	-	571	(571)	(100.0)
Bad Debt Recovery	4,300	-	-	358	(358)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>108,329</b>	<b>3,006</b>	<b>3,006</b>	<b>9,027</b>	<b>(6,021)</b>	<b>(66.7)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>6,916,579</b>	<b>568,135</b>	<b>568,135</b>	<b>576,382</b>	<b>(8,246)</b>	<b>(1.4)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	474,150	32,143	32,143	39,513	7,369	18.7
Wages & Benefits: Allocated	623,297	48,118	48,118	51,941	3,823	7.4
Benefits: PERS	115,690	4,916	4,916	9,641	4,725	49.0
Group Ins	234,650	16,921	16,921	19,554	2,634	13.5
Workers Comp Ins	7,755	1,641	1,641	646	(995)	(154.0)
FICA/Medicare	35,100	2,753	2,753	2,925	172	5.9
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,490,642</b>	<b>106,492</b>	<b>106,492</b>	<b>124,220</b>	<b>17,728</b>	<b>14.3</b>
Less: wages & ben charged to Capital Proj.	(45,676)	(1,965)	(1,965)	(3,806)	(1,841)	48.4
<b>Total Operating Wages and benefits</b>	<b>1,444,966</b>	<b>104,527</b>	<b>104,527</b>	<b>120,414</b>	<b>15,886</b>	<b>13.2</b>
Sewage Treatment: Operating & Maint.	1,495,000	134,733	134,733	124,583	(10,150)	(8.1)
Sewer Analysis	7,500	-	-	625	625	100.0
Supplies/ Construction	41,470	3,808	3,808	3,456	(352)	(10.2)
Supplies/ Office-Administration	4,500	124	124	375	251	66.8
Supplies/ Engineering	1,075	-	-	90	90	100.0
Supplies/ Maintenance	50,000	2,612	2,612	4,167	1,555	37.3
Temporary Labor	19,456	1,611	1,611	1,621	10	0.6
Repairs & Maintenance/Trucks	24,200	1,370	1,370	2,017	647	32.1
Equipment Rental	1,300	-	-	108	108	100.0
Building & Grounds Maintenance	1,500	220	220	125	(95)	(76.0)
Electrical Power	70,992	5,728	5,728	5,916	188	3.2
Telephone	2,880	-	-	240	240	100.0
Postage	960	-	-	80	80	100.0
Freight	215	-	-	18	18	100.0
Legal	-	-	-	-	-	-
Engineering	100	-	-	8	8	100.0
Other Professional Services	23,600	-	-	1,967	1,967	100.0
Transportation	32,567	2,995	2,995	2,714	(281)	(10.4)
Office Equip. Maintenance	770	-	-	64	64	100.0

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

**July 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Computer Software Maintenance	16,200	11,840	11,840	1,350	(10,490)	(777.0)
Memberships & Subscriptions	992	971	971	83	(888)	(1,074.5)
Bad Debts & Minimum Balance Writeoff	21,500	-	-	1,792	1,792	100.0
Conference & Continuing Ed	15,180	-	-	1,265	1,265	100.0
Certifications	805	41	41	67	26	38.5
State/County & LAFCO Fees and Charges	7,200	-	-	600	600	100.0
Human Resources	6,090	-	-	508	508	100.0
Miscellaneous	1,920	-	-	160	160	100.0
General & Admin Expense Allocation	262,094	23,208	23,208	21,841	(1,367)	(6.3)
<b>TOTAL OPERATING EXPENSES</b>	<b>3,555,032</b>	<b>293,788</b>	<b>293,788</b>	<b>296,253</b>	<b>2,464</b>	<b>0.8</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 Wastewater Revenue Bonds	484,175	-	-	40,348	40,348	100.0
2012 CIP & Refi.	177,600	-	-	14,800	14,800	100.0
VacCon Truck Loan	117,441	117,441	117,441	9,787	(107,654)	(1,100.0)
Debt Service: Allocated	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>779,216</b>	<b>117,441</b>	<b>117,441</b>	<b>64,935</b>	<b>(52,506)</b>	<b>(80.9)</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building, Yard & Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	865,000	12,059	12,059	72,083	60,024	83.3
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>865,000</b>	<b>12,059</b>	<b>12,059</b>	<b>72,083</b>	<b>60,024</b>	<b>83.3</b>
<b>OTHER</b>						
City of Eureka Projects:						
Treatment Plant	1,135,000	-	-	94,583	94,583	100.0
Martin Slough	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>1,135,000</b>	<b>-</b>	<b>-</b>	<b>94,583</b>	<b>94,583</b>	<b>100.0</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>582,331</b>	<b>144,847</b>	<b>144,847</b>	<b>48,528</b>	<b>96,319</b>	<b>(198.5)</b>

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

**July 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NON-OPERATING REVENUE</b>						
Property Taxes	350,000	-	-	29,167	(29,167)	(100.0)
Insurance Rebate	20,000	-	-	1,667	(1,667)	(100.0)
Miscellaneous Income	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>370,000</b>	<b>-</b>	<b>-</b>	<b>30,833</b>	<b>(30,833)</b>	<b>(100.0)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>370,000</b>	<b>-</b>	<b>-</b>	<b>30,833</b>	<b>(30,833)</b>	<b>(100.0)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	392,400	28,335	28,335	32,700	4,365	13.3
Benefits: PERS	206,230	27,261	27,261	17,186	(10,075)	(58.6)
Group Ins	617,500	40,523	40,523	51,458	10,935	21.2
Workers Comp Ins	3,055	600	600	255	(345)	(135.7)
FICA/Medicare	26,910	2,241	2,241	2,243	2	0.1
Misc Benefits	500	40	40	42	2	4.0
Total Wages and Benefits	1,246,595	99,001	99,001	103,883	4,882	4.7
Less: wages & ben charged to Capital Proj.	-	(2,764)	(2,764)	-	2,764	-
Less: Allocated to Water and Sewer Funds	(1,246,595)	(96,237)	(96,237)	(103,883)	(7,646)	7.4
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	52	52	500	448	89.6
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	-	-	-	-	-	-
Invoicing	57,000	5,293	5,293	4,750	(543)	(11.4)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	10,000	-	-	833	833	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	26,700	2,295	2,295	2,225	(70)	(3.1)
Electrical Power	62,118	6,194	6,194	5,177	(1,017)	(19.6)
Street Lights	70,000	2,235	2,235	5,833	3,598	61.7
Telephone	9,360	849	849	780	(69)	(8.8)
Postage	750	10	10	63	53	84.6
Freight	-	-	-	-	-	-
Liability Insurance	62,000	27,124	27,124	5,167	(21,957)	(425.0)
Legal Services	70,000	143	143	5,833	5,690	97.5
Accounting	13,000	-	-	1,083	1,083	100.0
Engineering	510	-	-	43	43	100.0
Other Professional Services	70,800	-	-	5,900	5,900	100.0
Bank Service Charges	28,000	2,099	2,099	2,333	235	10.1
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	5,180	135	135	432	297	68.8
Computer Software Maintenance	7,200	118	118	600	482	80.3
Memberships & Subscriptions	22,320	-	-	1,860	1,860	100.0
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,245	-	-	604	604	100.0
Certifications	1,645	350	350	137	(213)	(155.3)



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

**July 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
State/County & LAFCO Fees and Charges	19,200	-	-	1,600	1,600	100.0
Elections Expense	15,000	-	-	1,250	1,250	100.0
Human Resources	6,720	633	633	560	(73)	(13.1)
Miscellaneous	7,440	122	122	620	498	80.3
Director's Fees	16,000	1,000	1,000	1,333	333	25.0
General & Admin Expense Allocation	(524,188)	(46,416)	(46,416)	(43,682)	2,734	(6.3)
<b>TOTAL OPERATING EXPENSES</b>	<b>70,000</b>	<b>2,235</b>	<b>2,235</b>	<b>5,833</b>	<b>3,598</b>	<b>61.7</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	-	-	-	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	340,000	-	-	28,333	28,333	100.0
Building, Yard & Paving Improvements	94,000	7,639	7,639	7,833	195	2.5
Engineering & Studies	-	-	-	-	-	-
District Design Standards	-	268	268	-	(268)	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>434,000</b>	<b>7,907</b>	<b>7,907</b>	<b>36,167</b>	<b>28,260</b>	
<b>INTERFUND TRANSFER OUT</b>		<b>-</b>	<b>-</b>	<b>-</b>		
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(134,000)</b>	<b>(10,142)</b>	<b>(10,142)</b>	<b>(11,167)</b>	<b>1,025</b>	<b>(9.2)</b>

## Humboldt Community Services District

### Notes July 2022

#### 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 - Workers Comp insurance

Workers comp expenses are billed to the district in quarterly installments. The 1st installment was paid in July, with the next installment scheduled for October. Worker's comp expenses are expected to match budgeted

#### Note 3 - Electrical Power

The district typically sees increased electrical usage during summer months due to increased electricity used for pumping. This was additionally compounded by a longer than normal 33 day billing cycle from PGE (variations in billing cycle length balances out over time). Staff will continue to monitor electrical usage and costs.

#### Note 4 - Liability Insurance

Insurance premiums are paid on an annual basis. There are two primary insurance premiums which are both paid annually, at different times of the year. The total annual expense is expected to be in line with budgeted amount.

#### Note 5 - Computer software maintenance

Annual software maintenance fee for the District's utility billing software was paid in July, which is the majority of the budgeted expense for the year. Remaining budgeted software maintenance expenses will occur

# 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:** August 23, 2022

**AGENDA ITEM:** G.1

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

**PRESENTED BY:** Alan Bongio, Board President

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### **Recommendation:**

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

### **Summary:**

As the General Manager's second anniversary with the District occurs August 24<sup>th</sup>, it is time to appoint an AdHoc for the purposes of evaluating his performance, consider a step increase, and set goals and provide direction as necessary for the subsequent year. Once the AdHoc has concluded its process, a Closed Session will be arranged for full Board consideration of its findings and recommendations. For your review, attached is a blank procedure and form the Board established for conducting General Manager evaluations adopted in 2008.

The General Manager was reviewed at six months and at his one-year anniversary. At the six-month review, the ad-hoc review committee consisted on Allen Bongio and Gregg Gardiner. At the one-year anniversary, the review committee consisted of Michael Hansen and Gregg Gardiner. This information is intended to assist with the selection process for the ad-hoc review committee.

### **Fiscal Impact:**

None at this time.

