



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

AGENDA

DATE: Tuesday, December 10, 2024

TIME: 5:00 p.m.

LOCATION: 5055 Walnut Drive, Eureka, CA

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

A. ROLL CALL

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

B. PLEDGE OF ALLEGIANCE

C. CONSENT CALENDAR

1. Approval of December 10, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of November 12, 2024

*Pgs. 1-2
Pgs. 3-8*

D. CORRESPONDENCE

1. ACWA JPIA re: President's Special Recognition Award

Pgs. 9-10

E. REPORTS

1. General Manager
 - a) District Update
2. Finance Department
 - a) November 2024 Check Register
 - b) October 2024 Budget Statement

Pgs. 11

*Pgs. 13-20
Pgs. 21-32*

3. Engineering

- a) Update

Pgs. 33-34

4. Planning

a) Update

Pgs. 35

5. Legal Counsel

6. Director Reports

7. Other

F. PUBLIC PARTICIPATION

Members of the public may comment on items not on the agenda. Please use the information above to participate via Zoom. The Board requests that speakers please state their name and where they are from, be concise, and limit communications to 3 to 5 minutes. After all oral communications, the Board or staff may 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.

G. NEW BUSINESS

1. Consideration of County of Humboldt Application for Technical Assistance Funding from North Coast Regional Water Quality Control Board for Feasibility Study for Extension of HCSD Potable Water Service to the Lower Elk River Watershed *Pgs. 37-44*
2. Oath of Office; Consideration of Appointing Officers and Representatives of the Board of Directors of the Humboldt Community Services District and Adopting Resolution No. 2024-10 *Pgs. 45-59*

H. CLOSED SESSION

1. Pursuant to Government Code Section 54954.5(e) PUBLIC EMPLOYEE PERFORMANCE EVALUATION – General Manager

I. ADJOURNMENT

Next Res: 2024-11

Next Ord: 2024-03

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

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

The Humboldt Community Services District Board of Directors met in Regular Session at 5:00 p.m. on Tuesday, November 12, 2024, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call: Directors Benzonelli, Hansen, Gardiner, Matteoli and Ryan.
Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), Assistant Engineer Rawal (AE), and Utility Services Planner McNeill (USP)

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of November 12, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of October 22, 2024

DIRECTOR MATTEOLI MOVED, SECONDED BY DIRECTOR RYAN TO ACCEPT AND APPROVE THE NOVEMBER 12, 2024 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. REPORTS

1. General Manager
 - a) District Update

GM reported the preliminary results of the 2024 Election and that the final count will be certified on December 3rd by the County Registrar of voters and reported to the Board at the December 10th meeting. On November 1st a watermain failed at the intersection of Burns Drive and London Drive at 12:30 p.m. Multiple ratepayers called the District to report the problem. District staff initiated an alert on the District's website which was the first time the feature had been used since the redesign. Once the alert was initiated, all calls regarding the problem stopped. The District staff repaired the main break by 2:30 p.m. and an additional alert was published advising residents that work had been completed.

2. Finance Department
 - a) October 2024 Check Register

FM reviewed the October 2024 check register and noted specific expenditures, including purchases related to the SCADA system, payment to the District's contracted engineering firm for tank rehabilitation, and purchases associated with maintenance of the Hoover Street SLS and Spruce Point Well.

Director Gardiner asked if the SCADA system upgrades would remain within the FY budget. GM responded that he expects the District will spend more than budgeted for SCADA deployment in the FY and plans to report to the Board on the progress of the SCADA project in January. GM estimates that the SCADA project is approximately six months ahead of schedule. Director Benzonelli noted that the District is realizing significant savings by having District staff build the new SCADA system rather than hiring a contractor to create it.

3. Engineering

a) Update

AE reported that the Operations and Maintenance Department completed 1.4 miles of trouble spot main cleaning and 112 feet of trouble spot sewer lateral cleaning. The Ridgewood truck radio repeater was replaced as part of the 24/25 Capital Improvement Plan. The radio repeater provides reliable communication in the event of a power outage or cell service disruption. The new radio repeater is equipped with a backup battery and solar array. The District has completed the replacement of the second pump and motor at the Pine Hill SLS.

4. Planning

a) Update

USP reported that a six-inch water meter that services the PG&E power generation facility in King Salmon was vandalized. The meter was one of the first smart meters installed by the District in 2010. Upon investigation, it was determined that a wire had been pulled out of the electronic radio transmitter and that the register had been twisted off and wires had been pulled out of the meter. PG&E will report the vandalism to the Federal agency that governs them. A replacement meter has been ordered and staff is researching options for a lockable tamper-proof lid to prevent unauthorized access.

