



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

AGENDA

DATE: Tuesday, November 23, 2021

TIME: 5:00 p.m.

LOCATION: *In accordance with AB 361 and HCSD Resolution 2021-12, 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: 872 2048 1556

Passcode: 212424

Participation protocol:

- *Please use the MUTE function when not speaking (*6 on phone for mute and unmute)*
- *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 (*9 on phone)*
- *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 November 23, 2021 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of November 9, 2021 *Pgs 3-5*

C. REPORTS

1. General Manager
 - a) GM Report *Pg 7*
2. Engineering
3. Superintendent
 - a) September/October Construction Operations Department Summary *Pg 9*
 - b) September/October Operations/Maintenance Department Summary *Pg 11*

4. Finance Department

a) September 2021 Budget Statement

Pgs 13-22

b) October 2021 Check Register

Pgs 23-30

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 Approving Resolution 2021-13 Adopting a Rainwater Harvesting Rebate Program

Pgs 31-35

2. Consideration of Adding District Yard Fence Rehabilitation to the 2021-2022 CIP

Pg 37

3. Consideration of Cancelling the December 28, 2021 Regular Board Meeting

Pg 39

G. OLD BUSINESS

H. ADJOURNMENT

Next Res: 2021-14

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, November 9, 2021, via tele/video conference in accordance with AB 361 and HCSD Resolution 2021-11.

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)

B. CONSENT CALENDAR

1. Approval of November 9, 2021 Agenda
2. Approval of Minutes of the Regular Meeting of October 12, 2021

DIRECTOR GARDINER MOVED, DIRECTOR MATTEOLI SECONDED, TO ACCEPT AND APPROVE THE NOVEMBER 9, 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) GM Report

- Water Storage – Rehabilitation of the Ridgewood Tank is complete, back on-line, and functioning nicely. The temporary tanks at the Ridgewood location have been winterized for use during its one-year inspection in the fall of 2022. The one-year inspection for the rehabilitation of the Walnut Drive tank revealed the interior coating required minor repairs which were completed and the tank went back on-line November 3.
- Personnel – Efforts to fill the open Utility I/II position continue and will remain open until filled. Notices are posted on the District website, Craigslist, and in the Lost Coast Outpost.
- Rate Study – The official Request for Proposal posted on the City's website November 1st and the deadline to submit a proposal for consideration is December 3, 2021.

2. Engineering Report

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; November 9, 2021

- a) In AE's absence, GM reviewed the report. With regard to the estimated water loss due to aging meters, GM advised the gallons are significant but the dollars are insignificant.

6. Director Reports

Director Benzonelli advised she attended the October 25th RREDC meeting. Representatives received a presentation about the ongoing feasibility investigation of establishing a public bank, discussed what level of effort RREDC should pursue for Fly Humboldt, and provided a link to a White House briefing on November 10 at 8:30 a.m. regarding investments in rural communities.

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. None.

F. NEW BUSINESS

1. Consideration of Resolution 2021-12 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings

GM reviewed the report without question.

Public Comment: None

IT WAS THEN MOVED BY DIRECT MATTEOLI, SECONDED BY DIRECTOR BENZONELLI TO ADOPT RESOLUTION 2021-12 BY TITLE ONLY. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Consideration of Draft RFQ for Engineering Services

GM reviewed the corresponding report adding that the day before, FEMA and CalOES released funding opportunities for local projects that are listed in the Local Hazard Mitigation Plan. Discussion addressed the significant amount of time required for grant-writing and processing, and that it is the goal of the GM

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; November 9, 2021

for he and the AE to gain competency in the process to eventually minimize
outside assistance on certain applications which will reduce expenses

Public Comment: None

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR
GARDINER, TO APPROVE THE RFQ FOR ENGINEERING SERVICES.
MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

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 REGULAR MEETING OF NOVEMBER 9, 2021 AT
5:22 P.M.

Submitted, Board Secretary

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Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: November 19, 2021

SUBJECT: General Manager Report for November 23, 2021 Board Meeting

Infrastructure Bill

On Monday November 15, 2021 President Biden signed into law the long-anticipated Infrastructure Investment and Jobs Act. This significant piece of legislation allocates \$1.2 Trillion to infrastructure spending. \$550 Billion of this money is new spending for new programs while the other \$650 Billion simply funds existing programs that have languished over time. \$55 Billion is allocated to improve water and wastewater infrastructure. Most of this money will be made available through State run grant programs over the next five years which the District is poised to take advantage of.

Covid

Although the Humboldt County Covid caseload is decreasing from the recent Delta Variant surge, the seven-day average is still commensurate with the levels we saw during last winter's spike (November 2020 to February 2021). Social distancing, masking and quarantining in the event of an exposure are still considered best practices by the County health officer.

The reason I am bringing this up here is that I would like to address the idea of reopening the office to the general public. We do still have office staff that are unvaccinated. While it is their choice not to pursue vaccination; this does present a liability to the District. If a District employee becomes ill because of an exposure at work, that illness would be considered a workers compensation case. Keeping this in mind I have set a criteria to reopen the office. I would like to see 30 consecutive days where the seven-day average new case count is below ten cases per day. This level represents the base level we have seen throughout the Pandemic. The County has not seen an average case load that low since October 2020. If you have comments, please feel free to weigh in on this topic.

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Humboldt Community Services District

Post Office Box 158 Cutten, CA 95534 (707) 443-4558 Fax (707) 443-1490

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

Date: November 18, 2021

From: Tim Latham, District Superintendent *TL*

Subject: September/October 2021 Construction Operations Report

General business included water service line leak repairs on “V” Street, “E” Street, Trinity Street, Hubbard Lane and Ridgewood Drive, water service line replacements due to leaks on Humboldt Hill Road, Lucas Street, Montgomery Street, Holly Street and Vernon Street, a water main line leak repair on Forest Lake Court, a sewer main line repair on Christian Lane, a repair on a leaking water pressure reducing valve (PRV) on Browns Road, a repair on a leaking water main line blow-off on Myrtle Avenue, the replacement of a fire hydrant on Myrtle Avenue, continued work to raise water valve cans and sewer access covers due to paving in the upper Humboldt Hill area and the installation of a new 1” water service on Mitchell Road.

Other business included performing vehicle and equipment maintenance, water meter reading, customer service orders, exercising valves as part of the Valve Exercise Program, landscape maintenance around fire hydrants, hauling dirt to fill sites, sweeping the access roads to District water storage tanks and the installation of the new water main line and new service lines on Christian Lane as part of the Christian Lane Steel Water Main Line Replacement Project.

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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: November 18, 2021

From: Tim Latham, District Superintendent TL

Subject: September/October 2021 Operations/Maintenance Report

The Operations/Maintenance Department was busy in September/October 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 1,513 feet of sewer main line, filming 3,743 feet of sewer main line, filming 24 feet of sewer lateral line, cleaning sewer wet wells at the Cedar Ridge, Liberty Bell, South Broadway, Fields Landing, Perch Street, Buhne Drive, King Salmon, Sea Avenue, Artino, 'F' Street, Hoover, Edgewood and Wellington sewer lift stations and painting the electrical control panels at the Edgewood, Wellington and Beechwood sewer lift stations.