# HCS D

## General Manager Performance Evaluation

GM Name: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluation Period:  3-month Interim Review  
 6-month Interim Review  
 Anniversary Review  
 Specify: \_\_\_\_\_

### Instructions for the Preparation of the General Manager's Performance Evaluation

1. The Board of Directors President will appoint a 2-member Ad Hoc Committee selected from the Board for the specific purpose of conducting a Performance Evaluation of the District's General Manager.
2. Ad Hoc Committee members may interview key District personnel or others to gain insight about the General Manager's day-to-day dealings prior to proceeding with the evaluation.
3. The blank evaluation form is distributed to the Ad Hoc Committee and the General Manager.
4. Ad Hoc Committee members and the General Manager prepare their own "draft" evaluation and bring to the designated Ad Hoc Committee meeting. The General Manager will be excused while the Ad Hoc Committee members determine its suggested evaluation to the Board.
5. During a regularly scheduled Board Meeting, the Directors will call for a closed session. The General Manager will present his performance evaluation. Questions and comments by the Ad Hoc Committee will be invited.
6. The General Manager will be excused while the Board determines its official evaluation. At this time, the Ad Hoc Committee shall present its Performance Evaluation recommendations to the Board. A discussion of compensation/benefit changes may be discussed at this time for incorporation into the performance evaluation.
7. The General Manager will be invited to return, and the President of the Board of Directors will deliver the proposed evaluation, allowing the General Manager to provide comments.
8. The Board will also use the opportunity to communicate to the General Manager its overall HCS D performance evaluation and issues of importance.
9. Goals and objectives for the coming year will be developed at this time for both the General Manager and the District.
10. The final Performance Evaluation shall be written and available for signature by the General Manager and the President of the Board of Directors.

**RATING SCALE:**

<b>Rating Options</b>	
<b>5 = Exceptional</b>	Exceeds what is expected, consistently out-performs, exceptional application of job knowledge, skills, and abilities that may be difficult to sustain on a continuing basis from rating period to rating period.
<b>4 = Superior</b>	Exceeds what is expected. Consistently attains and exceeds requirements of the position and Board expectations.
<b>3 = Fully Competent</b>	Meets requirements and expectations. Fully competent in performing responsibilities and satisfactorily meets the key objectives and critical behaviors of the position.
<b>2 = Needs Improvement</b>	Meets most of the requirements, but some objectives or behaviors are not performed in a satisfactory manner. Performance may have slipped and needs to improve.
<b>1 = Unsatisfactory</b>	The manager's performance does not meet the standards acceptable for performance. Key behaviors and/or objectives are not met.
<b>NA = Not Observed</b>	The rater has not had the opportunity to observe the manager's performance adequately to rate this performance dimension.

**CRITERIA:**

**1. Communication**

- Follows rules of no surprises
- Expresses ideas clearly and effectively
- Accepts and offers innovative solutions
- Actively listens
- Deals fairly and equitably with the Board of Directors
- Responsive to Board of Director requests
- Articulately explains complex ideas and concepts to others

**Rating:** \_\_\_\_\_

Comments:

## 2. Leadership

- Gains the respect, confidence, loyalty, and support of others
- Promotes positive personal, professional and organizational image
- Articulates and implements the District's vision and ensures consistent application across the organization
- Visionary – demonstrates a broad and far-reaching perspective; sees and communicates the big picture
- Uses good judgement, reads a situation accurately and acts appropriately
- Develops effective management team

Rating: \_\_\_\_\_

Comments:

## 3. Management Controls

- Maintains financial management and cost containment
- Applies principles of employee selection, training, development and evaluation
- Optimizes productivity with financial resources
- Identifies and becomes appropriately involved in conflict resolution
  - Maximizes staff and material resources to increase efficiency
  - Adapts to changing circumstances
  - Displays originality and resourcefulness

Rating: \_\_\_\_\_

Comments:

## 4. Decision Making/Problem Solving

- Makes timely decisions
- Identifies possible alternative solutions
- Realizes possible ramifications and impact of each decision
- Makes effective judgments
- Uses common sense and discretion

Rating: \_\_\_\_\_

Comments:

## 5. Financial Management

- Maintains financial management and cost containment
- Prepares accurate budget and keeps expenditures within the budget
- Effectively administers the District budget
- Keeps Board informed about the fiscal impact of policy decisions
- Employs management practices and policies that are designed to achieve and maintain a sound, long-range financial condition

Rating: \_\_\_\_\_

Comments:

## 6. Professional Competence

- Understands complex technical information
- Holds own on discussion with peers, members and the Board of Directors on policy issues
- Has solid understanding of the water and sewer industry

Rating: \_\_\_\_\_

Comments:

## 7. Customer Service

- Responds in a timely manner to requests and complaints
- Serves customers with impartiality and fairness at all times
- Maintains effective relationships with customers
- Encourages and holds employees accountable for high standards and customer service

Rating: \_\_\_\_\_

Comments:

**8. Accomplishment of Key Objectives (list):**

•

**Rating:** \_\_\_\_\_

•

**Rating:** \_\_\_\_\_

•

**Rating:** \_\_\_\_\_

•

**Rating:** \_\_\_\_\_

•

**Rating:** \_\_\_\_\_

•

**Overall Rating (total):** \_\_\_\_\_

Comments:



**9. OBJECTIVES/GOALS FOR UPCOMING YEAR:**

- 
- 
- 
- 
- 

**10. AREAS FOR IMPROVEMENT**

- 
- 

**11. Compensation/Benefit Changes**

\_\_\_\_\_  
General Manager Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Date:

General Manager comments: Attach a separate page with comments if applicable.

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# Humboldt Community Services District

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

## AGENDA REPORT

**For HCSD Board of Directors Regular Meeting of:** August 23, 2022

**AGENDA ITEM:** G.2 (New Business)

**TITLE:** Presentation from Thomas McMurray regarding proposal for Cell Tower Development on District Property by TowerCo, a wireless infrastructure assets management company from Cary, NC.

**PRESENTED BY:** Terrence Williams, General Manager

---

### **Recommendation:**

Discussion followed by a motion to approve TowerCo to move forward with a full proposal to install cellular infrastructure on District property.

### **Summary:**

Thomas McMurray represents TowerCo, a wireless infrastructure assets management company out of Cary, NC. TowerCo manages cellular infrastructure in Humboldt County including two towers that serve the Cutten area, one at Redwood Fields and one in the Ridgewood community at Beechwood Drive near Briarwood Circle.

TowerCo has identified a deficiency in the cellular coverage in the Cutten area and they are interested in constructing a new tower in the vicinity of the District's corporation yard. Mr. McMurray has approached District staff to determine if there is interest in leasing property to TowerCo for the purposes of constructing and maintaining a cellular tower.

From the District's perspective, the economic and management models both appear to be favorable. The benefits to the community (both Cutten residents, and the greater community that will use the McKay Community Forest) are apparent through improved cellular coverage and increased cellular bandwidth. Additional benefits to the District include the ability to install antennas on the new tower and improved security. The District's SCADA system utilizes 450 MHz radio network that would be significantly improved if we had access to a centralized tower where we could place an antenna above the trees. Site security would be improved by the presence of a fenced facility on the southern end of the property separating the corporation yard from the McKay Forest parking lot.

### **Fiscal Impact:**

None at this time



5000 Valleystone Dr. | Cary, NC 2751 [www.towerco.com](http://www.towerco.com) | office [919.653.5700](tel:919.653.5700)

August 18, 2022

Mr. Terrence Williams, General Manager  
Board of Directors  
Humboldt Community Services District  
5055 Walnut Drive P.O. Box 158  
Eureka, California 95503

RE: Potential Ground Lease

Dear Mr. Williams and Board of Directors

On July 20, 2020 at 11: 46 am I sent an email to Mr. Williams outlining two possible monthly rental amounts for leasing a Cellular Communication site on Humboldt Community Services District property located on Walnut Drive, Eureka, California. I have copied a portion of that email and it is contained below.

As attached to this letter, I have included:

- A. For the coverage studies, Yellow is superior for data and voice. Red is acceptable for voice and data but not as reliable as yellow. Blue is acceptable but is generally reliable for voice depending on location but not data.
  - B. For the shadow mapping, white depicts the terrain as in shadow from the towers and red depicts the terrain as out of shadow. Of course, red is preferred.
1. The Aerial of the HCSD property with the possible location for the site.
  2. The topo map with the approximate same location
  3. The aerial of the City of Eureka showing two TowerCo existing sites, Redwood Fields and Ridgewood, and the proposed general location of the HCSD site.
  4. A study showing the Cellular coverage that generally depicts the existing coverage from Redwood Fields and Ridgewood.
  5. A study showing the coverage with the two sites and the proposed HCSD in place.
  6. Map for the existing two sites showing white, not in shadow-line of site, and red in shadow and not available.
  7. A shadow map showing all three sites in place including HCSD.

Mr. Terrence Williams, General Manager

Board of Directors

Page 2. 8-18-22

### OPTION ONE

A monthly rental for property to be described and located later at \$1,750.00 per month with an annual escalation. In addition to the monthly rental amount, the District would have the right to place radio antennas on the tower at a high elevation (approved by TowerCo) and also would have the best data and voice reception available at your site.

### OPTION TWO

For a revenue sharing model on property to be described and located later, we may be able to present a 60%/40% split for all tenants, including the anchor tenant. There would be no annual escalation in this model, because of the revenue share for everything on the tower. This proposition is more geared towards municipalities and District and is presented as a true partnership. When you factor in the fact that TowerCo is putting up 100% of the capital, management of the site, paying for expenses related to property taxes, maintenance, and upkeep of the tower site, it ends up being more like a 50/50 split. **This would not be in addition** to the monthly rental described above in OPTION ONE. This is a standalone proposal.

Example:

\$3,200 monthly rent- T-Mobile (anchor/1<sup>st</sup> tenant) = 40% to HCSD is \$1,280

\$3,000 monthly rent for 2<sup>nd</sup> tenant on the tower – AT&T = 40% to HCSD is \$1,200

\$2,800 monthly rent for 3<sup>rd</sup> tenant on the tower – Verizon = 40% to HCSD is \$1,120

Total potential monthly income to HCSD over 5 years could be under a 60%/40% partnership model = \$3,600 a month and more with a fourth tenant. The tower would be designed to allow for four Cellular Tenants. There may also be others that may want to locate there. All of these would be under the split formula.

Respectfully,



**Thomas J. McMurray Jr.**

Authorized Representative for TowerCo

P.O. Box 1032 Eureka CA 95502

tjmcjr@outlook.com

mobile 707-499-0901 | work 707-442-8420



EMPOWERING connectivity

[www.towerco.com](http://www.towerco.com) | office 919.653.5700

5000 Vallestone Dr. | Cary, NC 27519

cc: Mr. Todd Boyer, CEO TowerCo

cc: Mr. Jason Catalini, General Counsel

G2 Index



EMPOWERING connectivity

5000 Vallestone Dr. | Cary, NC 2751 [www.towerco.com](http://www.towerco.com) | office [919.653.5700](tel:919.653.5700)

August 18, 2022

Index to Materials Submitted to Humboldt Community Services District

Proposed Communication-Cellular Facility

1. Letter to HCSD for Consideration of Locating a Communication Site on their Property
2. Index for Submittal of Information for HCSD Communication Site
3. HCSD Vicinity Map
4. HCSD Site Preliminary Site Location Data Exhibit B
5. HCSD Preliminary Site Location on Quad Map Exhibit C
6. Preliminary Coverage and Shadow/Line of Site Maps with Existing and HCSD site included Exhibit D

A handwritten signature in blue ink, appearing to read "Thomas J. McMurray Jr.", written over a horizontal line.

