



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

**AGENDA**

**DATE:** Tuesday, August 24, 2021

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

**LOCATION:** *In accordance with the Governor's Executive Order N-08-21 #42, HCSD Board of Directors shall conduct the District's business via teleconference.*

*The open session segment(s) of the meeting, including Public Participation, may be joined through the Zoom Website (<https://zoom.us>) by clicking on "Join A Meeting" and entering the following Meeting ID then follow the 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: 817 9440 4323*

*Passcode: 214315*

*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. CONSENT CALENDAR**

1. Approval of August 24, 2021 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of August 10, 2021 *Pgs 3-7*
3. Approval of Minutes of the Special Meeting of August 12, 2021 *Pgs 9-10*

**C. REPORTS**

1. General Manager
  - a) General Status Report *Pgs 11-12*
2. Engineering
  - a) Projects Update *Pgs 13-14*
3. Superintendent
  - a) July Operations/Maintenance Department Report *Pg 15*

4. Finance Department

a) July 2021 Budget Statement

*Pgs 16-26*

5. Legal Counsel

6. Director Reports

7. Other

**D. PUBLIC PARTICIPATION \*\***

\*\*Members of the public will be given the opportunity to comment on items not on the agenda by way of a Zoom meeting. Please use the information set forth above to participate. 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.

**E. NON-AGENDA**

**F. NEW BUSINESS**

1. Consideration of One Utility Worker Job Description Per Level of Expertise to Apply to All Departments

*Pgs 27-34*

**G. OLD BUSINESS**

**H. ADJOURNMENT**

Next Res: 2021-11

Next Ord: 2021-01

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 10, 2021, via tele/video conference in accordance with the Governor’s Executive Orders N-08-21.

**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), Superintendent Latham, Finance Manager Montag (FM), and Assistant Engineer Adams (AE).

**B. CONSENT CALENDAR**

- A. Approval of August 10, 2021 Agenda
- B. Approval of Minutes of the Meeting of July 27, 2021

DIRECTOR GARDINER MOVED, DIRECTOR BENZONELLI SECONDED, TO ACCEPT AND APPROVE THE AUGUST 10, 2021 CONSENT CALENDAR.  
MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**C. REPORTS**

- 1. General Manager
  - a) Status Report

GM reviewed his August 6, 2021 Memorandum summarizing:

- COVID: With active cases soaring, the mandatory wearing of masks while indoors has been reinstated. District staff continue to be diligent by using all precautionary strategies available.
- City of Eureka
  - Staff from both agencies met July 30 to review outstanding issues. The outcome was positive with both agencies agreeing to move forward to an improved partnership.
  - Elk River Estuary Enhancement Project – The City’s tentatively scheduled August 10 Public Workshop was cancelled and the State Water Board Public Workshop and hearing have been postponed until October.
  - The City’s Legal Counsel will present the Conflict Waiver for Council consideration at the City’s first meeting in September. District Legal Counsel intends to present the Conflict Waiver for HCSD Board consideration at its September 14, 2021 meeting.

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; August 10, 2021

- Hybrid Meetings: Although staff continues to research options and the scope of work needed to accommodate hybrid meetings, due to the COVID resurgence, it is recommended to continue conducting board meetings via Zoom.
- Drought: Although the HBMWD Ruth Lake Reservoir is at 87% capacity, many areas within Humboldt County and throughout the State are experiencing extreme drought conditions. District customers are consuming approximately the same water volume in 2021 as compared to the same period in 2020.
- ACWA Arrearages Survey Notification: The State Water Board's first step to determine distribution of the \$985 Million relief funding is by conducting a survey from statewide agencies to identify unpaid bills from customers thus far during the COVID-19 pandemic. Staff will participate in the August 19 webinar that will provide an overview of the information to gather for the official survey.

3. Superintendent

a) July Construction Operations Department Report

Superintendent reviewed his August 4, 2021 Memorandum emphasizing the amount of time spent on raising/concreting valve cans and manholes in the Humboldt Hill area as a result of the County's road paving project.

4. Finance Department

a) July 2021 Check Register

FM reviewed the report affirming all expenses were standard and expected.

6. Director Reports

Director Benzonelli:

- Advised that RREDC members were invited to, and she attended, an August 4 meeting presented by the County and St. Josephs Providence Hospital addressing a myriad of COVID issues.
- Echo Project – At the July 26 RREDC meeting, participants were requested to provide letters of support to the Echo Project which is the fiber optic line stretching from South East Asia to Eureka. It is anticipated this project will spur population growth.

Director Gardiner affirmed personal knowledge of the severe drought conditions in Ukiah, Ft. Bragg, and Mendocino advising water is being trucked in to these

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; August 10, 2021

areas and portable restrooms are scattered throughout the cities and villages to discourage the use of water.

**E. PUBLIC PARTICIPATION**

President Bongio invited the public to address the Board on any item not listed on the agenda or issues generally affecting District operations, which are within the jurisdiction of the Board.

J.A. Savage expressed concern that District customers are not taking the drought seriously. Asked what more could be done to gain public attention in addition to notices included with billings suggesting running a Facebook page and including notices on the Humboldt County Alert site. Ms. Savage also inquired as to when the new restructured rates encouraging conservation will come into effect. GM affirmed the new rate study process has begun with the goal of new rates being introduced in July 2022.

**F. NEW BUSINESS**

1. Consideration of Appointing an AdHoc to Initiate General Manager's First Annual Review

Board President summarized the GM review process. After brief discussion addressing availability, Directors Gardiner and Hansen were appointed to the AdHoc for the General Manager's initial review preparation.

2. Vote for ACWA Region 1 Board Candidates

GM reviewed his participation on the ACWA Nominating Committee recommending adoption of the slate as presented. Discussion ensued resulting in A MOTION BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN, TO AUTHORIZE THE BOARD SECRETARY TO EXECUTE THE OFFICIAL REGION 1 BOARD BALLOT AS RECOMMENDED BY THE NOMINATING COMMITTEE FOR THE 2022-2023 TERM. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; August 10, 2021

3. Consideration of Support Letter for Echo Landing Permit

GM reviewed the RREDC request for a letter of support addressed to the California Coastal Commission in advance of the August 12 meeting. Discussion ensued examining the necessity of District participation.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR HANSEN, TO APPROVE THE GENERAL MANAGER WRITE A LETTER TO THE CALIFORNIA COASTAL COMMISSION SUPPORTING THE ECHO PROJECT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**G. OLD BUSINESS**

1. Consideration of Storage of Humboldt County CERT Trailer at District Corporation Yard

Referring to the original request heard at the June 8, 2021 regular meeting, GM affirmed the County OES commitment to District assistance in emergency circumstances.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR BENZONELLI, TO AUTHORIZE THE HUMBOLDT COUNTY OFFICE OF EMERGENCY SERVICES TO STORE A CERT TRAILER AT THE DISTRICT'S CORPORATE YARD. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

GM announced that a situation developed minutes before calling the meeting to order wherein a special meeting is necessary prior to Friday, August 13, to adopt a resolution.