Other business included gate duty for access control on the Ridgewood Tank Rehabilitation Project, water operations related to the one-year coating inspection of the Walnut 1MG water storage tank and attending a Cla-valve class.

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

September 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
OPERATING REVENUE							
Metered Water Sales	5,200,000	508,682	1,481,869	1,300,000	181,869	14.0	
Water Charges - Pass Through	-	(66)	17,222	-	17,222	-	
Sewer Service Charges	5,015,000	436,391	1,301,318	1,253,750	47,568	3.8	
Sewer Service Charges - Pass Through	1,447,800	131,965	341,387	361,950	(20,563)	(5.7)	
Water & Sewer Construction Fees	32,000	4,300	14,389	8,000	6,389	79.9	
Account Fees	140,000	9,135	35,804	35,000	804	2.3	
Reimbursable Maintenance Fees	1,000	-	476	250	226	90.5	1
Miscellaneous	2,000	97	97	500	(403)	(80.6)	1
TOTAL OPERATING REVENUE	11,837,800	1,090,504	3,192,562	2,959,450	233,112	7.9	
NON-OPERATING REVENUE							
Capital Connection Fees	180,000	-	19,905	45,000	(25,095)	(55.8)	1
Interest/General	42,000	-	-	10,500	(10,500)	(100.0)	1
Discounts Earned	2,000	108	447	500	(53)	(10.6)	
Sales:Fixed Assets/Scrap Metal	15,700	-	152	3,925	(3,773)	(96.1)	1
Bad Debt Recovery	10,000	-	1,264	2,500	(1,236)	(49.5)	
Property Taxes & Assessments	490,000	-	-	122,500	(122,500)	(100.0)	1
Insurance Rebate	20,000	-	-	5,000	(5,000)	(100.0)	
Other Non-Operating Revenue	6,500	-	-	1,625	(1,625)	(100.0)	
TOTAL NON-OPERATING REVENUE	766,200	108	21,769	191,550	(169,781)	(88.6)	1
TOTAL DISTRICT REVENUE	12,604,000	1,090,612	3,214,331	3,151,000	63,331	2.0	
OPERATING EXPENSES							
Wages Direct	1,510,000	127,306	368,240	377,500	9,260	2.5	
Benefits: PERS	460,000	38,771	114,423	115,000	577	0.5	
Group Ins	1,210,000	93,170	281,882	302,500	20,618	6.8	
Workers Comp Ins	23,000	-	6,537	5,750	(787)	(13.7)	2
FICA/Medicare	117,000	9,789	28,318	29,250	932	3.2	
Misc Benefits	600	40	120	150	30	20.0	
Total Wages and Benefits	3,320,600	269,076	799,521	830,150	30,629		
Less: wages & ben charged to Capital Proj.	(166,000)	(20,565)	(50,723)	(41,500)	9,223	(22.2)	
Total Operating Wages and benefits	3,154,600	248,512	748,798	788,650	39,852		
Water Purchase HBMWD	1,075,000	91,177	276,045	268,750	(7,295)	(2.7)	
Water Purchase Eureka	810,000	72,551	232,058	202,500	(29,558)	(14.6)	3
Sewage Treatment Operations & Maint.	1,465,000	122,104	366,312	366,250	(62)	(0.0)	
Water/Sewer Analysis	20,000	510	1,709	5,000	3,291	65.8	
Supplies/ Construction	134,000	9,335	37,030	33,500	(3,530)	(10.5)	4
Supplies/ Office-Administration	19,000	1,967	3,136	4,750	1,614	34.0	
Supplies/ Engineering	2,500	-	(1,459)	625	2,084	333.5	
Supplies/ Maintenance	97,500	3,281	14,225	24,375	10,150	41.6	
Invoicing	52,476	4,622	15,427	13,119	(2,308)	(17.6)	5
Temporary Labor	25,600	249	249	6,400	6,151	96.1	
Repairs & Maintenance/Trucks	55,000	2,554	19,277	13,750	(5,527)	(40.2)	6
Equipment Rental	5,000	-	-	1,250	1,250	100.0	
Building & Grounds Maintenance	32,000	1,823	6,419	8,000	1,581	19.8	
Electrical Power	295,800	26,362	76,006	73,950	(2,056)	(2.8)	
Street Lights	65,000	2,008	6,096	16,250	10,154	62.5	
Telephone	19,000	915	2,744	4,750	2,006	42.2	
Postage	3,000	-	-	750	750	100.0	
Freight	500	22	22	125	103	82.1	
Chemicals	12,000	523	2,740	3,000	260	8.7	
Liability Insurance	65,000	-	18,837	16,250	(2,587)	(15.9)	7

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

September 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	256	2,007	7,500	5,494	73.2	
Accounting	15,000	-	2,321	3,750	1,429	38.1	
Engineering	1,000	64	64	250	186	74.5	
Other Professional Services	38,000	700	700	9,500	8,800	92.6	
Bank Service Charges	35,000	1,904	8,915	8,750	(165)	(1.9)	
Transportation	60,000	3,577	13,913	15,000	1,087	7.2	
Office Equip. Maintenance	14,000	217	523	3,500	2,977	85.1	
Computer Software Maintenance	45,000	114	26,136	11,250	(14,886)	(132.3)	8
Memberships & Subscriptions	22,300	-	5,234	5,575	341	6.1	
Bad Debts & Minimum Balance Writeoff	200,000	(1)	(1)	50,000	50,001	100.0	
Conference & Continuing Ed	20,000	-	-	5,000	5,000	100.0	
Certifications	5,400	-	170	1,350	1,180	87.4	
State/County & LAFCO Fees and Charges	50,000	-	4,994	12,500	7,506	60.0	
Hydraulic Water Model Maintenance	6,000	-	-	1,500	1,500	100.0	
Human Resources	20,000	290	380	5,000	4,620	92.4	
Miscellaneous	9,000	321	2,780	2,250	(530)	(23.6)	
Director's Fees	16,000	1,050	3,150	4,000	850	21.3	
TOTAL OPERATING EXPENSES	7,994,676	597,005	1,896,957	1,998,669	101,712	5.1	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	177,429	88,715	88,715	44,357	(44,357)	(100.0)	9
2012 CIP & Refi.	227,100	-	113,550	56,775	(56,775)	(100.0)	9
Davis-Grunsky Loan	5,912	-	-	1,478	1,478	100.0	9
VacCon Truck Loan	117,441	-	117,441	29,360	(88,081)	(300.0)	9
2014 Wastewater Revenue Bonds	487,575	-	-	121,894	121,894	100.0	9
TOTAL LONG TERM DEBT PAYMENTS	1,015,457	88,715	319,706	253,864	(65,841)	(25.9)	9
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	58,000	-	-	14,500	14,500	100.0	
Building, Yard & Paving Improvements	170,000	2,113	5,769	42,500	36,731	86.4	
Capital Improvements Water	1,260,000	200,733	570,413	315,000	(255,413)	(81.1)	10
Capital Improvements Sewer	275,000	790	2,601	68,750	66,149	96.2	
Engineering & Studies	100,000	1,282	1,282	25,000	23,718	94.9	
District Design Standards	-	655	894	-	(894)	-	
TOTAL CAPITAL EXPENDITURES	1,863,000	205,572	580,959	465,750	(115,209)	(24.7)	
OTHER							
City of Eureka Projects:							
Treatment Plant	1,336,000	-	-	334,000	334,000	100.0	
TOTAL City of Eureka Projects	1,336,000	-	-	334,000	334,000	100.0	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	394,867	199,320	416,709	98,717	317,993	(322.1)	