**Thomas J. McMurray Jr.**

Authorized Representative for TowerCo

P.O. Box 1032 Eureka CA 95502

[tjmcjr@outlook.com](mailto:tjmcjr@outlook.com)

mobile 707-499-0901 | work 707-442-8420



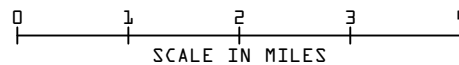
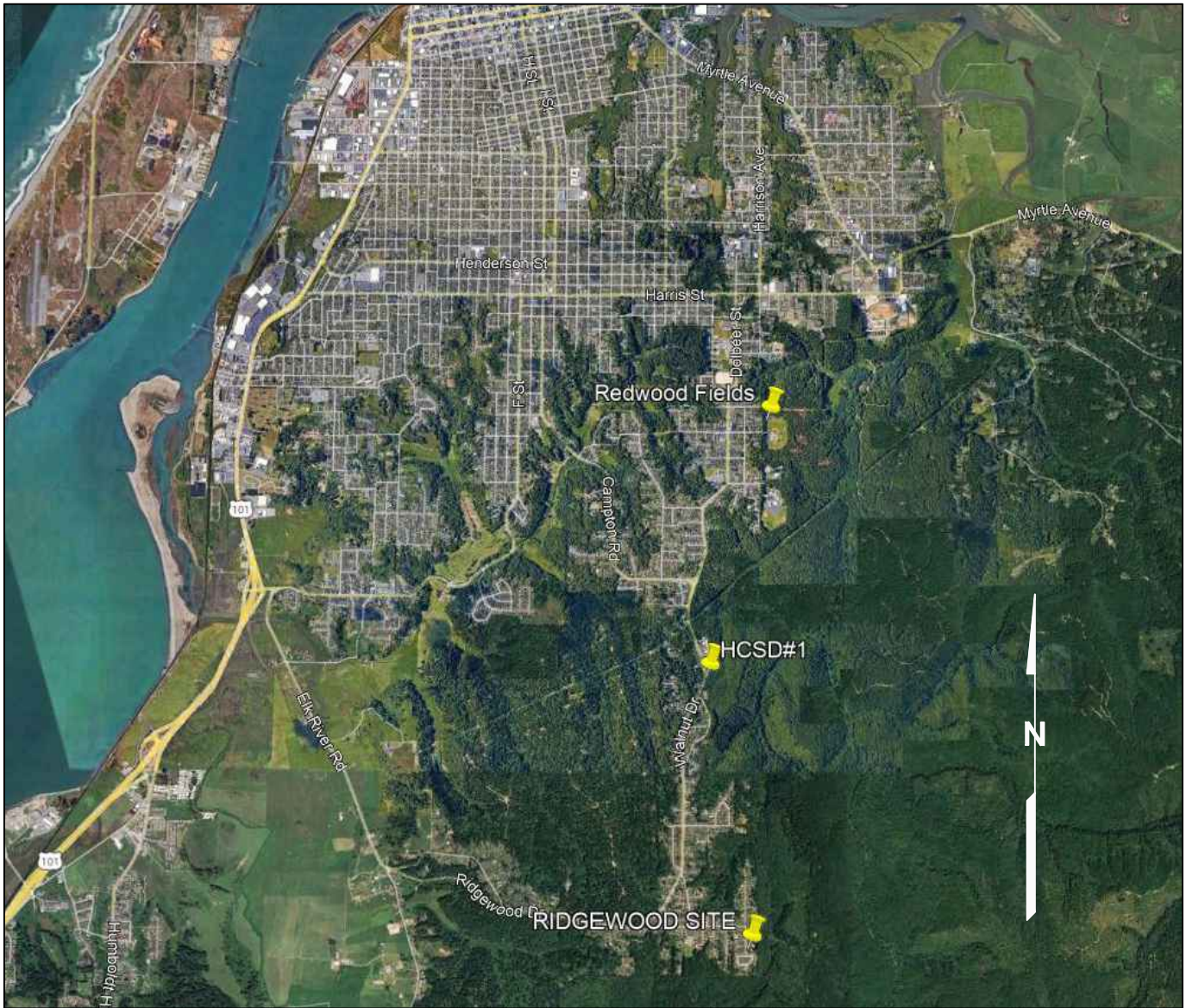
EMPOWERING connectivity

[www.towerco.com](http://www.towerco.com) | office [919.653.5700](tel:919.653.5700)

5000 Vallestone Dr. | Cary, NC 27519

cc: Mr. Todd Boyer, CEO TowerCo

G.2 EXHIBIT A



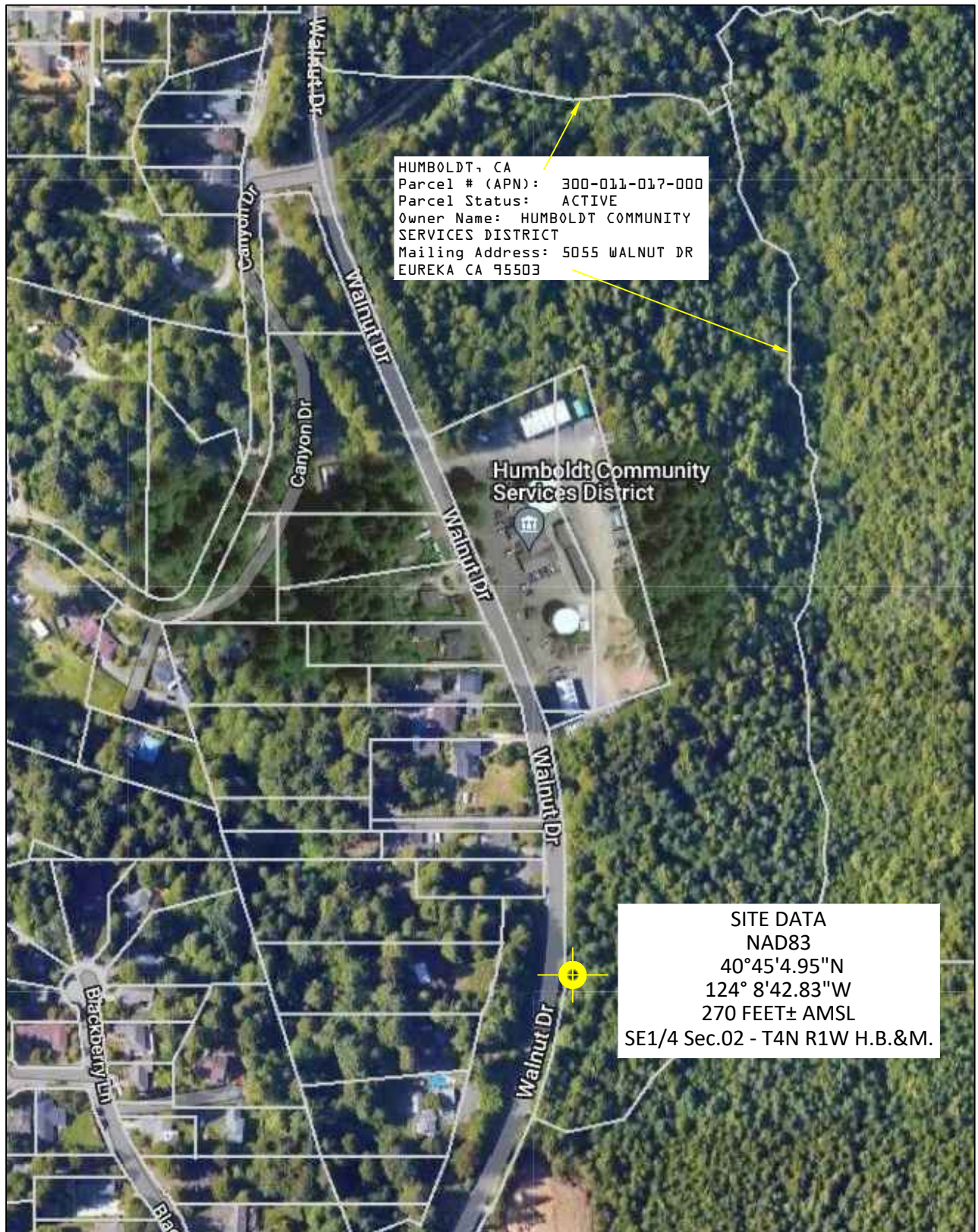
Humboldt Community Services District  
 P O Box 158 Cutten, CA 95534-0158  
 5055 Walnut Dr Eureka Ca 95503-6595  
 SE1/4 Sec.02 - T4N R1W H.B.&M.

Date : 08/17/2022  
 Dwg Name: HCSD Walnut Drive, Dwg  
 Path: I:\HCSD-HumComServDist\

 **TowerCo**  
 EMPOWERING connectivity  
 Thomas J. McMurray Jr.  
 Authorized Representative  
 P.O.Box 1032  
 Eureka, CA 95502  
 707 499-0901

**HCSD**  
**VICINITY MAP**  
 sheet 01 of 01

G.2. EXHIBIT B



Humboldt Community Services District  
 P O Box 158 Cutten, CA 95534-0158  
 5055 Walnut Dr Eureka Ca 95503-6595  
 SE1/4 Sec.02 - T4N R1W H.B.&M.

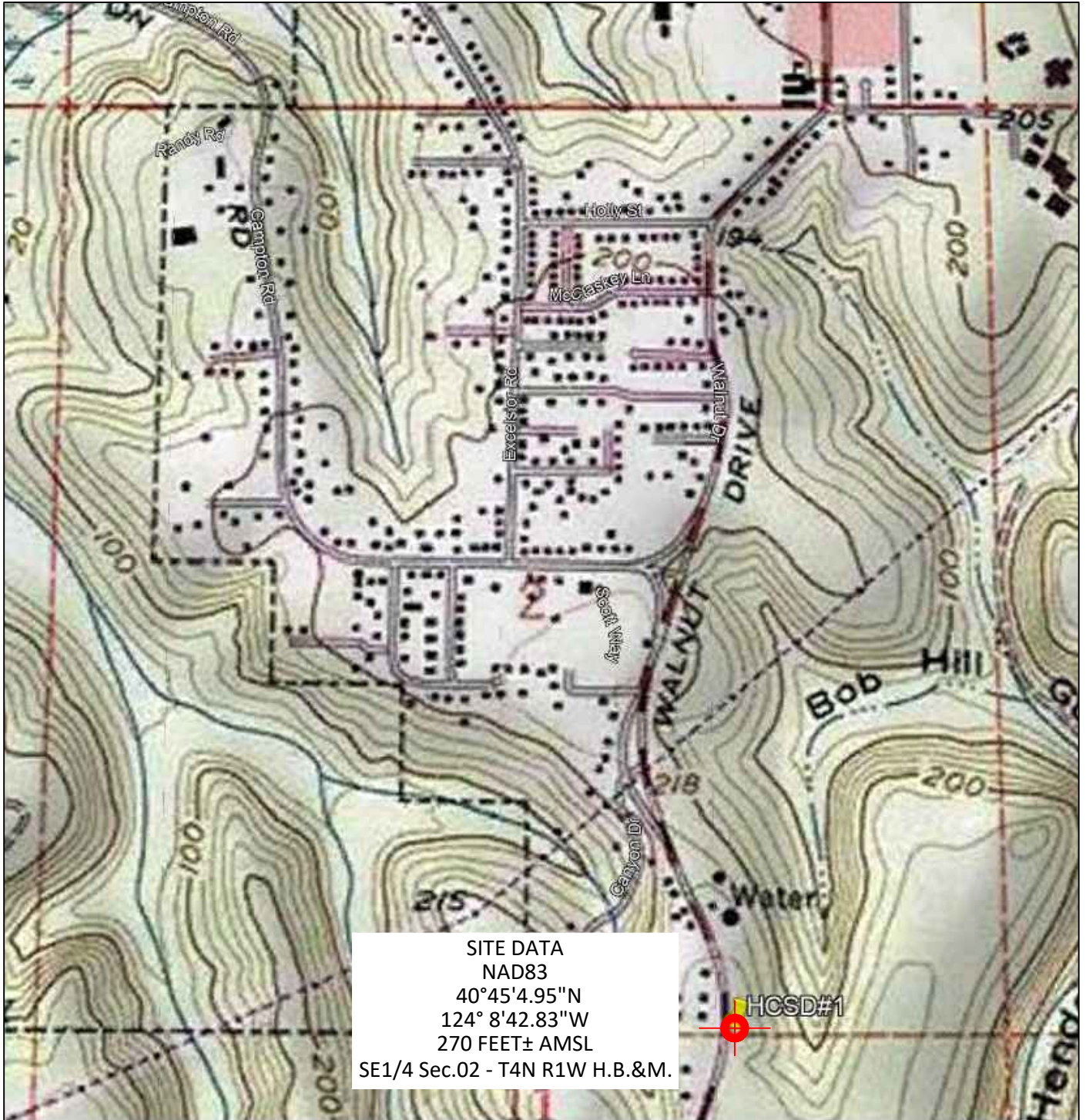
Date : 08/17/2022  
 Dwg Name: HCSD Walnut Drive, Dwg  
 Path: I:\HCSD-HumComServDist\