The District recently collected samples from the Spruce Point Well for gross alpha radiation (GAR) testing, measuring the amount of radiation in drinking water from naturally occurring radioactive elements. GAR is odorless, tasteless, and colorless and is only detectable through testing. Results from testing documented that the level of radiation is consistent with naturally occurring radiation levels in soil and is not considered a health concern. The results were consistent with previous GAR testing performed in 2016.

5. Legal Counsel

No report.

6. Director Reports

Director Ryan reported that Humboldt County will experience king tides over the weekend and tidal levels are expected to be one to two feet above normal. Individuals can participate in documenting the king tide by submitting photos of the king tide to www.coastca.gov/kingtides. GM noted that the District will monitor low-lying infrastructure sites to mitigate any issues caused by king tides.

Director Benzonelli reported that the Redwood Region Economic Development Commission (RREDC) Executive Committee met on October 28th to approve a loan to Life Plan Humboldt. RREDC received presentations from the Humboldt Builder's Exchange and the Headwater Fund.

E. PUBLIC PARTICIPATION

None.

F. NEW BUSINESS

1. Presentation: ACWA JPIA Update; Adrienne Beatty ACWA JPIA Chief Executive Office (CEO)

Ms. Beatty, CEO of ACWA JPIA, and Jennifer Jobe, Director of Pooled Programs at ACWA JPIA were present. Ms. Beatty provided an overview of the history, governance, and membership of ACWA JPIA. The District joined ACWA JPIA in 1986 and participates in the property, liability, benefits, worker compensation, and cyber liability programs. Ms. Beatty provided an overview of each program and the retrospective contribution adjustment process which stabilizes and provides partial premium refunds to member agencies. Ms. Beatty noted that the District has received \$54,237 in premium refunds over the past five years.

2. Consideration of Accepting Fiscal Year 2021/2022 Draft Basic Financial Statements and Management Report

FM reported that the Audit Committee has reviewed the 2021/22 Draft Basic Financial Statements and Management Report. During the initial review, the committee requested clarification on certain amounts reported in the financial statements. The FM explained that two different amounts for compensated absences were reported separately under current liabilities and long-term liabilities. The amount under current liabilities represents accrued leave time

expected to be paid during employees' active service with the District, while the amount under long-term liabilities pertains to leave time expected to be paid upon employee retirement. Additionally, the FM noted that a correction was made to the draft audit following a reconciliation of Other Post-Employment Benefits (OPEB), which was initially fully attributed to the Humboldt Hill system. The correction ensures that OPEB is now properly allocated between the Original System and the Humboldt Hill system in accordance with their proportional share.

Upon the auditor's recommendations, the District will be formalizing a capitalization policy for leases and IT subscription liabilities. However, the District does not have any IT subscription agreements that meet the threshold for capitalization at this time. The auditor also recommended reconciling the District's equity accounts in alignment with the audited financial statements. This recommendation has been fully implemented and will continue to be followed in the future. The auditor advised conducting a physical count of supplies and materials, which was not completed for the fiscal years ending 2022 or 2023. However, this process is now being implemented and will be carried out for future audits. The auditor recommended that the monthly bank reconciliations be reviewed and approved by the General Manager. This review is now performed monthly as part of the District's standard procedures.

FM noted that the Finance Department had significant staffing deficiencies and also received late financial reporting from the County which delayed completion of the FY 2021/22 audit. FM stated that the District will be caught up on prior years' audit and the Fiscal Year 2024/25 audit should be completed no later than four months after the end of the fiscal year.

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR RYAN, TO APPROVE THE FISCAL YEAR 2021/2022 DRAFT BASIC FINANCIAL STATEMENTS AND MANAGEMENT REPORT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

3. Consideration of Cancelling the Regular Meetings of November 26, and December 24, 2024

GM reported that the District will be closed on November 28-29 for the Thanksgiving holiday. In previous years, the Board has traditionally canceled the second meeting in November. This year, the second scheduled meeting in December falls on December 24, Christmas Eve. The GM noted that there are currently no pressing matters requiring a board meeting on either November 26 or December 24. However, if an urgent issue does arise, the Board President

may call a special meeting. The GM requested the Board's direction on whether to cancel these meetings.

There was no public comment.