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

September 2021

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE & EXPENSES						
TOTAL OPERATING REVENUE	11,837,800	1,090,504	3,192,562	2,959,450	233,112	7.9
TOTAL OPERATING EXPENSES	(7,994,676)	(597,005)	(1,896,957)	(1,998,669)	101,712	5.1
NET SURPLUS/(DEFICIT) FROM OPERATIONS	3,843,124	493,499	1,295,605	960,781	334,824	34.8
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	766,200	108	21,769	191,550	(169,781)	(88.6)
TOTAL LONG TERM DEBT SERVICE	(1,015,457)	(88,715)	(319,706)	(253,864)	(65,841)	(25.9)
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	3,593,867	404,892	997,668	898,467	230,884	25.7
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(1,863,000)	(205,572)	(580,959)	(465,750)	(115,209)	(24.7)
CITY of EUREKA PROJECT REIMBURSEMENT	(1,336,000)	-	-	(334,000)	334,000	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>394,867</u>	<u>199,320</u>	<u>416,709</u>	<u>98,717</u>	<u>317,993</u>	<u>(322.1)</u>

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

September 2021

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Metered Water Sales	5,200,000	508,682	1,481,869	1,300,000	181,869	14.0
Water Pass Through	-	(66)	17,222	-	17,222	-
Water Construction Fees	20,000	3,300	9,689	5,000	4,689	93.8
Account Fees	79,800	5,207	20,408	19,950	458	2.3
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	-	476	200	276	138.2
Miscellaneous	1,000	55	55	250	(195)	(77.9)
TOTAL OPERATING REVENUE	5,301,600	517,179	1,529,720	1,325,400	204,320	15.4
NON-OPERATING REVENUE						
Water Capital Connection Fees	90,000	-	10,898	22,500	(11,602)	(51.6)
Interest/General	32,966	-	-	8,242	(8,242)	(100.0)
Discounts Earned	1,280	61	255	320	(65)	(20.4)
Sales:Fixed Assets/Scrap Metal	8,844	-	87	2,211	(2,124)	(96.1)
Bad Debt Recovery	5,700	-	720	1,425	(705)	(49.5)
FW/MR Assessment	140,000	-	-	35,000	(35,000)	(100.0)
Other Non-Operating Revenue	2,200	-	-	550	(550)	(100.0)
TOTAL NON-OPERATING REVENUE	280,990	61	11,960	70,248	(58,288)	(83.0)
TOTAL DISTRICT REVENUE	5,582,590	517,240	1,541,680	1,395,648	146,032	10.5
OPERATING EXPENSES						
Wages Direct	709,700	62,805	175,511	177,425	1,914	1.1
Wages & Benefits: Allocated	593,250	46,543	141,790	148,313	6,523	4.4
Benefits: PERS	165,600	8,869	25,123	41,400	16,277	39.3
Group Ins	375,100	30,343	86,919	93,775	6,856	7.3
Workers Comp Ins	12,420	-	2,820	3,105	285	9.2
FICA/Medicare	54,990	4,790	13,382	13,748	365	2.7
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,911,060	153,350	445,545	477,765	32,220	6.7
Less: wages & ben charged to Capital Proj.	(122,840)	(15,725)	(40,416)	(30,710)	9,706	(31.6)
Total Operating Wages and benefits	1,788,220	137,625	405,129	447,055	41,926	9.4
Water Purchase HBMWD	1,075,000	91,177	276,045	268,750	(7,295)	(2.7)
Water Purchase Eureka	810,000	72,551	232,058	202,500	(29,558)	(14.6)
Water Analysis	15,000	510	1,709	3,750	2,041	54.4
Supplies/ Construction	99,160	7,368	26,529	24,790	(1,739)	(7.0)
Supplies/Office-Administration	5,700	1,121	1,723	1,425	(298)	(20.9)
Supplies/ Engineering	1,425	-	-	356	356	100.0
Supplies/ Maintenance	48,750	2,032	9,607	12,188	2,581	21.2
Temporary Labor	11,544	142	142	2,886	2,744	95.1
Repairs & Maintenance/Trucks	30,800	1,462	10,347	7,700	(2,647)	(34.4)
Equipment Rental	3,700	-	-	925	925	100.0
Building & Grounds Maintenance	1,920	324	895	480	(415)	(86.5)
Electrical Power	162,690	16,867	48,005	40,673	(7,332)	(18.0)
Telephone	6,080	-	-	1,520	1,520	100.0
Postage	1,290	-	-	323	323	100.0
Freight	285	13	13	71	59	82.1
Chemicals	12,000	523	2,740	3,000	260	8.7
Engineering	390	36	36	98	61	62.7
Other Professional Services	7,600	-	-	1,900	1,900	100.0
Transportation	34,200	2,039	7,931	8,550	619	7.2
Office Equip. Maintenance	2,100	70	70	525	455	86.6
Computer Software Maintenance	21,600	-	14,702	5,400	(9,302)	(172.3)
Memberships & Subscriptions	1,338	-	1,275	335	(940)	(281.1)
Bad Debts & Minimum Balance Writeoff	114,000	(1)	(1)	28,500	28,501	100.0
Conference & Continuing Ed	7,000	-	-	1,750	1,750	100.0
Certifications	1,620	-	-	405	405	100.0
State/County & LAFCO Fees and Charges	17,000	-	2,847	4,250	1,403	33.0
Hydraulic Water Model Maintenance	6,000	-	-	1,500	1,500	100.0

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

September 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	-	-	1,950	1,950	100.0
Miscellaneous	1,980	114	114	495	381	77.0
General & Admin Expense Allocation	217,981	10,722	40,656	54,495	13,839	25.4
TOTAL OPERATING EXPENSES	4,514,173	344,695	1,082,572	1,128,543	45,971	4.1
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	88,715	88,715	44,357	(44,357)	(100.0)
2012 CIP & Refi.	49,500	-	24,750	12,375	(12,375)	(100.0)
Davis-Grunsky Loan	5,912	-	-	1,478	1,478	100.0
TOTAL LONG TERM DEBT PAYMENTS	232,841	88,715	113,465	58,210	(55,254)	(94.9)
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	1,260,000	200,733	570,413	315,000	(255,413)	(81.1)
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	1,260,000	200,733	570,413	315,000	(255,413)	(81.1)
INTERFUND TRANSFERS IN	-	-	-	-	-	-
BUDGET SURPLUS (DEFICIT)	(424,424)	(116,902)	(224,770)	(106,106)	(118,664)	(111.8)