 **TowerCo**  
 EMPOWERING connectivity  
 Thomas J. McMurray Jr.  
 Authorized Representative  
 P.O. Box 1032  
 Eureka, CA 95502  
 707 499-0901

HCSD  
 SITE LOCATION  
 SITE DATA  
 sheet 01 of 01



G.2. EXHIBIT C



SE1/4 Sec.02 - T4N R1W H.B.&M.

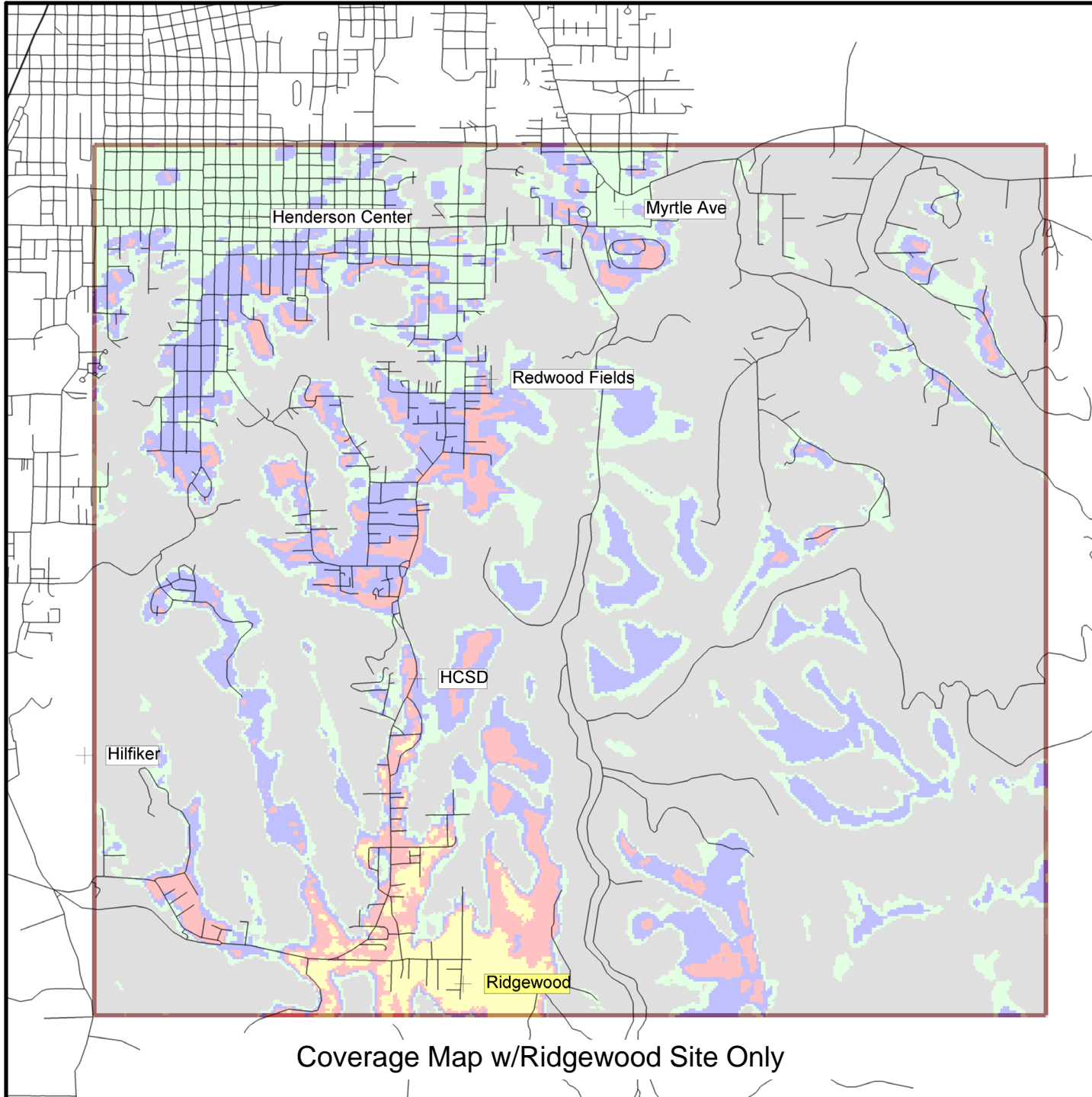
Humboldt Community Services District  
 P O Box 158 Cutten, CA 95534-0158  
 5055 Walnut Dr Eureka Ca 95503-6595  
 SE1/4 Sec.02 - T4N R1W H.B.&M.

Date : 08/17/2022  
 Dwg Name: HCS D Walnut Drive, Dwg  
 Path: I:\HCS D-HumComServDist\

 **TowerCo**  
 EMPOWERING connectivity  
 Thomas J. McMurray Jr.  
 Authorized Representative  
 P.O. Box 1032  
 Eureka, CA 95502  
 707 499-0901

HCS D  
 SITE LOCATION  
 SITE DATA  
 sheet 01 of 01

G.2 EXHIBID D



Coverage Map w/Ridgewood Site Only

SIGNAL™: TowerCo\_HCS D  
 Prop. model 1: Anderson-2D v1.00  
 Time: 50.0% Loc.: 50.0%  
 Prediction Confidence Margin: 0.0dB  
 Climate: Continental Temperate  
 Land use (clutter): EDX . GCV format  
 Atmospheric Abs.: none  
 K Factor: 1.333

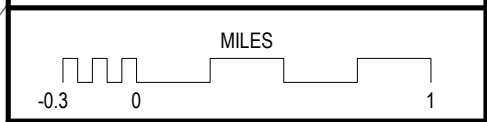
**Sites**  
 Site: Ridgewood  
 N40°43'54.28" W124°08'28.73" 426.0 ft  
 RidgeWd Tx.Ht.AGL: 70.0 ft Total ERP: 25.00 dBW  
 Model: 1 Isotropic-vertical/0.0° 700.0000 MHz

**Shadow map**  
 [Red Box] Shadowed  
 [White Box] LOS  
 Display threshold level: -120.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi  
 Received power at best base from remote

[Yellow Box]	>= -70.0 dBmW
[Red Box]	-80.0 to -70.0 dBmW
[Blue Box]	-90.0 to -80.0 dBmW
[Green Box]	-100.0 to -90.0 dBmW
[Grey Box]	< -100.0 dBmW

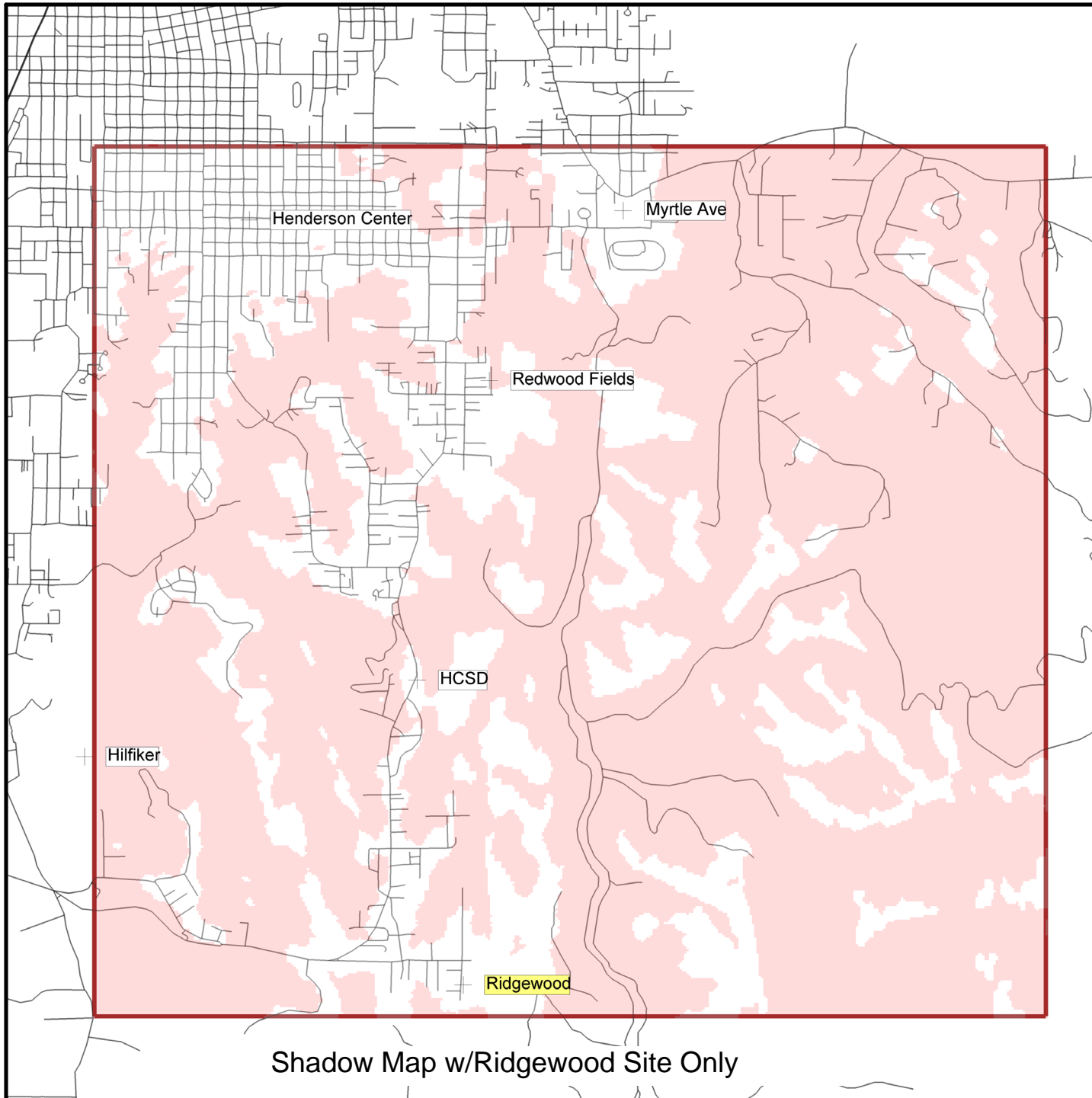
Display threshold level: -250.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi