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; August 10, 2021

Directors will be surveyed to determine availability and the special meeting agenda will be noticed at least 24 hours in advance.

**H. 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, HANSEN, MATTEOLI  
NOES: NONE  
ABSENT: NONE

THE BOARD ADJOURNED ITS REGULAR MEETING OF AUGUST 10, 2021 AT 5:47 P.M.

---

Submitted, Board Secretary

*Page Intentionally Left Blank*



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

The Board of Directors of the Humboldt Community Services District met in Special Session at 3:30 p.m. on Tuesday, August 12, 2021, via tele/video conference in accordance with the Governor’s Executive Orders N-08-21.

**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), Superintendent Latham, Finance Manager Montag (FM), and Assistant Engineer Adams (AE).

**B. CONSENT CALENDAR**

A. Approval of August 12, 2021 Agenda

DIRECTOR MATTEOLI MOVED, DIRECTOR BENZONELLI SECONDED, TO ACCEPT AND APPROVE THE AUGUST 12, 2021 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**C. PUBLIC PARTICIPATION**

President Bongio invited the public to address the Board on any item not listed on the agenda or issues generally affecting District operations, which are within the jurisdiction of the Board. None.

**D. NEW BUSINESS**

1. Consideration of Adopting Resolution 2021-10 Confirming Property Assessments for the 2021/2022 Fiscal Year Freshwater/Mitchell Road Assessment District

FM reviewed the annual process of approving the assessment calculations, the necessity of providing a resolution to the County to enable their collection of the funds on behalf of the District, and affirming the accuracy of the report.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR BENZONELLI TO ADOPT RESOLUTION 2021-10 CONFIRMING PROPERTY ASSESSMENTS FOR THE 2021/2022 FISCAL YEAR FRESHWATER/MITCHELL ROAD ASSESSMENT DISTRICT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

DRAFT – MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; August 12, 2021

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

**E. ADJOURNMENT**

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

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

THE BOARD ADJOURNED ITS SPECIAL MEETING OF AUGUST 12, 2021 AT 3:38  
P.M.

---

Submitted, Board Secretary

# Humboldt Community Services District

---

---

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

## MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: August 20, 2021

SUBJECT: General Manager Report for August 24, 2021 Board Meeting

---

The drought, the pandemic and the wildfires rage on and the District must continue to provide water and sewer services to our rate payers. The County's active COVID cases have topped 1,100; higher than they've been at any point so far. Evacuees displaced by the wildfires are sheltering along the local coast from Arcata to Fortuna. I would like to acknowledge the hard work and sacrifices of firefighters and medical personnel during these trying times.

### **Drought and Conservation Messaging**

While the weather continues to be dry and wildfires are raging, District customers continue to consume water at the same rate they do in 'normal' water years. This despite the Governor's executive order back in July calling for every Californian to voluntarily reduce consumption by 15 percent. A draft press release that encourages conservation is attached for discussion.

### **Ridgewood Tank Status**

The rehabilitation effort on the Ridgewood Tank is ongoing. The contractors and District staff have been working diligently to complete this project and get the tank back online. The crews are estimating that the project is ahead of schedule and that the tank will be disinfected and ready to be refilled as early as the second week of September.

### **Capital Projects**

The District's Assistant Engineer, the District Superintendent and I have been spending time performing leg work and preparation to roll out this year's approved Capital Improvement Program. The program is aggressive but with careful planning, scheduling and oversight, we will be able to get a lot of important work done this year and be in a position to hit the ground running on next year's Capital Improvement Program as well.

# PLEASE USE WISELY



# EVERY DROP COUNTS

In July, Governor Gavin Newsom issued an executive order calling on all Californians to reduce their water use by 15 percent compared to 2020. As the State and local region continue experiencing exceptionally dry conditions during the current drought, Humboldt Community Services District (HCSD) customers continue to use water at the same rate that they did in 2020.

HCSD customers may benefit by following some or all of these water use efficiency tips:

- Fix a toilet leak – this can save up to 200 gallons of water per day.
- Operate your clothes and dishwashers with full loads only, even if the machine has an adjustable load setting.
- Use a broom to clean sidewalks and pavements instead of water from a hose.
- Apply irrigation water during the evening and early morning hours (7 PM and 9 AM) – it is cooler and winds tend to be calmer so water can soak into the soil and be absorbed before it can evaporate.
- Check irrigation systems for leaks and make repairs.
- Adjust sprinklers to avoid runoff.
- Replace older sprinklers with high-efficiency rotary nozzles – this can improve your sprinkler system’s water efficiency by up to 30%.

# 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:** Benjamin Adams, Assistant Engineer

**DATE:** August 19, 2021

**SUBJECT:** Engineering Department Status Report for August 24, 2021 Board Meeting

---

### Capital Improvement Projects:

A schedule has been drafted to order and prioritize capital projects for this fiscal year. This Gantt Chart style project schedule is resource loaded to accurately depict the anticipated schedule of our projects. Our resources being personnel and equipment. This document is a living document that is intended to be updated weekly with input from district staff regarding task completion and resource availability. This tool will assist the District to keep capital projects on schedule and alert staff to priorities as well as assisting with budgeting and scheduling Capital Improvement Programs for future years.

### Updating The Districts Standard Plans and Specifications

The District's standard plans and specifications are being reviewed against the current Uniform Plumbing Code. Revisions and notes are being sought from the Construction and Maintenance departments new standard fittings, or changes in method since the details were last updated in 2016. This effort is in collaboration with MCSD and a status meeting is tentatively scheduled for September.

### New Connections and Field Work

The District is in the final stages for a 4 lot subdivision and Main Extension Agreement (MEA) in the Pine Hill area. This project has been in progress since 2018.