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

September 2021

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Sewer Service Charges	5,015,000	436,391	1,301,318	1,253,750	47,568	3.8
Sewer Service Charges - Pass Through	1,447,800	131,965	341,387	361,950	(20,563)	(5.7)
Sewer Construction Fees	12,000	1,000	4,700	3,000	1,700	56.7
Account Fees	60,200	3,928	15,396	15,050	346	2.3
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	200	-	-	50	(50)	(100.0)
Miscellaneous	1,000	42	42	250	(208)	(83.4)
TOTAL OPERATING REVENUE	6,536,200	573,325	1,662,843	1,634,050	28,793	1.8
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	90,000	-	9,007	22,500	(13,493)	(60.0)
Interest/General	9,034	-	-	2,259	(2,259)	(100.0)
Discounts Earned	720	46	192	180	12	6.8
Sales:Fixed Assets/Scrap Metal	6,856	-	66	1,714	(1,648)	(96.2)
Bad Debt Recovery	4,300	-	543	1,075	(532)	(49.5)
Other Non-Operating Revenue	4,300	-	-	1,075	(1,075)	(100.0)
TOTAL NON-OPERATING REVENUE	115,210	46	9,809	28,803	(18,994)	(65.9)
TOTAL DISTRICT REVENUE	6,651,410	573,372	1,672,651	1,662,853	9,799	0.6
OPERATING EXPENSES						
Wages Direct	437,900	37,743	114,695	109,475	(5,220)	(4.8)
Wages & Benefits: Allocated	593,250	46,543	141,790	148,313	6,523	4.4
Benefits: PERS	105,800	5,799	17,360	26,450	9,090	34.4
Group Ins	229,900	18,663	60,516	57,475	(3,041)	(5.3)
Workers Comp Ins	7,590	-	3,115	1,898	(1,218)	(64.2)
FICA/Medicare	35,100	2,878	8,742	8,775	33	0.4
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,409,540	111,625	346,218	352,385	6,167	1.8
Less: wages & ben charged to Capital Proj.	(43,160)	(790)	(2,601)	(10,790)	(8,189)	75.9
Total Operating Wages and benefits	1,366,380	110,834	343,617	341,595	(2,022)	(0.6)
Sewage Treatment: Operating & Maint.	1,465,000	122,104	366,312	366,250	(62)	(0.0)
Sewer Analysis	5,000	-	-	1,250	1,250	100.0
Supplies/ Construction	34,840	1,967	10,500	8,710	(1,790)	(20.6)
Supplies/ Office-Administration	5,700	846	1,300	1,425	125	8.8
Supplies/ Engineering	1,075	-	(1,459)	269	1,728	643.0
Supplies/ Maintenance	48,750	1,249	4,618	12,188	7,569	62.1
Temporary Labor	4,056	107	107	1,014	907	89.4
Repairs & Maintenance/Trucks	24,200	1,092	8,930	6,050	(2,880)	(47.6)
Equipment Rental	1,300	-	-	325	325	100.0
Building & Grounds Maintenance	1,600	244	675	400	(275)	(68.8)
Electrical Power	70,992	4,318	12,621	17,748	5,127	28.9
Telephone	3,040	-	-	760	760	100.0
Postage	960	-	-	240	240	100.0
Freight	215	10	10	54	44	82.1
Legal	-	-	-	-	-	-
Engineering	100	27	27	25	(2)	(9.6)
Other Professional Services	7,600	-	-	1,900	1,900	100.0
Transportation	25,800	1,538	5,983	6,450	467	7.2
Office Equip. Maintenance	1,540	53	53	385	332	86.2

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

September 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	4,050	(7,041)	(173.9)
Memberships & Subscriptions	892	-	962	223	(739)	(331.2)
Bad Debts & Minimum Balance Writeoff	86,000	-	-	21,500	21,500	100.0
Conference & Continuing Ed	8,800	-	-	2,200	2,200	100.0
Certifications	1,242	-	-	311	311	100.0
State/County & LAFCO Fees and Charges	9,000	-	2,147	2,250	103	4.6
Human Resources	5,800	-	-	1,450	1,450	100.0
Miscellaneous	1,440	85	85	360	275	76.3
General & Admin Expense Allocation	217,981	10,722	40,656	54,495	13,839	25.4
TOTAL OPERATING EXPENSES	3,415,503	255,198	808,236	853,876	45,640	5.3
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	487,575	-	-	121,894	121,894	100.0
2012 CIP & Refi.	177,600	-	88,800	44,400	(44,400)	(100.0)
VacCon Truck Loan	117,441	-	117,441	29,360	(88,081)	(300.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	782,616	-	206,241	195,654	(10,587)	(5.4)
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building, Yard& Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	275,000	790	2,601	68,750	66,149	96.2
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	275,000	790	2,601	68,750	66,149	96.2
OTHER						
City of Eureka Projects:						
Treatment Plant	1,336,000	-	-	334,000	334,000	100.0
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	1,336,000	-	-	334,000	334,000	100.0
BUDGET SURPLUS (DEFICIT)	842,291	317,384	655,573	210,573	445,000	(211.3)

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

September 2021

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
TOTAL OPERATING REVENUE	-	-	-	-	-	-
NON-OPERATING REVENUE						
Property Taxes	350,000	-	-	87,500	(87,500)	(100.0)
Insurance Rebate	20,000	-	-	5,000	(5,000)	(100.0)
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	370,000	-	-	92,500	(92,500)	(100.0)
TOTAL DISTRICT REVENUE	370,000	-	-	92,500	(92,500)	(100.0)
OPERATING EXPENSES						
Wages Direct	362,400	26,758	78,034	90,600	12,566	13.9
Benefits: PERS	188,600	24,103	71,940	47,150	(24,790)	(52.6)
Group Ins	605,000	44,164	134,447	151,250	16,803	11.1
Workers Comp Ins	2,990	-	602	748	146	19.5
FICA/Medicare	26,910	2,121	6,194	6,728	534	7.9
Misc Benefits	600	40	120	150	30	20.0
Total Wages and Benefits	1,186,500	97,187	291,337	296,625	5,288	1.8
Less: wages & ben charged to Capital Proj.	-	(4,049)	(7,706)	-	7,706	-
Less: Allocated to Water and Sewer Funds	(1,186,500)	(93,085)	(283,580)	(296,625)	(13,045)	4.4
Total Unallocated Wages and Benefits	-	52	52	-	(52)	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,400	-	114	1,600	1,486	92.9
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	-	-	-	-	-	-
Invoicing	52,476	4,622	15,427	13,119	(2,308)	(17.6)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	10,000	-	-	2,500	2,500	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	28,480	1,255	4,849	7,120	2,271	31.9
Electrical Power	62,118	5,177	15,380	15,530	149	1.0
Street Lights	65,000	2,008	6,096	16,250	10,154	62.5
Telephone	9,880	915	2,744	2,470	(274)	(11.1)
Postage	750	-	-	188	188	100.0
Freight	-	-	-	-	-	-
Liability Insurance	65,000	-	18,837	16,250	(2,587)	(15.9)
Legal Services	30,000	256	2,007	7,500	5,494	73.2
Accounting	15,000	-	2,321	3,750	1,429	38.1
Engineering	510	-	-	128	128	100.0
Other Professional Services	22,800	700	700	5,700	5,000	87.7
Bank Service Charges	35,000	1,904	8,915	8,750	(165)	(1.9)
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	10,360	94	400	2,590	2,190	84.6
Computer Software Maintenance	7,200	114	342	1,800	1,458	81.0
Memberships & Subscriptions	20,070	-	2,998	5,018	2,020	40.2
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	4,200	-	-	1,050	1,050	100.0
Certifications	2,538	-	170	635	465	73.2