**Notes**  
 70 ft Tower ACTIVE SITE



**Ridgewood**  
 LTE Coverage  
 Wed Aug 17 08:43:09 2022

**TowerCo**  
 EMPOWERING connectivity  
 Thomas J. McMurray Jr.  
 Authorized Representative  
 P.O.Box 1032  
 Eureka, CA 95502  
 707 499-0901



Shadow Map w/Ridgewood Site Only

SIGNAL™: TowerCo\_HCSD

Prop. model 1: Anderson-2D v1.00  
 Time: 50.0% Loc.: 50.0%  
 Prediction Confidence Margin: 0.0dB  
 Climate: Continental Temperate  
 Land use (clutter): EDX . GCV format  
 Atmospheric Abs.: none  
 K Factor: 1.333

**Sites**  
 Site: Ridgewood  
 N40°43'54.28" W124°08'28.73" 426.0 ft  
 RidgeWd Tx.Ht.AGL: 70.0 ft Total ERP: 25.00 dBW  
 Model: 1 Isotropic-vertical/0.0° 700.0000 MHz

**Shadow map**  
 [Red Box] Shadowed  
 [White Box] LOS  
 Display threshold level: -120.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi  
 Received power at best base from remote


[Yellow Box]	>= -70.0 dBmW
[Red Box]	-80.0 to -70.0 dBmW
[Blue Box]	-90.0 to -80.0 dBmW
[Green Box]	-100.0 to -90.0 dBmW
[Grey Box]	< -100.0 dBmW

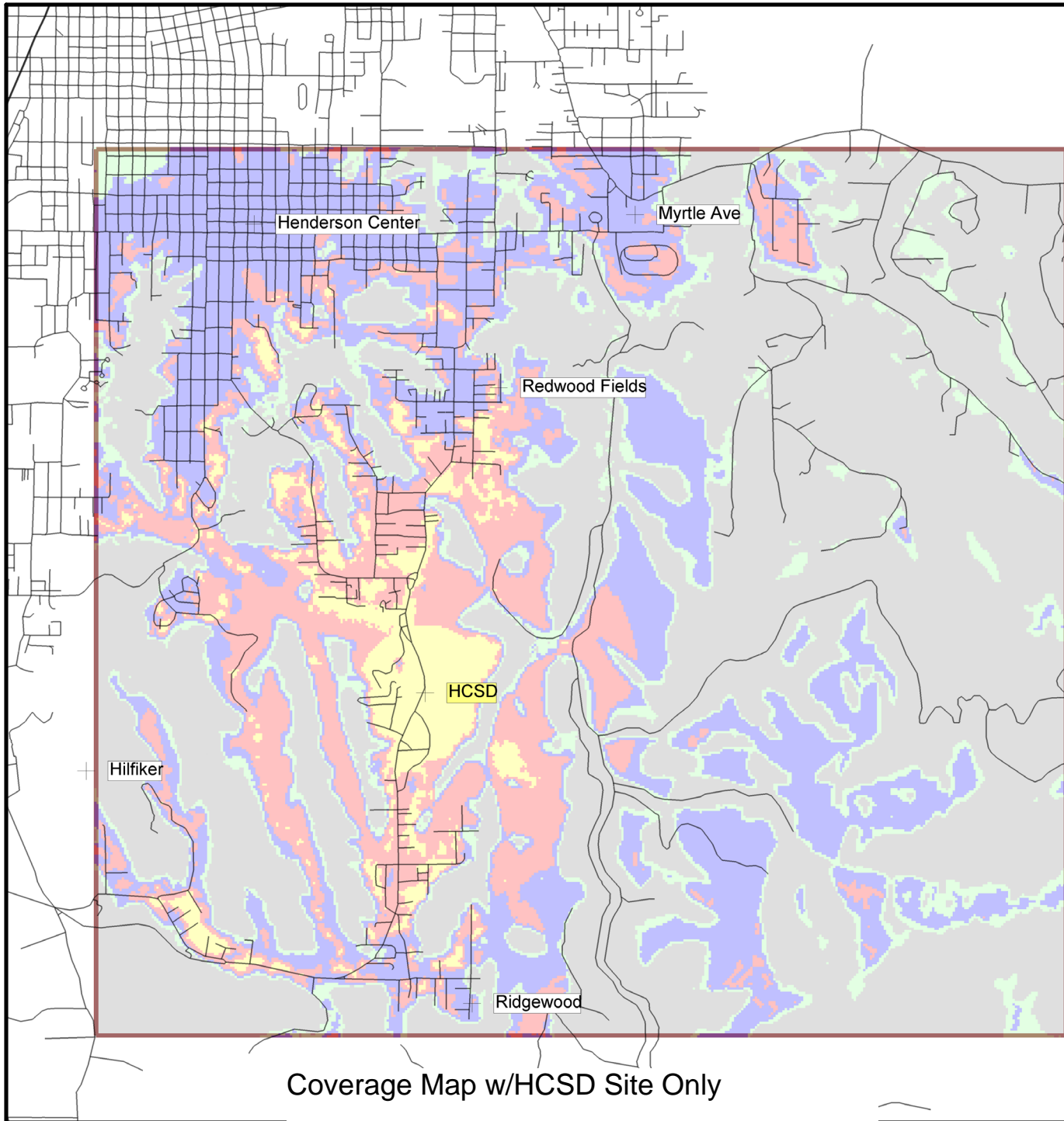
Display threshold level: -250.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi

**Notes**  
 70 ft Tower ACTIVE SITE

MILES  
 -0.3 0 1

**Ridgewood**  
 Shadow Map  
 Wed Aug 17 08:41:40 2022

  
 EMPOWERING connectivity  
 Thomas J. McMurray Jr.  
 Authorized Representative  
 P.O.Box 1032  
 Eureka, CA 95502  
 707 499-0901



Coverage Map w/HCSD Site Only

SIGNAL™: TowerCo\_HCSD

Prop. model 1: Anderson-2D v1.00  
 Time: 50.0% Loc.: 50.0%  
 Prediction Confidence Margin: 0.0dB  
 Climate: Continental Temperate  
 Land use (clutter): EDX . GCV format  
 Atmospheric Abs.: none  
 K Factor: 1.333

**Sites**

Site: HCSD  
 N40°45'04.95" W124°08'42.83" 270.1 ft  
 HCSD Tx.Ht.AGL: 140.0 ft Total ERP: 25.00 dBW  
 Model: 1 Isotropic-vertical/0.0° 700.0000 MHz

**Shadow map**

Shadowed  
 LOS

Display threshold level: -120.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi  
 Received power at best base from remote

>= -70.0 dBmW  
 -80.0 to -70.0 dBmW  
 -90.0 to -80.0 dBmW  
 -100.0 to -90.0 dBmW  
 < -100.0 dBmW

Display threshold level: -250.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi

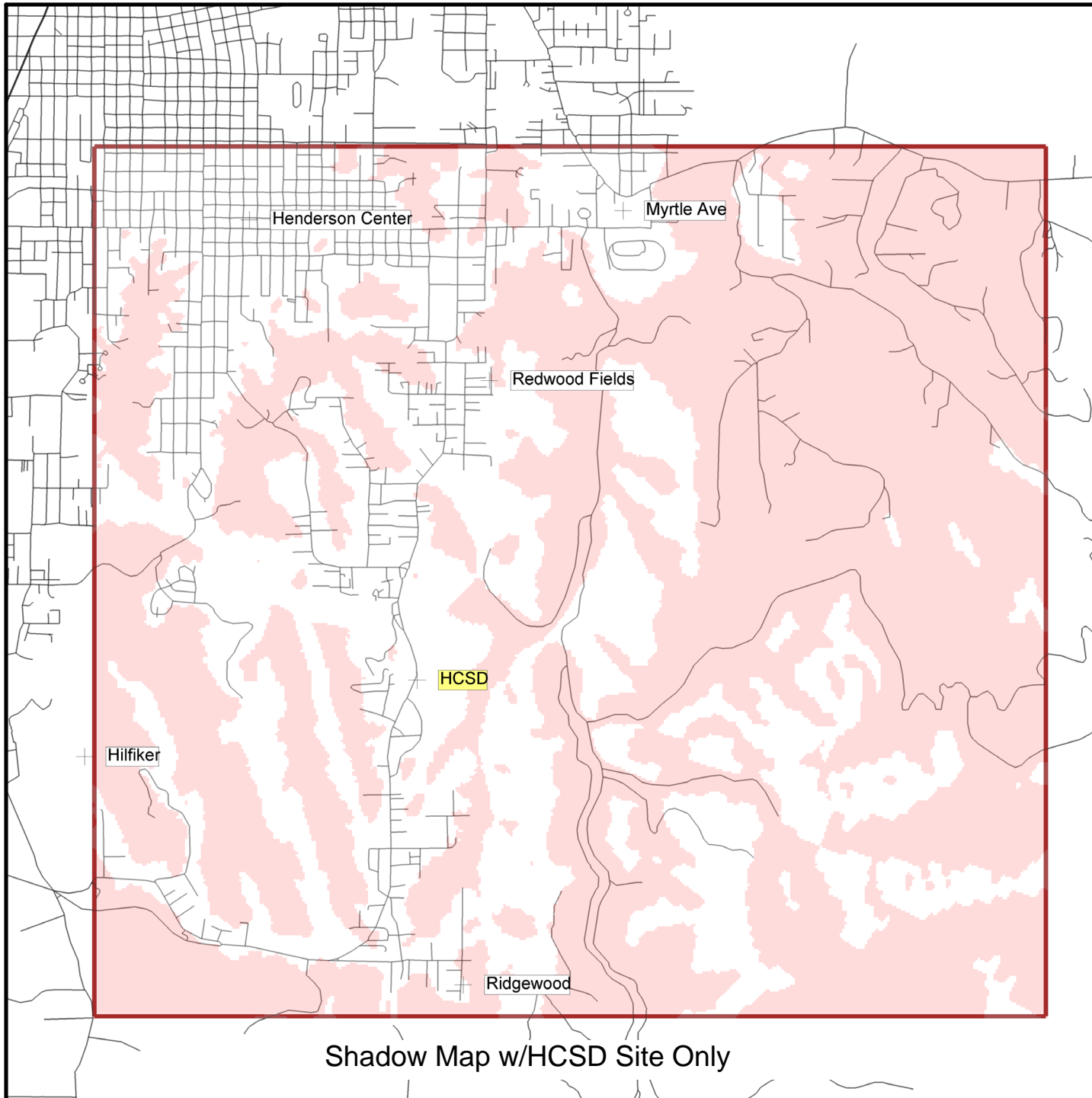
**Notes**

140 ft Tower **ACTIVE SITE**

MILES  
 -0.3 0 1

**HCSD**  
 LTE Coverage  
 Wed Aug 17 08:45:35 2022

**TowerCo**  
 EMPOWERING connectivity  
 Thomas J. McMurray Jr.  
 Authorized Representative  
 P.O.Box 1032  
 Eureka, CA 95502  
 707 499-0901