The District is also in the preliminary stages with developers, working towards a subdivision and MEA for approximately 11 lots in the Humboldt Hill area.

### **Water Model**

The District's water model has been obtained from the consultant to run in-house. We are in the process of field truthing our model against known fire flow data. We are also beginning to use our model to view the system benefits of future piping loops, runs, and extensions.

### **Design Work**

Future projects which will add redundancy and resiliency to the distribution system are being investigated with the aid of the water model.

# Humboldt Community Services District

---

---

Post Office Box 158 Cutten, CA 95503 (707) 443-4558 Fax (707) 443-1490

To: H.C.S.D. Board of Directors

Date: August 19, 2021

From: Tim Latham, District Superintendent 

Subject: July 2021 Operations/Maintenance Report

---

The Operations/Maintenance Department was busy in July with a variety of projects. In addition to the standard operation and maintenance of District facilities, crews continued to do station maintenance and assisted with customer service. All of the stationary and portable generators were tested in order to insure proper operation in the time of need.

Sewer related maintenance included cleaning 6,962 feet of sewer main line as well as filming 3,530 feet of sewer main line and 92 feet of sewer lateral line all in various areas throughout the District.

Other business included taking a TCP water sample at the South Bay Well as required by the State Water Resources Control Board, Division of Drinking Water (SWRCB, DDW), completing the annual cathodic protection inspection and maintenance of all District water storage tanks and responding to a power outage at the Kluck Lane water booster station.

*INTENTIONALLY LEFT BLANK*



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

**July 2021**

	Budgeted 2020-21	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	5,200,000	490,978	490,978	433,333	57,645	13.3	
Water Charges - Pass Through	-	17,345	17,345	-	17,345	-	1
Sewer Service Charges	5,015,000	428,569	428,569	417,917	10,652	2.5	
Sewer Service Charges - Pass Through	1,447,800	77,255	77,255	120,650	(43,395)	(36.0)	1
Water & Sewer Construction Fees	32,000	6,950	6,950	2,667	4,283	160.6	
Account Fees	140,000	9,090	9,090	11,667	(2,577)	(22.1)	
Reimbursable Maintenance Fees	1,000	25	25	83	(58)	(70.0)	2
Miscellaneous	2,000	-	-	167	(167)	(100.0)	2
<b>TOTAL OPERATING REVENUE</b>	<b>11,837,800</b>	<b>1,030,211</b>	<b>1,030,211</b>	<b>986,483</b>	<b>43,728</b>	<b>4.4</b>	
<b>NON-OPERATING REVENUE</b>							
Capital Connection Fees	180,000	12,551	12,551	15,000	(2,449)	(16.3)	2
Interest/General	42,000	-	-	3,500	(3,500)	(100.0)	2
Discounts Earned	2,000	257	257	167	90	54.2	
Sales:Fixed Assets/Scrap Metal	15,700	-	-	1,308	(1,308)	(100.0)	2
Bad Debt Recovery	10,000	-	-	833	(833)	(100.0)	
Property Taxes & Assessments	490,000	-	-	40,833	(40,833)	(100.0)	2
Insurance Rebate	20,000	-	-	1,667	(1,667)	(100.0)	
Other Non-Operating Revenue	6,500	-	-	542	(542)	(100.0)	
<b>TOTAL NON-OPERATING REVENUE</b>	<b>766,200</b>	<b>12,808</b>	<b>12,808</b>	<b>63,850</b>	<b>(51,042)</b>	<b>(79.9)</b>	<b>2</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>12,604,000</b>	<b>1,043,019</b>	<b>1,043,019</b>	<b>1,050,333</b>	<b>(7,314)</b>	<b>(0.7)</b>	
<b>OPERATING EXPENSES</b>							
Wages Direct	1,510,000	121,325	121,325	125,833	4,508	3.6	
Benefits: PERS	460,000	38,030	38,030	38,333	304	0.8	
Group Ins	1,210,000	94,269	125,569	100,833	(24,736)	(24.5)	
Workers Comp Ins	23,000	12,432	12,432	1,917	(10,515)	(548.6)	3
FICA/Medicare	117,000	9,330	9,330	9,750	420	4.3	
Misc Benefits	600	40	40	50	10	20.0	
Total Wages and Benefits	3,320,600	275,427	306,727	276,717	(30,010)		
Less: wages & ben charged to Capital Proj.	(166,000)	(13,875)	(45,175)	(13,833)	31,342	(226.6)	
Total Operating Wages and benefits	3,154,600	261,551	261,551	262,883	1,332		
Water Purchase HBMWD	1,075,000	92,390	92,390	89,583	(2,807)	(3.1)	
Water Purchase Eureka	810,000	72,481	72,481	67,500	(4,981)	(7.4)	
Sewage Treatment Operations & Maint.	1,465,000	122,104	122,104	122,083	(21)	(0.0)	
Water/Sewer Analysis	20,000	638	638	1,667	1,029	61.7	
Supplies/ Construction	134,000	19,633	19,633	11,167	(8,466)	(75.8)	4
Supplies/ Office-Administration	17,800	412	412	1,483	1,071	72.2	
Supplies/ Engineering	2,500	-	-	208	208	100.0	
Supplies/ Maintenance	97,500	5,610	5,610	8,125	2,515	31.0	
Invoicing	52,476	5,330	5,330	4,373	(957)	(21.9)	
Temporary Labor	25,600	-	-	2,133	2,133	100.0	
Repairs & Maintenance/Trucks	55,000	8,508	8,508	4,583	(3,925)	(85.6)	5
Equipment Rental	5,000	-	-	417	417	100.0	
Building & Grounds Maintenance	32,000	2,502	2,502	2,667	165	6.2	
Electrical Power	295,800	25,072	25,072	24,650	(422)	(1.7)	
Street Lights	65,000	2,085	2,085	5,417	3,331	61.5	
Telephone	19,000	913	913	1,583	670	42.3	
Postage	3,000	-	-	250	250	100.0	
Freight	500	-	-	42	42	100.0	
Chemicals	12,000	1,916	1,916	1,000	(916)	(91.6)	
Liability Insurance	65,000	18,837	18,837	5,417	(13,420)	(247.8)	6