IT WAS THEN MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR GARDINER, TO CANCEL THE REGULAR MEETING ON NOVEMBER 26 AND DECEMBER 24, 2024. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

G. OLD BUSINESS

1. Consideration of Adopting Ordinance No 2024-02 Adopting Chapter Section 2.01.090 Exhaustion of Administrative Remedies for Challenges to Fees, Charges, and Assessments on Real Property; Second Reading and Public Hearing

GM reported that at the October 22nd meeting the Board held a public hearing and voted to place Ordinance 2024-02 on a future agenda. Ordinance 2024-02 would protect the District from frivolous lawsuits by requiring potential litigants to participate in the Proposition 218 process. The District has met all the statutory requirements for adopting the ordinance.

President Benzonelli opened the Public Hearing at 6:27 p.m.

There was no public comment.

President Benzonelli closed the Public Hearing at 6:28 p.m.

IT WAS THEN MOVED BY DIRECTOR **GARDINER**, SECONDED BY DIRECTOR **MATTEOLI**, TO APPROVE ORDINANCE NO 2024-02 ADOPTING CHAPTER SECTION 2.01.090 EXHAUSTION OF ADMINISTRATIVE REMEDIES FOR CHALLENGES TO FEES, CHARGES, AND ASSESSMENTS ON REAL PROPERTY. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

H. CLOSED SESSION

1. Pursuant to Government Code Section 54954.5(e) PUBLIC EMPLOYEE PERFORMANCE EVALUATION – General Manager

President Benzonelli tabled the item. The Board did not go into closed session.

I. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF OCTOBER 22, 2024 AT 6:31 P.M.

Submitted, Board Secretary



RECEIVED
DEC 6 2024

HUMBOLDT COMMUNITY
SERVICES DISTRICT

12/2/2024

ACWA JPIA

P. O. Box 619082
Roseville, CA
95661-9082

phone
916.786.5742
800.231.5742

www.acwajpia.com

Core Values

- People
- Service
- Integrity
- Innovation

Humboldt Community Services District (H004)
P.O. Box 158
Cuttan, CA 95534-0158

General Manager:

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present Humboldt Community Services District (H004) with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2025.

Sincerely,

Melody McDonald
President

Enclosure: President's Special Recognition Award(s)

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Humboldt Community Services District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Property Program for the period 07/01/2020 - 06/30/2023
announced at the Board of Directors' Meeting in Palm Desert.*



December 02, 2024

Melody McDonald

Melody McDonald, President

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: December 6, 2024

SUBJECT: General Manager Report for December 10, 2024 Board Meeting

Earthquake and Tsunami Warning

A 7.0 magnitude earthquake shook the North Coast on Thursday December 5, 2024 and a tsunami warning was issued. After a headcount and safety check in, District staff responded immediately to ensure ongoing service to our ratepayers. SCADA data was reviewed to determine if there were any major leaks or other detectable problems, while field staff made physical inspections to determine if there was any damage that needed to be repaired.

Electrical power to Pine Hill, Humboldt Hill, King Salmon and Fields Landing was interrupted for about four hours. Portable generators were deployed to maintain service at critical sites like lift stations and booster stations as necessary. Some of this work required staff to work within the tsunami hazard zone. Extra care was taken to ensure the safety of District staff while maintaining services for the public.

Upcoming Trainings

The State of California requires the following trainings be taken by elected officials every two years:

1. CA Local Agency Ethic (AB1234) – This is the Brown Act course.
2. Anti-Harassment Training for Supervisors & Managers (SB1343/AB1825).
3. Workplace Violence (SB 553).

During the January 10, 2023 Board meeting, the Board voted to require Board members to take the following trainings every two years:

1. Diversity Equity and Inclusion: Skills for Managers.
2. Diversity, Equity, and Inclusion: Skills for Employees.
3. Smart Management: Equal Employment Opportunity and Diversity for Managers.
4. Water Industry Workplace Diversity.

Please expect an email from Board Secretary Rob Christensen assigning these training courses through Target Solutions.