Shadow Map w/HCSD Site Only

SIGNAL™: TowerCo\_HCSD

Prop. model 1: Anderson-2D v1.00  
 Time: 50.0% Loc.: 50.0%  
 Prediction Confidence Margin: 0.0dB  
 Climate: Continental Temperate  
 Land use (clutter): EDX . GCV format  
 Atmospheric Abs.: none  
 K Factor: 1.333

Sites  
 Site: HCSD  
 N40°45'04.95" W124°08'42.83" 270.1 ft  
 HCSD Tx.Ht.AGL: 140.0 ft Total ERP: 25.00 dBW  
 Model: 1 Isotropic-vertical/0.0° 700.0000 MHz

Shadow map  
 [Red Box] Shadowed  
 [White Box] LOS  
 Display threshold level: -120.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi  
 Received power at best base from remote

[Yellow Box]	>=	-70.0 dBmW
[Red Box]		-80.0 to -70.0 dBmW
[Blue Box]		-90.0 to -80.0 dBmW
[Green Box]		-100.0 to -90.0 dBmW
[Grey Box]	<	-100.0 dBmW

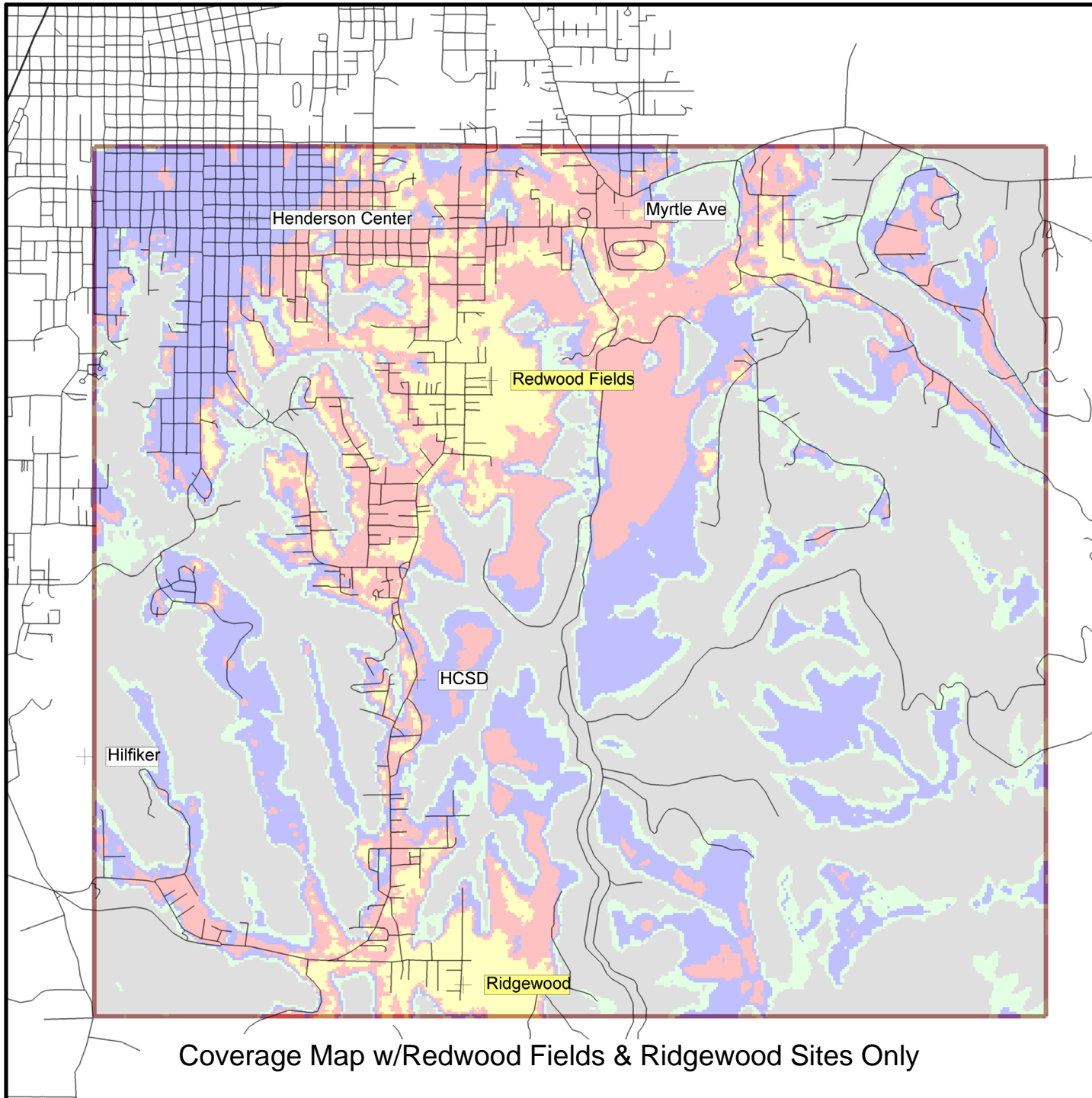
Display threshold level: -250.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi

Notes  
 140 ft Tower **ACTIVE SITE**

MILES  
 -0.3 0 1

**HCSD**  
 Shadow Map  
 Wed Aug 17 08:47:48 2022

TowerCo  
 EMPOWERING connectivity  
 Thomas J. McMurray Jr.  
 Authorized Representative  
 P.O.Box 1032  
 Eureka, CA 95502  
 707 499-0901



Coverage Map w/Redwood Fields & Ridgewood Sites Only

SIGNAL™: TowerCo\_HCS D

Prop. model 1: Anderson-2D v1.00  
 Time: 50.0% Loc.: 50.0%  
 Prediction Confidence Margin: 0.0dB  
 Climate: Continental Temperate  
 Land use (clutter): EDX . GCV format  
 Atmospheric Abs.: none  
 K Factor: 1.333

**Sites**

Site: Redwood Fields  
 N40°46'14.45" W124°08'20.82" 192.5 ft  
 RedwdFld Tx.Ht.AGL: 136.0 ft Total ERP: 25.00 dBW  
 Model: 1 Isotropic-vertical/0.0° 700.0000 MHz

**Shadow map**

Shadowed  
 LOS

Display threshold level: -120.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi  
 Received power at best base from remote

>= -70.0 dBmW  
 -80.0 to -70.0 dBmW  
 -90.0 to -80.0 dBmW  
 -100.0 to -90.0 dBmW  
 < -100.0 dBmW

Display threshold level: -250.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi

**Notes**

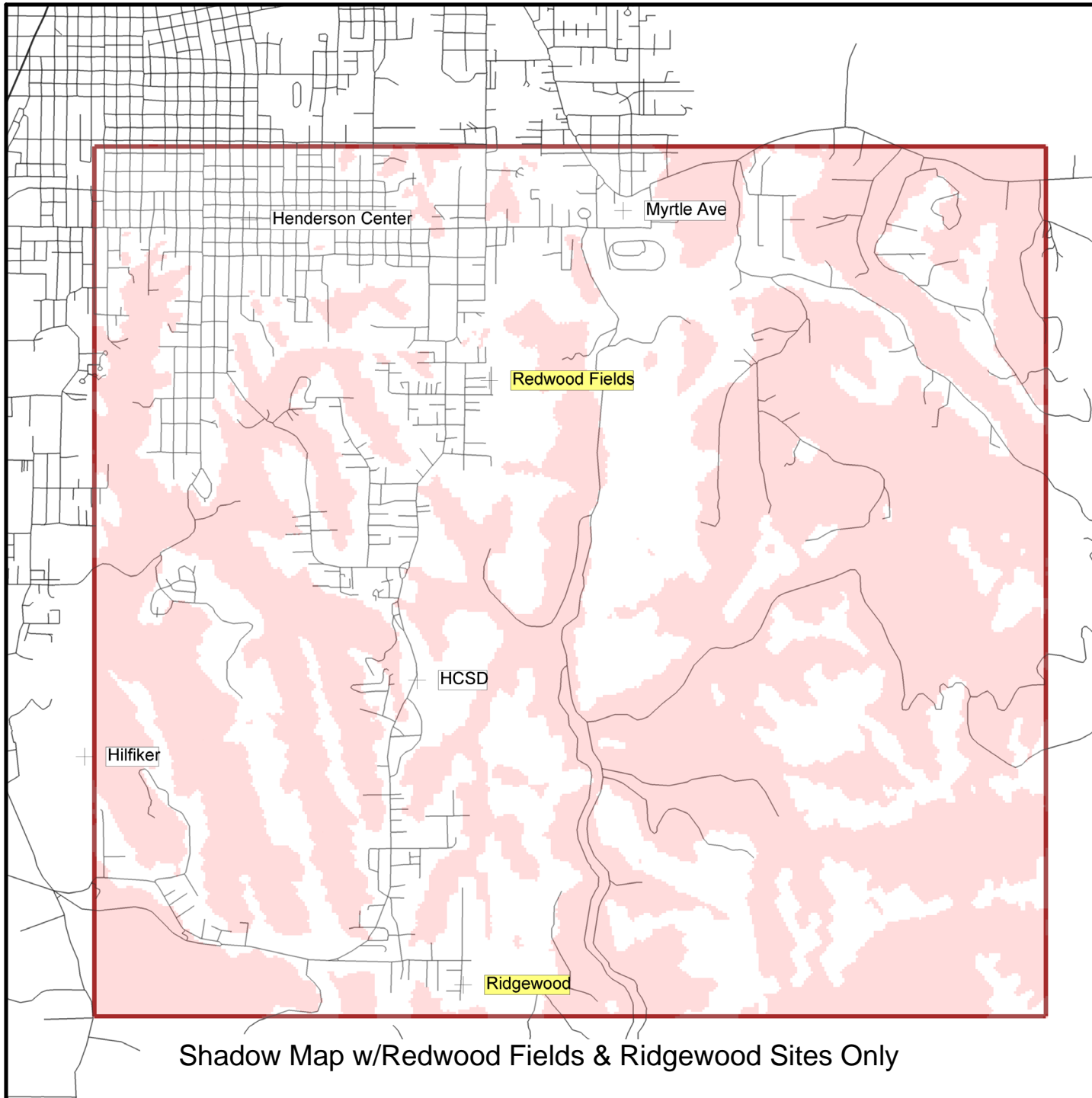
ACTIVE SITE

MILES

-0.3 0 1

**Redwood & Ridgewood**  
 Coverage Map  
 Wed Aug 17 11:51:54 2022

**TowerCo**  
 EMPOWERING connectivity  
 Thomas J. McMurray Jr.  
 Authorized Representative  
 P.O.Box 1032  
 Eureka, CA 95502  
 707 499-0901



Shadow Map w/Redwood Fields & Ridgewood Sites Only

SIGNAL™: TowerCo\_HCSD

Prop. model 1: Anderson-2D v1.00  
 Time: 50.0% Loc.: 50.0%  
 Prediction Confidence Margin: 0.0dB  
 Climate: Continental Temperate  
 Land use (clutter): EDX . GCV format  
 Atmospheric Abs.: none  
 K Factor: 1.333