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

**July 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Legal	30,000	704	704	2,500	1,796	71.8	
Accounting	15,000	-	-	1,250	1,250	100.0	
Engineering	1,000	-	-	83	83	100.0	10
Other Professional Services	38,000	-	-	3,167	3,167	100.0	
Bank Service Charges	35,000	3,958	3,958	2,917	(1,042)	(35.7)	7
Transportation	60,000	7,194	7,194	5,000	(2,194)	(43.9)	
Office Equip. Maintenance	14,000	176	176	1,167	991	84.9	
Computer Software Maintenance	45,000	25,908	25,908	3,750	(22,158)	(590.9)	8
Memberships & Subscriptions	22,300	5,234	5,234	1,858	(3,376)	(181.7)	9
Bad Debts & Minimum Balance Writeoff	200,000	-	-	16,667	16,667	100.0	
Conference & Continuing Ed	20,000	-	-	1,667	1,667	100.0	
Certifications	5,400	-	-	450	450	100.0	
State/County & LAFCO Fees and Charges	50,000	-	-	4,167	4,167	100.0	
Hydraulic Water Model Maintenance	6,000	-	-	500	500	100.0	
Human Resources	20,000	90	90	1,667	1,577	94.6	
Miscellaneous	9,000	193	193	750	557	74.3	
Director's Fees	16,000	1,050	1,050	1,333	283	21.3	
<b>TOTAL OPERATING EXPENSES</b>	<b>7,993,476</b>	<b>684,490</b>	<b>684,490</b>	<b>666,123</b>	<b>(18,367)</b>	<b>(2.8)</b>	
<b>LONG TERM DEBT PAYMENTS</b>							
Safe Drinking Water Bond	177,429	-	-	14,786	14,786	100.0	
2012 CIP & Refi.	227,100	113,550	113,550	18,925	(94,625)	(500.0)	
Davis-Grunsky Loan	5,912	-	-	493	493	100.0	
VacCon Truck Loan	117,441	117,441	117,441	9,787	(107,654)	(1,100.0)	
2014 Wastewater Revenue Bonds	487,575	-	-	40,631	40,631	100.0	
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>1,015,457</b>	<b>230,991</b>	<b>230,991</b>	<b>84,621</b>	<b>(146,370)</b>	<b>(173.0)</b>	
<b>CAPITALIZED EXPENDITURES</b>							
Vehicles, Rolling Stock & Equipment	58,000	-	-	4,833	4,833	100.0	
Building, Yard & Paving Improvements	170,000	2,263	2,263	14,167	11,903	84.0	
Capital Improvements Water	1,260,000	128,593	128,593	105,000	(23,593)	(22.5)	
Capital Improvements Sewer	275,000	1,238	1,238	22,917	21,678	94.6	
Engineering & Studies	100,000	-	-	8,333	8,333	100.0	
District Design Standards	-	239	239	-	(239)	-	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,863,000</b>	<b>132,334</b>	<b>132,334</b>	<b>155,250</b>	<b>22,916</b>	<b>14.8</b>	
<b>OTHER</b>							
City of Eureka Projects: Treatment Plant	1,336,000	-	-	111,333	111,333	100.0	
<b>TOTAL City of Eureka Projects</b>	<b>1,336,000</b>	<b>-</b>	<b>-</b>	<b>111,333</b>	<b>111,333</b>	<b>100.0</b>	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>396,067</b>	<b>(4,796)</b>	<b>(4,796)</b>	<b>33,006</b>	<b>(37,801)</b>	<b>114.5</b>	<b>10</b>

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

**July 2021**

	Budgeted 2020-21	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	11,837,800	1,030,211	1,030,211	986,483	43,728	4.4
TOTAL OPERATING EXPENSES	(7,993,476)	(684,490)	(684,490)	(666,123)	(18,367)	(2.8)
NET SURPLUS/(DEFICIT) FROM OPERATIONS	3,844,324	345,721	345,721	320,360	25,361	7.9
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL NON-OPERATING REVENUE	766,200	12,808	12,808	63,850	(51,042)	(79.9)
TOTAL LONG TERM DEBT SERVICE	(1,015,457)	(230,991)	(230,991)	(84,621)	(146,370)	(173.0)
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	3,595,067	127,538	127,538	299,589	120,688	40.3
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(1,863,000)	(132,334)	(132,334)	(155,250)	22,916	14.8
CITY of EUREKA PROJECT REIMBURSEMENT	(1,336,000)	-	-	(111,333)	111,333	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>396,067</u>	<u>(4,796)</u>	<u>(4,796)</u>	<u>33,006</u>	<u>(37,801)</u>	<u>114.5</u>