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

September 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	-	-	6,000	6,000	100.0
Elections Expense	-	-	-	-	-	-
Human Resources	6,400	290	380	1,600	1,220	76.3
Miscellaneous	5,580	121	2,580	1,395	(1,185)	(84.9)
Director's Fees	16,000	1,050	3,150	4,000	850	21.3
General & Admin Expense Allocation	(434,762)	(21,445)	(81,313)	(108,691)	(27,378)	25.2
TOTAL OPERATING EXPENSES	65,000	(2,887)	6,148	16,250	10,102	62.2
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	-	-	-	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	-	-	-	-	-	-
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	58,000	-	-	14,500	14,500	100.0
Building, Yard & Paving Improvements	170,000	2,113	5,769	42,500	36,731	86.4
Engineering & Studies	100,000	1,282	1,282	25,000	23,718	94.9
District Design Standards	-	655	894	-	(894)	-
TOTAL CAPITAL EXPENDITURES	328,000	4,049	7,945	82,000	74,055	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	(23,000)	(1,162)	(14,093)	(5,750)	(8,343)	145.1

Humboldt Community Services District
Notes
September 2021

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 amount for full fiscal year.

Note 3 - Water Purchased - City of Eureka

Water purchased from City of Eureka follows a cyclical pattern, with more water purchased in the summer months and less during the rainy months. Current usage is in line with expectations.

Note 4 - Supplies - Construction

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

Note 5 - Invoicing

Increase in invoicing fees due to special inserts included in July mailings and one-time fee for additional programming necessary for new billing system. Expected reduction in ongoing costs for remainder of year will result in total annual expenditures in line with budget.

Note 6 - Repairs and Maintenance: Trucks

Higher than normal expenses due to unexpected repairs needed on units #1, Unit #18, and Unit #15, in addition to normal expected maintenance expenses.

Note 7 - 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 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 and are expected to be in line with budget amount.

Note 9 - Loan Payments

Accounts Payable

Checks by Date - Detail by Check Date

User: FM
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Humboldt Community Services District
 5055 Walnut Drive – Eureka CA 95503
 PO Box 158 – Cutten CA 95534 (707) 443-4558

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
54815	B100 125448	B and B Portable Toilets Service District owned portable toilet/September	10/08/2021	95.00
Total for Check Number 54815:				95.00
54816	C410 Sept 2021 Sept 2021	City of Eureka: SW General 79% Humboldt Hill 21%	10/08/2021	96,462.16 25,641.84
Total for Check Number 54816:				122,104.00
54817	C450 INV01786	City of Eureka: Water Test Microbiological Testing - August	10/08/2021	510.00
Total for Check Number 54817:				510.00
54818	C475 07155597P 0781943S	Coast Counties Peterbilt Unit #18/Head light Unit #10/Diagnose issue/Remove/Replace cam p	10/08/2021	65.65 1,237.62
Total for Check Number 54818:				1,303.27
54819	E485 09302021 104918/3 105597/3 105733/3 105734/3 106029/3	Cooney Parris and Rieke Corp Discount - September Unit #1/Tools/Cmnt pvcrd hot lovoc/Thread seal Sandpaper 150G fine/Flying insect dllr 18 oz/Ro Weatherstrip/Cushion grip scissors/Painters tape/ Ace stain brush flat/Sandpaper Concrete mix 60#	10/08/2021	-5.59 23.67 34.03 59.41 13.55 20.98
Total for Check Number 54819:				146.05
54820	E558 222380 223024 223633 224216 228023 228059	NAPA Auto Parts of Eureka Wire acy/Connector/Brkaway cablpin Shop tools/Gorilla mounting tape 303 Protectant 32oz/Meguiars vinyl clnr Purple power 25 Gal/2.5 Blue def Unit #18/Headlight Unit #18/Headlight	10/08/2021	45.91 6.87 37.01 64.12 12.41 12.41
Total for Check Number 54820:				178.73
54821	E650 73677	Eureka Ready Mix Yard/Base/Pea gravel	10/08/2021	1,279.53
Total for Check Number 54821:				1,279.53
54822	H010 09302021 S011976947.001 S012043930.001	Keenan Supply Discount - September Walnut and Primrose/Hydrant repair/Clow Med AYM Brass meter idler	10/08/2021	-77.26 1,374.43 369.93