**Sites**

Site: Redwood Fields  
 N40°46'14.45" W124°08'20.82" 192.5 ft  
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 Model: 1 Isotropic-vertical/0.0° 700.0000 MHz

**Shadow map**

Shadowed  
 LOS

Display threshold level: -120.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi  
 Received power at best base from remote

>= -70.0 dBmW  
 -80.0 to -70.0 dBmW  
 -90.0 to -80.0 dBmW  
 -100.0 to -90.0 dBmW  
 < -100.0 dBmW

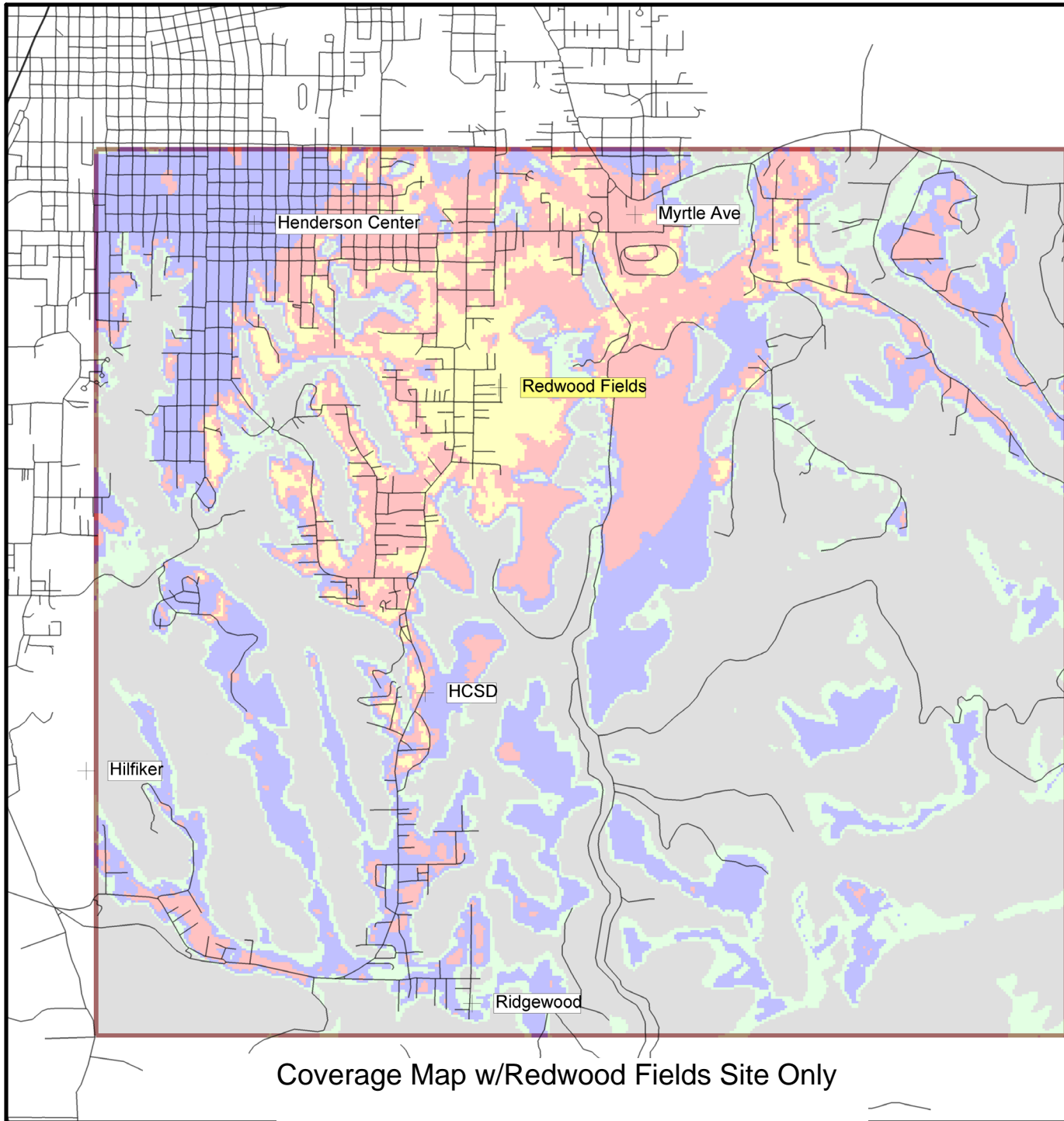
Display threshold level: -250.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi

**Notes** ACTIVE SITE

MILES  
 -0.3 0 1

**Redwood & Ridgewood**  
 Shadow Map  
 Wed Aug 17 11:50:25 2022

**TowerCo**  
 EMPOWERING connectivity  
 Thomas J. McMurray Jr.  
 Authorized Representative  
 P.O.Box 1032  
 Eureka, CA 95502  
 707 499-0901



SIGNAL™: TowerCo\_HCS D  
 Prop. model 1: Anderson-2D v1.00  
 Time: 50.0% Loc.: 50.0%  
 Prediction Confidence Margin: 0.0dB  
 Climate: Continental Temperate  
 Land use (clutter): EDX . GCV format  
 Atmospheric Abs.: none  
 K Factor: 1.333

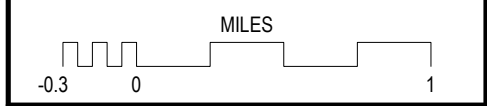
**Sites**  
 Site: Redwood Fields  
 N40°46'14.45" W124°08'20.82" 192.5 ft  
 RedwdFld Tx.Ht.AGL: 136.0 ft Total ERP: 25.00 dBW  
 Model: 1 Isotropic-vertical/0.0° 700.0000 MHz

**Shadow map**  
 [Red Box] Shadowed  
 [White Box] LOS  
 Display threshold level: -120.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi  
 Received power at best base from remote

[Yellow]	>= -70.0 dBmW
[Red]	-80.0 to -70.0 dBmW
[Blue]	-90.0 to -80.0 dBmW
[Green]	-100.0 to -90.0 dBmW
[Grey]	< -100.0 dBmW

Display threshold level: -250.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi

**Notes**  
 136 ft Tower ACTIVE SITE

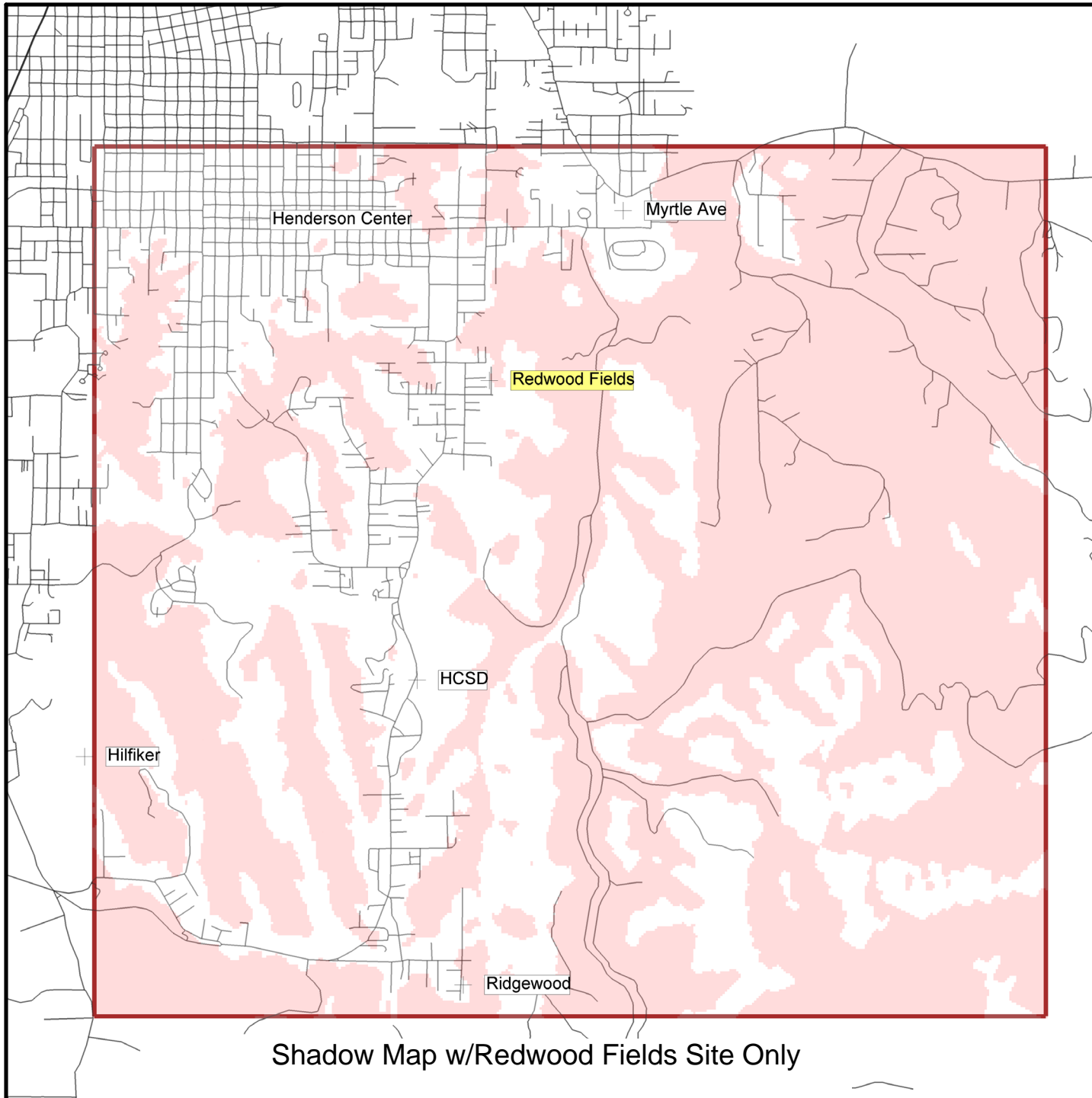


**Redwood Fields**  
 Coverage Map  
 Wed Aug 17 08:51:06 2022

**TowerCo**  
 EMPOWERING connectivity  
 Thomas J. McMurray Jr.  
 Authorized Representative  
 P.O.Box 1032  
 Eureka, CA 95502  
 707 499-0901

Coverage Map w/Redwood Fields Site Only





SIGNAL™: TowerCo\_HCSD

Prop. model 1: Anderson-2D v1.00  
 Time: 50.0% Loc.: 50.0%  
 Prediction Confidence Margin: 0.0dB  
 Climate: Continental Temperate  
 Land use (clutter): EDX . GCV format  
 Atmospheric Abs.: none  
 K Factor: 1.333

**Sites**

Site: Redwood Fields  
 N40°46'14.45" W124°08'20.82" 192.5 ft  
 RedwdFld Tx.Ht.AGL: 136.0 ft Total ERP: 25.00 dBW  
 Model: 1 Isotropic-vertical/0.0° 700.0000 MHz

**Shadow map**

Shadowed  
 LOS

Display threshold level: -120.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi  
 Received power at best base from remote

>= -70.0 dBmW  
 -80.0 to -70.0 dBmW  
 -90.0 to -80.0 dBmW  
 -100.0 to -90.0 dBmW  
 < -100.0 dBmW