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

**July 2021**

	Budgeted 2020-21	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	5,200,000	490,978	490,978	433,333	57,645	13.3
Water Pass Through	-	17,345	17,345	-	17,345	-
Water Construction Fees	20,000	3,250	3,250	1,667	1,583	95.0
Account Fees	79,800	5,181	5,181	6,650	(1,469)	(22.1)
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	25	25	67	(42)	(62.5)
Miscellaneous	1,000	-	-	83	(83)	(100.0)
<b>TOTAL OPERATING REVENUE</b>	<b>5,301,600</b>	<b>516,779</b>	<b>516,779</b>	<b>441,800</b>	<b>74,979</b>	<b>17.0</b>
<b>NON-OPERATING REVENUE</b>						
Water Capital Connection Fees	90,000	6,635	6,635	7,500	(865)	(11.5)
Interest/General	32,966	-	-	2,747	(2,747)	(100.0)
Discounts Earned	1,280	146	146	107	40	37.3
Sales:Fixed Assets/Scrap Metal	8,844	-	-	737	(737)	(100.0)
Bad Debt Recovery	5,700	-	-	475	(475)	(100.0)
FW/MR Assessment	140,000	-	-	11,667	(11,667)	(100.0)
Other Non-Operating Revenue	2,200	-	-	183	(183)	(100.0)
<b>TOTAL NON-OPERATING REVENUE</b>	<b>280,990</b>	<b>6,781</b>	<b>6,781</b>	<b>23,416</b>	<b>(16,634)</b>	<b>(71.0)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>5,582,590</b>	<b>523,561</b>	<b>523,561</b>	<b>465,216</b>	<b>58,345</b>	<b>12.5</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	709,700	58,265	58,265	59,142	876	1.5
Wages & Benefits: Allocated	593,250	48,085	48,085	49,438	1,353	2.7
Benefits: PERS	165,600	8,510	8,510	13,800	5,290	38.3
Group Ins	375,100	29,879	61,179	31,258	(29,920)	(95.7)
Workers Comp Ins	12,420	6,905	6,905	1,035	(5,870)	(567.1)
FICA/Medicare	54,990	4,442	4,442	4,583	141	3.1
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,911,060</b>	<b>156,085</b>	<b>187,385</b>	<b>159,255</b>	<b>(28,130)</b>	<b>(17.7)</b>
Less: wages & ben charged to Capital Proj.	(122,840)	(10,374)	(41,674)	(10,237)	31,437	(307.1)
<b>Total Operating Wages and benefits</b>	<b>1,788,220</b>	<b>145,711</b>	<b>145,711</b>	<b>149,018</b>	<b>3,307</b>	<b>2.2</b>
Water Purchase HBMWD	1,075,000	92,390	92,390	89,583	(2,807)	(3.1)
Water Purchase Eureka	810,000	72,481	72,481	67,500	(4,981)	(7.4)
Water Analysis	15,000	638	638	1,250	612	49.0
Supplies/ Construction	99,160	13,535	13,535	8,263	(5,272)	(63.8)
Supplies/Office-Administration	5,700	235	235	475	240	50.6
Supplies/ Engineering	1,425	-	-	119	119	100.0
Supplies/ Maintenance	48,750	4,477	4,477	4,063	(414)	(10.2)
Temporary Labor	11,544	-	-	962	962	100.0
Repairs & Maintenance/Trucks	30,800	4,202	4,202	2,567	(1,636)	(63.7)
Equipment Rental	3,700	-	-	308	308	100.0
Building & Grounds Maintenance	1,920	293	293	160	(133)	(83.1)
Electrical Power	162,690	15,558	15,558	13,558	(2,001)	(14.8)
Telephone	6,080	-	-	507	507	100.0
Postage	1,290	-	-	108	108	100.0
Freight	285	-	-	24	24	100.0
Chemicals	12,000	1,916	1,916	1,000	(916)	(91.6)
Engineering	390	-	-	33	33	100.0
Other Professional Services	7,600	-	-	633	633	100.0
Transportation	34,200	4,101	4,101	2,850	(1,251)	(43.9)
Office Equip. Maintenance	2,100	-	-	175	175	100.0
Computer Software Maintenance	21,600	14,702	14,702	1,800	(12,902)	(716.8)
Memberships & Subscriptions	1,338	1,275	1,275	112	(1,163)	(1,043.2)
Bad Debts & Minimum Balance Writeoff	114,000	-	-	9,500	9,500	100.0
Conference & Continuing Ed	7,000	-	-	583	583	100.0
Certifications	1,620	-	-	135	135	100.0
State/County & LAFCO Fees and Charges	17,000	-	-	1,417	1,417	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 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Human Resources	7,800	-	-	650	650	100.0
Miscellaneous	1,980	-	-	165	165	100.0
General & Admin Expense Allocation	217,981	20,803	20,803	18,165	(2,638)	(14.5)
<b>TOTAL OPERATING EXPENSES</b>	<b>4,514,173</b>	<b>392,319</b>	<b>392,319</b>	<b>376,181</b>	<b>(16,138)</b>	<b>(4.3)</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Safe Drinking Water Bond	177,429	-	-	14,786	14,786	100.0
2012 CIP & Refi.	49,500	-	-	4,125	4,125	100.0
Davis-Grunsky Loan	5,912	-	-	493	493	100.0
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>232,841</b>	<b>-</b>	<b>-</b>	<b>19,403</b>	<b>19,403</b>	<b>100.0</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water Engineering & Studies	1,260,000	128,593	128,593	105,000	(23,593)	(22.5)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,260,000</b>	<b>128,593</b>	<b>128,593</b>	<b>105,000</b>	<b>(23,593)</b>	<b>(22.5)</b>
INTERFUND TRANSFERS IN	-	-	-	-	-	-
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(424,424)</b>	<b>2,649</b>	<b>2,649</b>	<b>(35,369)</b>	<b>38,017</b>	<b>107.5</b>

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

**July 2021**

	Budgeted 2020-21	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	5,015,000	428,569	428,569	417,917	10,652	2.5
Sewer Service Charges - Pass Through	1,447,800	77,255	77,255	120,650	(43,395)	(36.0)
Sewer Construction Fees	12,000	3,700	3,700	1,000	2,700	270.0
Account Fees	60,200	3,908	3,908	5,017	(1,108)	(22.1)
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	200	-	-	17	(17)	(100.0)
Miscellaneous	1,000	-	-	83	(83)	(100.0)
<b>TOTAL OPERATING REVENUE</b>	<b>6,536,200</b>	<b>513,432</b>	<b>513,432</b>	<b>544,683</b>	<b>(31,251)</b>	<b>(5.7)</b>
<b>NON-OPERATING REVENUE</b>						
Sewer Capital Connection Fees	90,000	5,916	5,916	7,500	(1,584)	(21.1)
Interest/General	9,034	-	-	753	(753)	(100.0)
Discounts Earned	720	111	111	60	51	84.2
Sales: Fixed Assets/Scrap Metal	6,856	-	-	571	(571)	(100.0)
Bad Debt Recovery	4,300	-	-	358	(358)	(100.0)
Other Non-Operating Revenue	4,300	-	-	358	(358)	(100.0)
<b>TOTAL NON-OPERATING REVENUE</b>	<b>115,210</b>	<b>6,027</b>	<b>6,027</b>	<b>9,601</b>	<b>(3,574)</b>	<b>(37.2)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>6,651,410</b>	<b>519,458</b>	<b>519,458</b>	<b>554,284</b>	<b>(34,826)</b>	<b>(6.3)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	437,900	37,383	37,383	36,492	(892)	(2.4)
Wages & Benefits: Allocated	593,250	48,085	48,085	49,438	1,353	2.7
Benefits: PERS	105,800	5,564	5,564	8,817	3,252	36.9
Group Ins	229,900	19,143	19,143	19,158	15	0.1
Workers Comp Ins	7,590	4,054	4,054	633	(3,421)	(540.9)
FICA/Medicare	35,100	2,849	2,849	2,925	76	2.6
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,409,540</b>	<b>117,078</b>	<b>117,078</b>	<b>117,462</b>	<b>384</b>	<b>0.3</b>
Less: wages & ben charged to Capital Proj.	(43,160)	(1,238)	(1,238)	(3,597)	(2,358)	65.6
<b>Total Operating Wages and benefits</b>	<b>1,366,380</b>	<b>115,840</b>	<b>115,840</b>	<b>113,865</b>	<b>(1,975)</b>	<b>(1.7)</b>
Sewage Treatment: Operating & Maint.	1,465,000	122,104	122,104	122,083	(21)	(0.0)
Sewer Analysis	5,000	-	-	417	417	100.0
Supplies/ Construction	34,840	6,098	6,098	2,903	(3,194)	(110.0)
Supplies/ Office-Administration	5,700	177	177	475	298	62.7
Supplies/ Engineering	1,075	-	-	90	90	100.0
Supplies/ Maintenance	48,750	1,133	1,133	4,063	2,929	72.1
Temporary Labor	4,056	-	-	338	338	100.0
Repairs & Maintenance/Trucks	24,200	4,306	4,306	2,017	(2,289)	(113.5)
Equipment Rental	1,300	-	-	108	108	100.0
Building & Grounds Maintenance	1,600	221	221	133	(88)	(65.7)
Electrical Power	70,992	4,257	4,257	5,916	1,659	28.0
Telephone	3,040	-	-	253	253	100.0
Postage	960	-	-	80	80	100.0
Freight	215	-	-	18	18	100.0
Legal	-	-	-	-	-	-
Engineering	100	-	-	8	8	100.0
Other Professional Services	7,600	-	-	633	633	100.0
Transportation	25,800	3,094	3,094	2,150	(944)	(43.9)
Office Equip. Maintenance	1,540	-	-	128	128	100.0