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	S012049887.001	Yard restock/3/4 Water meter gasket		60.93
	S012064703.001	Yard restock/IP Tap SS 1 Section rpr clamp/SS 1		612.89
	S012068613.001	Yard restock/Wilkins dbl union str press red valv		835.99
	S012080700.001	Cummings Rd/Repair/Krausz Hymax 2 flip 260		686.13
	S012081193.001	Yard restock/Romac SS 1 Section rpr clamp		305.02
			Total for Check Number 54822:	4,168.06
54823	H410 18174000	Humboldt Bay Municipal Water D Water Purchased - September	10/08/2021	91,176.54
			Total for Check Number 54823:	91,176.54
54824	M230 M218113	Mendes Supply Co CH Bacticide Gal	10/08/2021	522.94
			Total for Check Number 54824:	522.94
54825	M450 515432793 515477096 515516090 515563984 515607468	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	10/08/2021	362.03 211.41 360.71 214.71 376.60
			Total for Check Number 54825:	1,525.46
54826	P190 169827 170640 171309	Pacific Paper Co HP 80X for BF/Pentel .9 twist erase Legal copy paper July-June Wall calendar	10/08/2021	252.95 76.46 27.42
			Total for Check Number 54826:	356.83
54827	P430 09302021 988067 988817 988951 989193 989879 990215 990360 992226 992304 992616 992624 993071 993322	Pierson Building Center Discount - September SCH 80 PVC nipple/90 deg elbow/Asstd plumbi SC ey lrg/Eye b sn/Snap link/Rope chain cable cl Brass ball vlv/Comp conn/Brass comp adptr/Con Craftsman cartridge filter/20 Gal wet dry vacuum Skyline Harbor View Austin Donna Dr/Manhole: HCSD Office/Push connector 4 port/Satco led m Steelgrip locking pliers/Channellock 12" pliers/T DeWalt masonry bit/Eye bt wn/Bulk fasteners Bulk fasteners/Monkey adj bungee 6-60' 6" Black valve box/Green lid Teflon tape/Hex nipple/Brass nipple Trp rp hk/Sc ey lrg/Scr hk/Monkey 6-60" adj bur Yard bldg/Break room/Wooster tray/4Pc paint br	10/08/2021	-23.71 7.14 61.05 33.69 197.73 38.41 35.80 35.57 14.80 8.82 21.81 18.30 13.72 105.48
			Total for Check Number 54827:	568.61
54828	P557 2A01038 2A15420 2A37486	Rexel USA Inc. THHN 14 Wht str cu 500'/14-4 SO 600V hd 100 Generator trailer/Wire/12-5 SO 600V 1000' ABBSU203MK15	10/08/2021	131.04 64.29 109.08
			Total for Check Number 54828:	304.41
54829	S163 09302021 790637/1	Shafer's Ace Hardware Discount Earned - September District office/26 Watt quad flores	10/08/2021	-1.05 22.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 54829:	21.86
54830	S750 10012021	Standard Insurance Company Short&Long Term Empl Disabilit	10/08/2021	1,548.00
			Total for Check Number 54830:	1,548.00
54831	T285 4346	Thomas R. Bess Hot asphalt for water trench paving in Myrtleow	10/08/2021	252.98
			Total for Check Number 54831:	252.98
54832	U410	United Way of Humboldt PR Batch 00001.10.2021 UNITED WAY PR Batch 00001.10.2021 UNITED WAY PR Batch 00001.10.2021 UNITED WAY	10/08/2021 PR Batch 00001.10.2021 UNI PR Batch 00001.10.2021 UNI PR Batch 00001.10.2021 UNI	0.36 1.73 1.91
			Total for Check Number 54832:	4.00
54833	U570 3796-001	The UPS Store Freight to ship handheld #2/3 for routine mainter	10/08/2021	22.33
			Total for Check Number 54833:	22.33
54834	V700 INV 21-461257	Valley Pacific Petroleum Services Inc Fuel	10/08/2021	3,576.63
			Total for Check Number 54834:	3,576.63
54835	W208 1030	Watt's Cleaning Services Cleaning services for September 2021	10/08/2021	950.00
			Total for Check Number 54835:	950.00
54836	UB*01929	KOSTIANTYN STOLIAR Refund Check Refund Check Refund Check Refund Check	10/08/2021	30.89 9.75 20.94 3.39
			Total for Check Number 54836:	64.97
54837	UB*01928	TODD/BRIDGET WAGNER Refund Check Refund Check Refund Check Refund Check Refund Check	10/08/2021	36.96 26.46 4.06 90.37 4.28
			Total for Check Number 54837:	162.13
			Total for 10/8/2021:	230,842.33
54838	UB*01932	GARY COSTA Refund Check Refund Check Refund Check Refund Check	10/21/2021	32.44 9.01 55.75 102.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 54838:	200.00
54839	UB*01931	SHAWNIA FULK	10/21/2021	
		Refund Check		7.85
		Refund Check		39.45
		Refund Check		10.35
		Refund Check		48.94
		Refund Check		5.46
			Total for Check Number 54839:	112.05
54840	UB*01930	COLLEEN URQUHART	10/21/2021	
		Refund Check		4.28
		Refund Check		40.66
		Refund Check		12.83
		Refund Check		22.05
			Total for Check Number 54840:	79.82
54841	A072 3273	Accurate Drug Testing Services DOT Physical/MW	10/21/2021	
				90.00
			Total for Check Number 54841:	90.00
54842	A160	ACWA-JPIA	10/21/2021	
	0675221	mCOBRA - Dental		33.72
	0675221	ICOBRA - Medical		1,170.14
	0675221	kVision Plan - Retired Members		328.23
	0675221	jDental Plan - Retired Members		1,063.84
	0675221	iMedical Plan -Retired Members		22,990.46
	0675221	hLife/AD&D Plan -Board Members		28.49
	0675221	cVision Plan - Employees		328.23
	0675221	dLife/AD&D Plan - Employees		363.12
	0675221	fDental Plan - Board Members		448.76
	0675221	bDental Plan - Employees		1,661.92
	0675221	aMedical Plan - Employees		51,661.67
	0675221	nCOBRA - Vision		15.63
	0675221	eMedical Plan - Board Members		12,754.75
	0675221	gVision Plan - Board Members		78.15
			Total for Check Number 54842:	92,927.11
54843	A205 16661	Advanced Industrial Services Inc. Progress payment for the Ridgewood Tank Rehal	10/21/2021	
				157,367.50
			Total for Check Number 54843:	157,367.50
54844	A360 383305	AFLAC Supplemental Health Premium - September	10/21/2021	
				213.74
			Total for Check Number 54844:	213.74
54845	C036	Corporate Payment Systems	10/21/2021	
	244309912584008	TL/Microsoft		84.00
	244310612780810	TW/Automation Direct: Input Modules for SCA		366.35
	244921512777135	TW/Plcabinet: USB D2-DSCBL for SCADA		29.95
	244921612730000	TW/Lost Coast -Recruitment Advg 10/1-10/17		180.00
	244921612740000	DT/RealTruck/Unit #16/AVS tape on vent visors		57.70
	246921612681003	MM/Chromebook for GM use		549.51
	246921612741002	TW/Craigs List -Recruitment Advg 10/1-10/31		20.00
	249064112611304	TL/DRI Crash Plan		29.97