Display threshold level: -250.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi

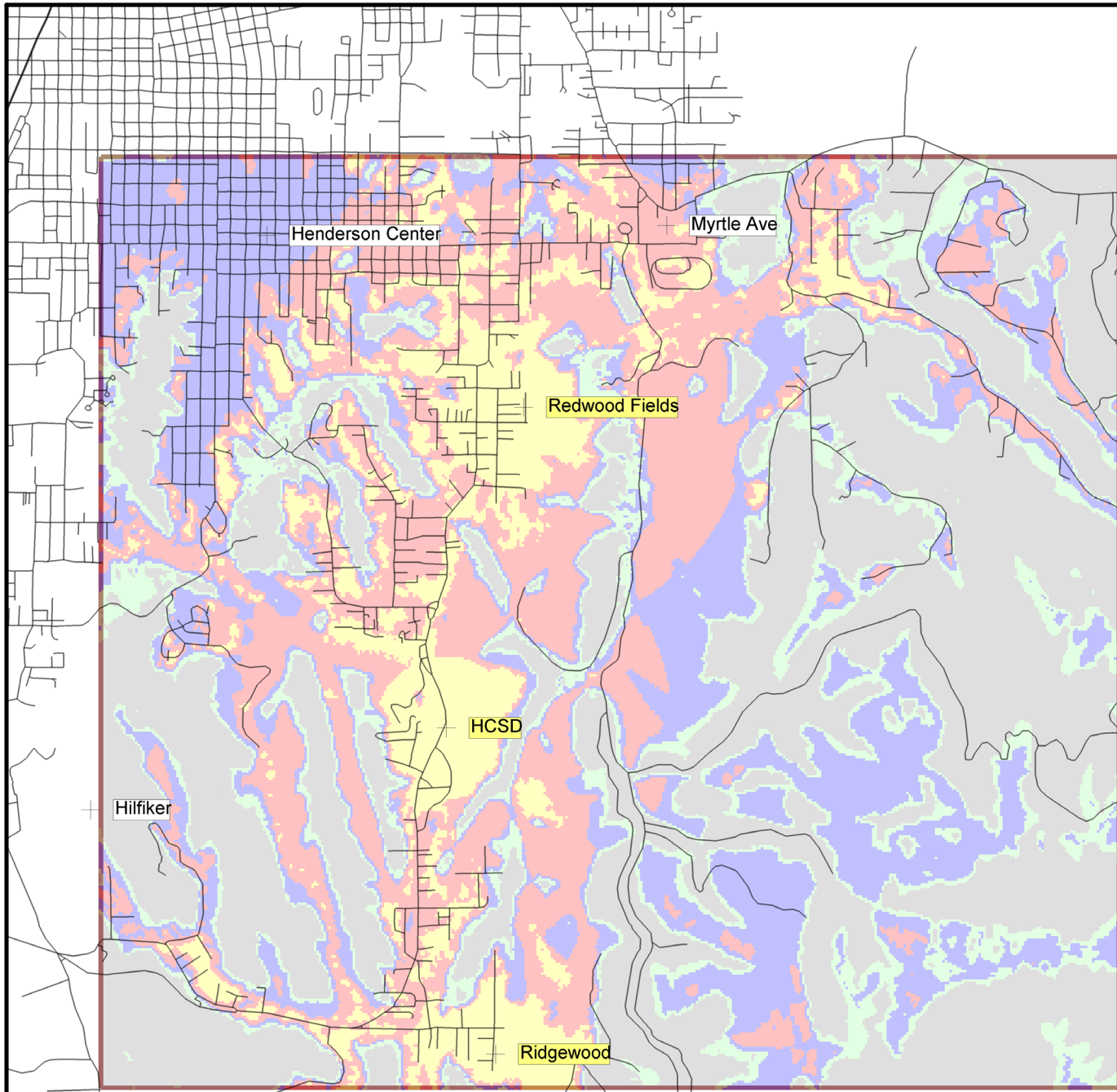
**Notes**

136 ft Tower **ACTIVE SITE**

MILES  
 -0.3 0 1

**Redwood Fields**  
 Shadow Map  
 Wed Aug 17 08:49:47 2022

**TowerCo**  
 EMPOWERING connectivity  
 Thomas J. McMurray Jr.  
 Authorized Representative  
 P.O.Box 1032  
 Eureka, CA 95502  
 707 499-0901



SIGNAL™: TowerCo\_HCSID  
 Prop. model 1: Anderson-2D v1.00  
 Time: 50.0% Loc.: 50.0%  
 Prediction Confidence Margin: 0.0dB  
 Climate: Continental Temperate  
 Land use (clutter): EDX . GCV format  
 Atmospheric Abs.: none  
 K Factor: 1.333

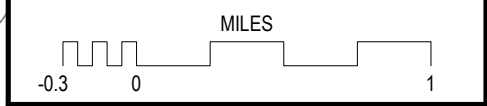
**Sites**  
 Site: HCSID  
 N40°45'04.95" W124°08'42.83" 270.1 ft  
 HCSID Tx.Ht.AGL: 140.0 ft Total ERP: 25.00 dBW  
 Model: 1 Isotropic-vertical/0.0° 700.0000 MHz

**Shadow map**  
 [Red Box] Shadowed  
 [White Box] LOS  
 Display threshold level: -120.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi  
 Received power at best base from remote

[Yellow Box]	>= -70.0 dBmW
[Red Box]	-80.0 to -70.0 dBmW
[Blue Box]	-90.0 to -80.0 dBmW
[Green Box]	-100.0 to -90.0 dBmW
[Grey Box]	< -100.0 dBmW

Display threshold level: -250.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi

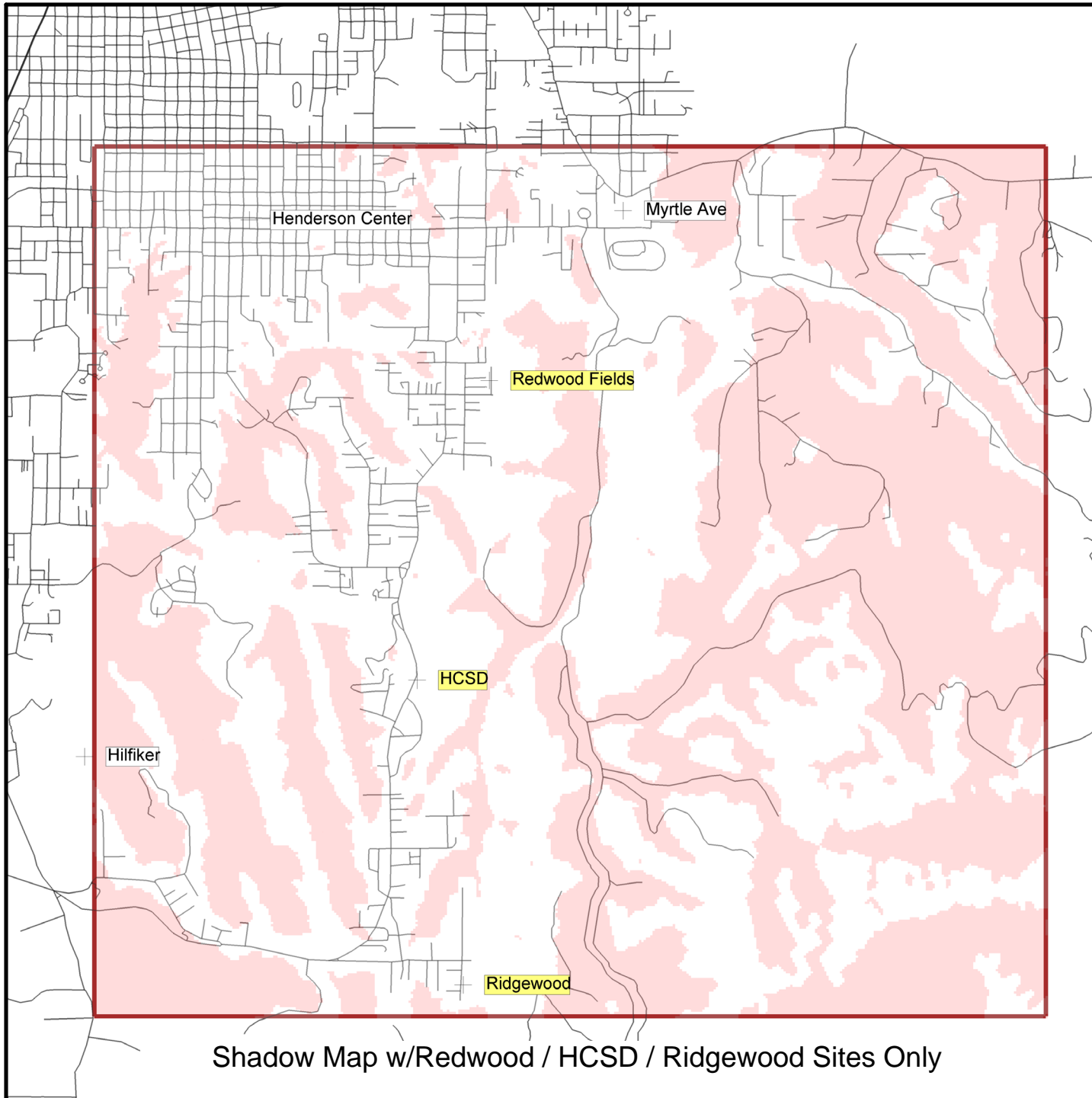
**Notes** ACTIVE SITE



**Redwood/HCSID/Ridgewood**  
 Coverage Map  
 Wed Aug 17 08:54:06 2022

**TowerCo**  
 EMPOWERING connectivity  
 Thomas J. McMurray Jr.  
 Authorized Representative  
 P.O.Box 1032  
 Eureka, CA 95502  
 707 499-0901

Coverage Map w/Redwood / HCSID / Ridgewood Sites Only



Shadow Map w/Redwood / HCSD / Ridgewood Sites Only

SIGNAL™: TowerCo\_HCS

Prop. model 1: Anderson-2D v1.00  
 Time: 50.0% Loc.: 50.0%  
 Prediction Confidence Margin: 0.0dB  
 Climate: Continental Temperate  
 Land use (clutter): EDX . GCV format  
 Atmospheric Abs.: none  
 K Factor: 1.333

**Sites**

Site: HCSD  
 N40°45'04.95" W124°08'42.83" 270.1 ft  
 HCSD Tx.Ht.AGL: 140.0 ft Total ERP: 25.00 dBW  
 Model: 1 Isotropic-vertical/0.0° 700.0000 MHz

**Shadow map**

Shadowed  
 LOS

Display threshold level: -120.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi  
 Received power at best base from remote


>= -70.0 dBmW  
 -80.0 to -70.0 dBmW  
 -90.0 to -80.0 dBmW  
 -100.0 to -90.0 dBmW  
 < -100.0 dBmW

Display threshold level: -250.0 dBmW  
 RX Antenna - Type: ISOTROPIC  
 Height: 6.0 ft AGL Gain: 0.00 dBi

**Notes** ACTIVE SITE

MILES  
 -0.3 0 1

**Redwood/HCSD/Ridgewood**  
 Shadow Map  
 Wed Aug 17 08:57:27 2022

  
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