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

**July 2021**

	Budgeted 2020-21	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	11,091	11,091	1,350	(9,741)	(721.6)
Memberships & Subscriptions	892	962	962	74	(887)	(1,193.7)
Bad Debts & Minimum Balance Writeoff	86,000	-	-	7,167	7,167	100.0
Conference & Continuing Ed	8,800	-	-	733	733	100.0
Certifications	1,242	-	-	104	104	100.0
State/County & LAFCO Fees and Charges	9,000	-	-	750	750	100.0
Human Resources	5,800	-	-	483	483	100.0
Miscellaneous	1,440	-	-	120	120	100.0
General & Admin Expense Allocation	217,981	20,803	20,803	18,165	(2,638)	(14.5)
<b>TOTAL OPERATING EXPENSES</b>	<b>3,415,503</b>	<b>290,086</b>	<b>290,086</b>	<b>284,625</b>	<b>(5,461)</b>	<b>(1.9)</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 Wastewater Revenue Bonds	487,575	-	-	40,631	40,631	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>782,616</b>	<b>117,441</b>	<b>117,441</b>	<b>65,218</b>	<b>(52,223)</b>	<b>(80.1)</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building, Yard & Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	275,000	1,238	1,238	22,917	21,678	94.6
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>275,000</b>	<b>1,238</b>	<b>1,238</b>	<b>22,917</b>	<b>21,678</b>	<b>94.6</b>
<b>OTHER</b>						
City of Eureka Projects:						
Treatment Plant	1,336,000	-	-	111,333	111,333	100.0
Martin Slough	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>1,336,000</b>	<b>-</b>	<b>-</b>	<b>111,333</b>	<b>111,333</b>	<b>100.0</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>842,291</b>	<b>110,693</b>	<b>110,693</b>	<b>70,191</b>	<b>40,502</b>	<b>(57.7)</b>

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

**July 2021**

	Budgeted 2020-21	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)
Other Non-Operating Revenue	-	-	-	-	-	-
<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	362,400	25,677	25,677	30,200	4,523	15.0
Benefits: PERS	188,600	23,956	23,956	15,717	(8,239)	(52.4)
Group Ins	605,000	45,248	45,248	50,417	5,169	10.3
Workers Comp Ins	2,990	1,473	1,473	249	(1,224)	(491.3)
FICA/Medicare	26,910	2,039	2,039	2,243	203	9.1
Misc Benefits	600	40	40	50	10	20.0
Total Wages and Benefits	1,186,500	98,433	98,433	98,875	442	0.4
Less: wages & ben charged to Capital Proj.	-	(2,263)	(2,263)	-	2,263	-
Less: Allocated to Water and Sewer Funds	(1,186,500)	(96,169)	(96,169)	(98,875)	(2,706)	2.7
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,400	-	-	533	533	100.0
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	-	-	-	-	-	-
Invoicing	52,476	5,330	5,330	4,373	(957)	(21.9)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	10,000	-	-	833	833	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	28,480	1,988	1,988	2,373	385	16.2
Electrical Power	62,118	5,256	5,256	5,177	(79)	(1.5)
Street Lights	65,000	2,085	2,085	5,417	3,331	61.5
Telephone	9,880	913	913	823	(90)	(10.9)
Postage	750	-	-	63	63	100.0
Freight	-	-	-	-	-	-
Liability Insurance	65,000	18,837	18,837	5,417	(13,420)	(247.8)
Legal Services	30,000	704	704	2,500	1,796	71.8
Accounting	15,000	-	-	1,250	1,250	100.0
Engineering	510	-	-	43	43	100.0
Other Professional Services	22,800	-	-	1,900	1,900	100.0
Bank Service Charges	35,000	3,958	3,958	2,917	(1,042)	(35.7)
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	10,360	176	176	863	687	79.6
Computer Software Maintenance	7,200	114	114	600	486	81.0
Memberships & Subscriptions	20,070	2,998	2,998	1,673	(1,326)	(79.3)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	4,200	-	-	350	350	100.0
Certifications	2,538	-	-	212	212	100.0



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

**July 2021**

	Budgeted 2020-21	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	24,000	-	-	2,000	2,000	100.0
Elections Expense	-	-	-	-	-	-
Human Resources	6,400	90	90	533	443	83.1
Miscellaneous	5,580	193	193	465	272	58.6
Director's Fees	16,000	1,050	1,050	1,333	283	21.3
General & Admin Expense Allocation	(434,762)	(41,607)	(41,607)	(36,230)	5,377	(14.8)
<b>TOTAL OPERATING EXPENSES</b>	<b>65,000</b>	<b>2,085</b>	<b>2,085</b>	<b>5,417</b>	<b>3,331</b>	<b>61.5</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	113,550	113,550	-	(113,550)	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>-</b>	<b>113,550</b>	<b>113,550</b>	<b>-</b>	<b>(113,550)</b>	<b>-</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	58,000	-	-	4,833	4,833	100.0
Building, Yard & Paving Improvements	170,000	2,263	2,263	14,167	11,903	84.0
Engineering & Studies	100,000	-	-	8,333	8,333	100.0
District Design Standards	-	239	239	-	(239)	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>328,000</b>	<b>2,502</b>	<b>2,502</b>	<b>27,333</b>	<b>24,831</b>	
<b>INTERFUND TRANSFER OUT</b>		<b>-</b>	<b>-</b>	<b>-</b>		
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(23,000)</b>	<b>(118,138)</b>	<b>(118,138)</b>	<b>(1,917)</b>	<b>(116,221)</b>	<b>6,063.7</b>

**Humboldt Community Services District**  
**Notes**  
**July 2021**

Note 1 - Pass-Through Water & Sewer Charges

Changes to Pass-Through charges relative to FY 202-2021 took effect starting with the August 1st customer billing. Water pass-through was in effect for July billing, and sewer Pass-through was billed at prior rate for July.