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 54845:	1,317.48
54846	C180 4037560166 4037560166 4037560166	Canon Solutions America Inc. Office/Color Copies WXD03492- 08.31.21-09.21 Use Tax Recovery Fee/OfficeCop Office/Black Copies WXD03492-08.31.21-09.25	10/21/2021	63.83 2.68 5.46
			Total for Check Number 54846:	71.97
54847	C430 09302021	City of Eureka: WA Water Purchased - September	10/21/2021	72,551.00
			Total for Check Number 54847:	72,551.00
54848	E275 10012021	Chet Edeline Reimbursement/Excess Dependent Copay	10/21/2021	140.00
			Total for Check Number 54848:	140.00
54849	E890 26096231 26131269	Express Employment Professionals Temporary Worker/Maintenance Sep 21-Dec 21 Temporary Personnel - Maintenance	10/21/2021	249.36 1,246.80
			Total for Check Number 54849:	1,496.16
54850	F010 81501823 SO	Farmer Brothers Co Columbian DC 2.0/Med Rst 2.0	10/21/2021	160.43
			Total for Check Number 54850:	160.43
54851	H810 311255 314373 314497 318918 319126 320042	Humboldt Waste Management Auth Greenwaste/Weed eating around hydrants Solid Waste Solid Waste Greenwaste/Yard fence Greenwaste/Yard fence Solid Waste	10/21/2021	14.21 8.00 9.35 1.96 19.11 8.00
			Total for Check Number 54851:	60.63
54852	I525 199422	Infosend UB/Process and Mail/Bills - September	10/21/2021	3,532.75
			Total for Check Number 54852:	3,532.75
54853	J800 003854-000002	Johnson's Mobile Rentals LLC Rental fencing for the Ridgewood Temporary Wa	10/21/2021	252.78
			Total for Check Number 54853:	252.78
54854	J900 Q1 FY 22 Q1 FY 22 Q1 FY 22 Q1 FY 22	ACWA/Joint Powers Insurance Authority Workers Comp Prog-Water Workers Comp Prog-Sewer Workers Comp Prog-Sales/Meter Workers Comp Prog-Clerical/Brd	10/21/2021	1,791.59 1,824.38 645.64 615.51
			Total for Check Number 54854:	4,877.12
54855	J900 10312021	ACWA/Joint Powers Insurance Authority Auto/General Liability Program 10.01.21-10.01.21	10/21/2021	39,637.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 54855:	39,637.00
54856	M340 105409 105475	Mercer Fraser Co Manholes and Clean outs/Concrete County Paving/Concrete	10/21/2021	423.34 518.28
			Total for Check Number 54856:	941.62
54857	M560 48723	The Mitchell Law Firm LLP Legal Services - September 2021	10/21/2021	256.00
			Total for Check Number 54857:	256.00
54858	N570 160954	North Coast Labs Ltd EPA 524.2 analysis on the newly rehabilitated Ri	10/21/2021	355.00
			Total for Check Number 54858:	355.00
54859	P550 1019148054 1019148054	Pitney Bowes Inc Qtrly Rent Base PM G900/DM400c Qtrly Rent Base PM G900/DM400c	10/21/2021	123.64 21.82
			Total for Check Number 54859:	145.46
54860	P550 1019148055 1019148055	Pitney Bowes Inc Annual Maint PM/Base/Feeder-10.27.20-10.26.2 Annual Maint PM/Base/Feeder-10.27.20-10.26.2	10/21/2021	53.52 303.32
			Total for Check Number 54860:	356.84
54861	R250 27411271	Recology Humboldt County Garbage Service - September	10/21/2021	488.26
			Total for Check Number 54861:	488.26
54862	U410	United Way of Humboldt PR Batch 00004.10.2021 UNITED WAY PR Batch 00004.10.2021 UNITED WAY PR Batch 00004.10.2021 UNITED WAY	10/21/2021 PR Batch 00004.10.2021 UNI PR Batch 00004.10.2021 UNI PR Batch 00004.10.2021 UNI	1.84 0.36 1.80
			Total for Check Number 54862:	4.00
54863	U730 714690 715100 716221 724958 724964 726860 726860 741965	USA Bluebook Eco-Float switch 50' cable Eco-Float switch 50' cable/Zoeller 2" Flange kit 2.5 Liquid fill gauge 30 psi HYPO Rotary Drum/Ultra-spill Deck HYPO Rotary drum Flag 21" wire staff blue/Flag 21" wire staff greer Face shield/PVC coated lab apron/Pant black 4" Credit/Return/HYPO Rotary Drum/Orig Inv 695	10/21/2021	96.66 453.75 107.64 838.61 162.50 63.74 233.15 -162.50
			Total for Check Number 54863:	1,793.55
			Total for 10/21/2021:	379,428.27
54864	UB*01933	ISABELLE LUNSFORD Refund Check Refund Check Refund Check	10/28/2021	49.66 64.91 7.47

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Refund Check		15.61
		Refund Check		62.35
			Total for Check Number 54864:	200.00
54865	UB*01934	ASHLEY SANDERS	10/28/2021	
		Refund Check		27.84
		Refund Check		6.43
		Refund Check		16.20
		Refund Check		51.32
		Refund Check		18.30
			Total for Check Number 54865:	120.09
54866	B100 127355	B and B Portable Toilets Service District owned portable toilet through Oc	10/28/2021	57.68
			Total for Check Number 54866:	57.68
54867	B284 1465370	Badger Meter Inc 32 Badger Meters	10/28/2021	5,040.28
			Total for Check Number 54867:	5,040.28
54868	E890 26164346	Express Employment Professionals Temporary Worker/Maintenance Sep 21-Dec 21	10/28/2021	1,246.80
			Total for Check Number 54868:	1,246.80
54869	F049 CAEUR118108 CAEUR118108 CAEUR118368 CAEUR118368 CAEUR118491 CAEUR118491	Fastenal Company XL SplitBck Drvr gloves AA Alk Btry Purell hand sanitizer Lg leather driver's glove Sfty glasses/Earplugs/Latex palm gloves/WD-40 AAA C D 9v Btry/Duct tape/Germicidal cleaner	10/28/2021	48.85 5.49 70.56 40.67 83.01 72.16
			Total for Check Number 54869:	320.74
54870	F050 CAEUR118163 CAEUR118478 CAEUR118498	Fastenal Industrial Lime Zip Safety Vests Multi-fold hand towel Dk and Lt Machine gray hp spray paints	10/28/2021	47.91 34.44 137.19
			Total for Check Number 54870:	219.54
54871	P010 11082021 11082021 11082021 11082021 11082021 11082021 11082021	Pacific Gas and Electric-GN aWA Pump & District/Cummings bHH Water System dGeneral Sewer System cFW/MR Water System eKS/HH Sewer System gSpark energy Gas/LP Gas Chgs fOffice/Yard	10/28/2021	5,262.62 7,917.66 2,819.69 648.63 927.89 75.74 4,902.53
			Total for Check Number 54871:	22,554.76
54872	P130 11122021	Pacific Gas and Electric-St Street Lighting - Oct/Includes 5 mos missed billi	10/28/2021	18,494.85
			Total for Check Number 54872:	18,494.85

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
54873	S603 10282021	Sound Advice Down payment for Board room audio upgrade	10/28/2021	1,000.00
Total for Check Number 54873:				1,000.00
54874	S750 11012021	Standard Insurance Company Short&Long Term Empl Disabilit	10/28/2021	1,513.17
Total for Check Number 54874:				1,513.17
54875	S850 11162021+10	Suddenlink Internet/Phone 10.24.21 - 11.23.21	10/28/2021	520.88
Total for Check Number 54875:				520.88
54876	V500 9891166001	Verizon Wireless Cellular Service - October	10/28/2021	390.81
Total for Check Number 54876:				390.81
Total for 10/28/2021:				51,679.60
Report Total (62 checks):				661,950.20

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: November 23, 2021

AGENDA ITEM: F.1 (New Business)

TITLE: Consideration of Approving Resolution 2021-13 Adopting a Rainwater Harvesting Rebate Program

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discussion followed by motion to adopt resolution 2021-13 establishing Rainwater Catchment Rebate Program

Summary:

During my tenure with the District, several rate payers have expressed consternation with the District's policy to require backflow prevention devices on properties that include a significant rain catchment system. In alignment with State law, the District's policy is designed to protect the public water system and, therefore, the public health. These ratepayers have indicated that they have spent considerable time, energy and money to develop these catchment systems which reduce the burden to our systems and, therefore, on the environment. The chief complaint about District policy surrounds the added cost of installation and maintenance of a backflow prevention system.

Many municipalities in the western states offer various incentive programs to encourage rainwater catchment; especially in areas impacted by water shortages and drought. The majority of these programs are rebate or micro-grant programs. The most successful programs are those that rebate a portion of the cost of the system and require periodic inspections by the administering agency staff.