Note 2 - 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 3 - Workers Comp insurance

Works 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 amount for full fiscal year.

Note 4 - Supplies - Construction

Restock of frequently used materials purchased in July. Total annual expense expected to be within budget.

Note 5 - Repairs and Maintenance: Trucks

Larger than normal expenses due to unexpected repairs needed on units #1 and Unit #18. Additional expected future expenses for Unit #15 will contribute to over-budget Vehicle repair and maintenance expenses in upcoming months.

Note 6 - 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 7 - Bank Service Charges

The District has now implemented a new payment processing service expected to reduce payment processing fees. The final charges from the District's previous service occurred in July.

Note 8 - 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 throughout the year are expected to be in line with budget amount.

Note 9 - Memberships & Subscriptions

Annual Membership fee to USA North and Parcelquest paid in July. Total expenses for the year are expected to be within budgeted amount.

Note 10 - Budget Surplus(Deficit)

Net amount is currently negative after 1 month of operation in current fiscal year. This is due to income and expenses not occurring evenly on a monthly basis over the course of the year and is in line with expectations.

# 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 24, 2021

AGENDA ITEM: F.1 (New Business)

TITLE: Consideration of One Utility Worker Job Description Series Per Level of Expertise to Apply to All Departments

PRESENTED BY: Terrence Williams, General Manager

---

### Recommendation:

Discussion followed by a motion to adopt a single Utility Worker job description series per level of expertise to cover all three field departments.

### Summary:

The District maintains three separate departments with field employees that maintain, service and repair the water and sewer infrastructure grounds and vehicle fleet. Those departments are Construction, Maintenance and Customer Service. The Construction department builds and repairs the District's infrastructure. Maintenance operates and maintains the District's Infrastructure. Customer Service reads meters, installs and maintains meter stock and performs sampling and water quality maintenance tasks. All three departments have a series of three Utility Worker job descriptions (nine job descriptions in total). These job descriptions are very specific with respect to duties and job requirements within each department. There is also a lot of overlap between the job descriptions and the requirements at each level within the series.

Most of the District's field employees have very similar skills and credentials and so employees move between the various departments as the District's needs change. A situation arose during the time that I have been working for the District that resulted in a transfer of two employees between the departments. They didn't exactly switch positions, one moved from Maintenance to Construction and the other moved from Customer Service to Maintenance. To further complicate things, some of the duties that one of the employees performed were retained in the new position under a different supervisor. The move was implemented on a trial basis and has improved overall efficiency, improved morale across the board and balanced the workload of several District employees.

To implement this change on a permanent basis, there is some administrative work that needs to be completed. A lateral transfer between departments using the existing job descriptions is possible for one of the employees but the other would require the creation of a new job with a new job description. In fact, the way the job descriptions are currently written, this would require the creation of an entire utility series of job descriptions to cover that position.

I have reviewed all nine of the District's Utility job descriptions and determined that a significantly streamlined approach would better serve the District. To that end, we have developed a set of job descriptions that define a Utility Worker Series that can be used by all three departments. This will allow for more freedom of tasks and duties across the three departments as well as enabling lateral transfers of personnel between departments without the administrative burden associated with the District's nine current job descriptions that define the same Utility Worker series.

Please find the proposed job descriptions included in this packet.

**Fiscal Impact:**

None

## HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:

### UTILITY WORKER I

#### The Utility Worker Series is a Non-Exempt/Hourly Classification

Definition - Under direct supervision; to perform basic work in the construction, maintenance and repair of the District's sewer collection and water distribution systems; to learn the more difficult construction, maintenance and repair assignments; to do related work as required.

Distinguishing Features - This is an entry level position in the Utility Worker series. Incumbents work under relatively close supervision, performing the more routine and repetitive construction, maintenance and repair assignments related to the District's sewer collection and water distribution systems.

Primary Duties and Responsibilities - Duties include but are not limited to assisting in the installation, construction, repair, inspection, maintenance and operation of the water and sewer facilities; maintaining and operating small power/hand tools, construction equipment, sewer cleaning and sewer camera equipment; performing customer service duties including meter reading and responding to complaints; maintaining facilities records; performing laboratory sampling and field tests, including on and off site sampling; and maintaining and operating district vehicles, construction equipment and sewer cleaning equipment.

Secondary Duties - Provides a variety of support services such as responding to alarms and emergencies and after hours call outs; standing scheduled on-call duty; and other duties as assigned. Ability to follow and adhere to all District Policies and Procedures. Maintaining all required training (Distribution Certification, First Aid, CPR, Confined Space, Respirator Fit Test, etc.)

Supervisory Responsibilities - None

#### Basic Qualifications –

- Possession of a valid Class A California operator's license, with tanker endorsement, issued by the California State Department of Motor Vehicles or ability to obtain within one (1) year. Possession, and proof, of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of a valid Grade 1 Water Distribution Operator Certification issued by the California Drinking Water Operator Certification Program (DWOCP) or ability to obtain within (1) year.
- Must participate in the federally mandated drug and alcohol testing program (DOT)

Special Skill Requirements - Ability to apply established practices, procedures and techniques; to use tools and equipment in a safe and responsible manner; to understand and carry out verbal and written communications.

Education and Experience - Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

High School Diploma or GED; At least 1 year of full-time employment in a comparable position.

Physical Demands of the Job –

- Operates District vehicles and equipment in sewer collection and water distribution system construction, maintenance and repair work.
- Ability to lift and carry 75 lbs.
- Ability to maneuver packages of any weight above 75 lbs with appropriate equipment and/or assistance from another worker.
- Stoops, kneels, crouches, crawls, and climbs during construction, maintenance and repair work.
- Works in an environment with exposure to dust, dirt, rain, open trenches, sewage, chlorine, gasoline, and diesel fuels.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone and radio for communication.
- Uses equipment such as computer terminals, copiers and fax machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.
- Uses field equipment such as jack hammers, air tools, pumps, and trench compactors.
- Standing or performing heavy physical labor on a sustained basis.

Employee Acknowledgement

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

I have received and read this Job Description, fully understand it and freely agree to its terms.

Dated \_\_\_\_\_

Employee Signature \_\_\_\_\_

## HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:

### UTILITY WORKER II

#### The Utility Worker Series is a Non-Exempt/Hourly Classification

Definition - Under general supervision; to perform advanced work in the operation, maintenance, repair and construction of the District's sewer collection system, water distribution system, pumping facilities and water storage reservoirs and to do related work as required.

Distinguishing Features - This is an experienced level position in the Utility Worker series, Incumbents work with minimal supervision, performing construction, operations, maintenance and repair assignments related to the District's sewer collection and water distribution systems.

Primary Duties and Responsibilities - Duties include but are not limited to assisting in the installation, construction, repair, inspection, maintenance and operation of the water and sewer facilities; maintaining and operating small power/hand tools, construction equipment, sewer cleaning and sewer camera equipment; performing customer service duties including meter reading and responding to complaints; maintaining facilities records; performing laboratory sampling and field tests, including on and off site sampling; and maintaining and operating district vehicles, construction equipment and sewer cleaning equipment.

Secondary Duties - Provides a variety of support services such as responding to alarms and emergencies and after hours call outs; standing scheduled on-call duty; and other duties as assigned. Ability to follow and adhere to all District Policies and Procedures. Maintaining all required training (Distribution Certification, First Aid, CPR, Confined Space, Respirator Fit Test, etc.)

Supervisory Responsibilities - None

#### Basic Qualifications –

- Possession of a valid Class A California operator's license, with tanker endorsement, issued by the California State Department of Motor Vehicles or ability to obtain within one (1) year. Possession, and proof, of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of a valid Grade 2 Water Distribution Operator Certification issued by the California Drinking Water Operator Certification Program (DWOCP) or ability to obtain within (2) years.
- Must participate in the federally mandated drug and alcohol testing program (DOT)

Special Skill Requirements - Ability to apply established practices, procedures and techniques; to use tools and equipment in a safe and responsible manner; to understand and carry out verbal and written communications.

Education and Experience - Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

High School Diploma or GED; At least 2 years of full-time employment in a comparable position.

Physical Demands of the Job –

- Operates District vehicles and equipment in sewer collection and water distribution system construction, maintenance and repair work.
- Ability to lift and carry 75 lbs.
- Ability to maneuver packages of any weight above 75 lbs. with appropriate equipment and/or assistance from another worker.
- Stoops, kneels, crouches, crawls, and climbs during construction, maintenance and repair work.
- Works in an environment with exposure to dust, dirt, rain, open trenches, sewage, chlorine, gasoline, and diesel fuels.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone and radio for communication.
- Uses equipment such as computer terminals, copiers and fax machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.
- Uses field equipment such as jack hammers, air tools, pumps, and trench compactors.
- Standing or performing heavy physical labor on a sustained basis.

Employee Acknowledgement

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

I have received and read this Job Description, fully understand it and freely agree to its terms.

Dated \_\_\_\_\_

Employee Signature \_\_\_\_\_



## HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:

### UTILITY WORKER III

#### The Utility Worker Series is a Non-Exempt/Hourly Classification

Definition - Assisting crew members and working alone performing tasks as assigned in the day-to-day operation of the water and wastewater systems.

Distinguishing Features - This is the advanced level position in the Utility Worker series. Incumbents are expected to have advanced knowledge and perform the full range of construction, operation, maintenance and repair assignments related to the District's sewer collection and water distribution systems, while working with minimal supervision. They also provide coordination, work direction and training for less experienced staff.

Primary Duties and Responsibilities - Duties include but are not limited to assisting in the installation, construction, repair, inspection, maintenance and operation of the water and sewer facilities; maintaining and operating small power/hand tools, construction equipment, sewer cleaning and sewer camera equipment; performing customer service duties including meter reading and responding to complaints; maintaining facilities records; performing laboratory sampling and field tests, including on and off site sampling; and maintaining and operating district vehicles, construction equipment and sewer cleaning equipment.

Secondary Duties - Provides a variety of support services such as responding to alarms and emergencies and after hours call outs; standing scheduled on-call duty; and other duties as assigned. Ability to follow and adhere to all District Policies and Procedures. Maintaining all required training (Distribution Certification, First Aid, CPR, Confined Space, Respirator Fit Test, etc.)

Supervisory Responsibilities - None

#### Basic Qualifications –

- Possession of a valid Class A California operator's license, with tanker endorsement, issued by the California State Department of Motor Vehicles or ability to obtain within one (1) year. Possession, and proof, of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of a valid Grade 3 Water Distribution Operator Certification issued by the California Drinking Water Operator Certification Program (DWOCP) or ability to obtain within (3) years.
- Must participate in the federally mandated drug and alcohol testing program (DOT)

Special Skill Requirements - Ability to apply established practices, procedures and techniques; to use tools and equipment in a safe and responsible manner; to understand and carry out verbal and written communications.

Education and Experience - Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

High School Diploma or GED; At least 3 years of full-time employment in a comparable position.

Physical Demands of the Job –

- Operates District vehicles and equipment in sewer collection and water distribution system construction, maintenance and repair work.
- Ability to lift and carry 75 lbs.
- Ability to maneuver packages of any weight above 75 lbs. with appropriate equipment and/or assistance from another worker.
- Stoops, kneels, crouches, crawls, and climbs during construction, maintenance and repair work.
- Works in an environment with exposure to dust, dirt, rain, open trenches, sewage, chlorine, gasoline, and diesel fuels.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone and radio for communication.
- Uses equipment such as computer terminals, copiers and fax machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.
- Uses field equipment such as jack hammers, air tools, pumps, and trench compactors.
- Standing or performing heavy physical labor on a sustained basis.

Employee Acknowledgement

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

I have received and read this Job Description, fully understand it and freely agree to its terms.

Dated \_\_\_\_\_

Employee Signature \_\_\_\_\_