The proposed program will authorize a limited amount of money (up to \$10,000 annually) to be allocated for rebates to ratepayers for approved rainwater catchment systems. These systems must be designed and built to last at least 20 years and must remain in operation for at least five years or the District may request that the rebate be returned. The rebate program will cover a portion of the cost of the rain storage system (\$0.15 per gallon) plus up to 50% of the cost of the balance of the rainwater catchment system, up to \$1000. The minimum storage volume required to qualify for the rebate program is 500 gallons. To put this into perspective, a 30 foot by 30 foot lawn will use 10,000 gallons of water during the summer/dry months (June through September).

The intention of this program is to enable ratepayers to implement rain catchment systems while offsetting the cost of the required backflow prevention device.

Fiscal Impact:

\$10,000 annually from General Fund

RESOLUTION NO. 2021-13

**A RESOLUTION OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT ADOPTING A RAIN CATCHMENT
SYSTEM REBATE PROGRAM**

WHEREAS, The Humboldt Community Services District provides water service to the residents of the District; and

WHEREAS, The Board of Directors of the Humboldt Community Services District has determined that establishing a rain catchment incentive program is necessary to effectively prevent the contamination of the District's public potable water supply between a customer's potable water system and non-potable rain water catchment system; and

WHEREAS, The Board of Directors of the Humboldt Community Services District finds that District Code Article 4, Section 4.05.140 Cross-Connection Control Program provides enforceable elements to protect the District's public potable water supply; and

WHEREAS, The Board of Directors of the Humboldt Community Services District has considered this Resolution and attached rebate program at a duly noticed regular meeting.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Humboldt Community Services District, by adoption of this resolution do hereby authorize the implementation of a Rain Catchment System Rebate Program as incorporated herein.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT** on this 23rd day of November 2021 upon the following roll call vote:

AYES:
NOES:
ABSENT:

Approved:

ATTEST:

Alan Bongio, Board President

Brenda K. Franklin, Board Secretary

PROGRAM GUIDELINES FOR RAINWATER HARVESTING REBATE COMMERCIAL OR RESIDENTIAL

General Purpose

The Humboldt Community Services District offers a financial incentive to encourage the use of rainwater as a supplement to municipal water for irrigation use. Each application will be evaluated on a first come, first served basis. Due to limited available funds, all requests may not be funded.

Eligibility

- Applicant must receive 100% of its water from the Humboldt Community Services District
- Rainwater harvesting systems must be able to store a minimum of 500 gallons
- Life expectancy of the system should be a minimum of 20 years
- **Galvanized tanks are NOT eligible, due to their short life span.** However, metal tanks with liners may be approved on a case-by-case basis. Tank specifications must be submitted for review by District staff.
- Tanks that are not UV resistant must be painted or enclosed.
- An approved backflow prevention device must be installed on the potable water service connection at the applicant property in accordance with District policy. (See Code Section 4.05.140 Cross-Connections)

“To Catch the Rain” is an open-source resource that offers additional guidance and information. You can obtain a copy through the following website (<https://www.tocatchtherain.org/>).

Rebate incentives are for a minimum of \$75 (requires a minimum of 500 gallons of storage) up to a maximum of \$1,000 based on a combination of 15 cents per gallon of tank storage capacity plus up to half of the actual cost of the parts (excluding the tank(s)) required to build a complete, operational system (labor is not reimbursable, receipts must be submitted).

Proposed rainwater projects cannot to be used for potable water systems nor can they be connected to the potable water supply system. All applicable building codes must be followed. Call (707) 443-4550 with any application questions.

To Apply

1. Submit each of the following:
 - **Application Form** – Find the application form on page 3 of this packet.
 - **Site Plan** – Layout of buildings, streets, fences, gates and proposed tank location(s).
 - **System Drawing** – Sketch of the proposed system including all design calculations, and how the water will travel from the roof to the tank and from the tank to the landscape area.
 - **Operation Guide and Maintenance Plan** – Written description of how system will function and how maintenance will be performed.

Submit your application packet to:

Fax (707) 443-0818

Email engineer@humboldtcsd.org

Mail : Humboldt Community Services District

P. O. Box 158

Cutten, CA 95534

Attn: Rainwater Catchment

2. We will contact you either by mail, phone call, or email regarding the approval of your plan.

3. After completion, submit all qualifying receipts.
4. We will contact you for a final inspection. Rebate checks will be received 3-5 weeks after the final inspection.

OPERATION AND MAINTENANCE

Operation Guide

Referring to your site plan and system drawing, describe in writing how the system will function. Include details such as type and size of collection (roof) surface; tank size, composition and location; piping and first flush details; pump type and location or other water distribution method. (You may attach separate sheets)

Maintenance Plan

Provide a detailed plan on how maintenance will be done. (You may attach separate sheets)

**Humboldt Community Services District
RAINWATER HARVESTING INCENTIVE
APPLICATION FORM**

Name (as it appears on water bill) _____

Physical Address: _____ Zip _____

Mailing address (if different) _____ Zip _____

Contact person _____ Phone _____ Fax _____

Email address: _____

Humboldt Community Services District account number _____

Construction start date _____ Estimated completion date _____

Application Packet Must Include All of the Following:

- Site Plan
- System Drawing
- Operation Guide
- Maintenance Plan
- Application Form

Agreement

The goal of the rainwater harvesting incentive program is to encourage rate payers to install catchment systems if they desire to do so. The undersigned participant understands and agrees that rebated systems must be maintained and remain operational for at least five years, or the District is entitled to recover the entire amount of the rebate. Only customers of the Humboldt Community Services District are eligible. The District makes no claims as to the safety or reliability of installed equipment or resulting water.

The participant agrees that the water is to be for non-potable uses only.

I agree to the terms of the Humboldt Community Services District Rainwater Harvesting Incentive Program.

Signature: _____

Printed name: _____

Date: _____

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Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: November 23, 2021

AGENDA ITEM: F.2 (New Business)

TITLE: Consideration of Fence Rehabilitation

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discussion followed by motion to approve a capital project to rehabilitate the fence at the District office. Roll-call vote.

Summary:

During my performance review in September, some goals were set by the Board of Directors for the coming year. One of those goals is grounds beautification, especially at the District office. While we have an approved capital project to replace the siding and roof of the office building that we are currently collecting estimates for, the fence is not included. The fence at the District office is in need of repair. Additionally, privacy slats would improve the look of the office and yard complex considerably. District staff has collected quotes from local contractors to repair the fence posts, replace the fence fabric and install privacy slats. These quotes are in the neighborhood of \$25,000. To provide for a ten percent contingency, please approve this project not to exceed \$27,500.

Fiscal Impact:

~\$27,500

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Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: November 23, 2021

AGENDA ITEM: F.3 (New Business)

TITLE: Consideration of Cancelling the Regular Meeting of December 28, 2021

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss and determine the necessity of convening for the December 28, 2021 regular meeting of the Board of Directions. No action necessary to convene. To cancel, motion to cancel the Regular Meeting of December 28, 2021 followed by a roll call vote.

Summary:

Considering the close proximity to the Christmas/New Year holidays and the tradition of canceling the second December meeting unless pressing issues require addressing, the General Manager seeks discussion and direction from the Board regarding cancelation of the December 28, 2021 meeting.

Fiscal Impact:

No fiscal impact for cancelling this meeting