Mailing: Post Office Box 158 • Cullen, CA 95534 • tel (707) 443-4558 • fax (707) 443-1490
Physical Address: 5055 Walnut Drive, Eureka, CA 95503

Accounts Payable

Checks by Date - Detail by Check Date

User: FM
 Printed: 12/5/2024 3:18 PM

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

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57592	UB*02216	JIMMIE BROOKS	11/08/2024	
		Refund Check		4.65
		Refund Check		48.79
		Refund Check		29.42
		Refund Check		22.76
Total for Check Number 57592:				105.62
57593	UB*02215	DAVID CALDWELL	11/08/2024	
		Refund Check		2.71
		Refund Check		4.31
		Refund Check		3.34
Total for Check Number 57593:				10.36
57594	A160	ACWA-JPIA	11/08/2024	
	0704435	aMedical Plan - Employees Coverage Period 12/		49,969.28
	0704435	bDental Plan - Employees Coverage Period 12/1		1,374.56
	0704435	cVision Plan - Employees Coverage Period 12/1-		343.86
	0704435	dLife/AD&D Plan - Employees Coverage Period		343.21
	0704435	eMedical Plan - Board Members Coverage Peric		10,745.23
	0704435	fDental Plan - Board Members Coverage Period		342.64
	0704435	gVision Plan - Board Members Coverage Period		62.52
	0704435	hLife/AD&D Plan -Board Members Coverage P		27.47
	0704435	mCOBRA - Dental Coverage Period 12/1-31/20		98.92
	0704435	nCOBRA - Vision Coverage Period 12/1-31/202		31.26
	0704435	EAP Plan - Employees Coverage Period 12/1-31.		62.00
	0704435	EAP Plan -Board Members Coverage Period 12/		12.40
	0704435	ICOBRA - Medical Coverage Period 12/1-31/20.		2,830.89
	0704435	iMedical Plan -Retired Members Coverage Perio		25,201.91
	0704435	jDental Plan - Retired Members Coverage Perioc		1,406.48
	0704435	kVision Plan - Retired Members Coverage Perio		390.75
Total for Check Number 57594:				93,243.38
57595	A210	Petrusha Enterprises Inc.	11/08/2024	
	702677	RidgwdPump Cell Alarm Coms Credit		-23.00
	702677	RdgwdPump Comml Monitoring Credit		-42.17
	702677	RdgwdPump KeypadMobile Access Credit		-7.67
	712236	Open/Close Reporting		45.00
	712236	AES Comml Fire Alarm Comms		120.00
	712236	Commercial Fire Monitoring		100.50
Total for Check Number 57595:				192.66
57596	A790 17108378	Automation Direct Spruce Point Welll VFD	11/08/2024	
Total for Check Number 57596:				3,132.29

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57597	C180	Canon Solutions America Inc.	11/08/2024	
	6009668352	Constr Black Copies XLN04212- 459		5.31
	6009668352	UseTaxRecoveryFee/ConstrCopier		1.23
	6009668352	Constr Color Copies XLN04212- 277		26.62
Total for Check Number 57597:				33.16
57598	C410	City of Eureka: SW	11/08/2024	
	102024	Humboldt Hill 21%		35,380.80
	102024	General 79%		133,099.20
Total for Check Number 57598:				168,480.00
57599	C530	Franchise Tax Board	11/08/2024	
		Garnishment for Chris Davenport Account #626: PR Batch 00001.11.2024 Garr		331.82
Total for Check Number 57599:				331.82
57600	E485	Cooney Parris and Rieke Corp	11/08/2024	
	169838/3	Cordextn 16/3 SJTW 40' GR		18.31
	169940/3	RVT AL 1/8"x1/8" 100pk		8.61
	169971/3	Cobalt Drill Bit		16.36
	170054/3	Punch Center/Drill Bit/Nut Driver Set/Bolts/Was		130.59
	170203/3	HX Bolts USS Z		18.31
	170381/3	Cable Ties/Barrel Bolt 3"		17.22
	170386/3	Flapper for Shop Bathroom Toilet		15.06
	170409/3	Hardware Screws Various		2.44
	17041/3	Bungee Cord/ Hose Flexogen / Garden Kneeler		51.90
	170441/3	Bolt Eye with Nut Various/Turnbkl/Wire Galv 20		28.82
	170756/3	Blow GN With Rubber Tip/ I-M Plug 24pk		24.76
	170932/3	ROD HR STL Plain 5/16x48"		9.26
	171197/3	Gutter Elbow/Clip/Exterior Hook/Blade/Acetone/		117.93
	171203/3	Storage Tote 27G		71.05
	171233/3	BST TRMBRSH 2 ANG/ Strip Furring		31.54
	171235/3	LED DM PAR38 E26 250W DL		38.78
	171269/3	Storage Tote 27G		71.05
	171310/3	Galvanizing Comp/Bolt Eye/Wire Rope Clip/Tu		54.46
	171339/3	Ziploc Bag/Freezer Bag/Utility Blades/Wrap it u		61.33
	171367/3	Clamp Full Box		38.68
	20241031	Discount Earned October		-0.89
	20241031	Discount Earned October		-3.60
	20241031	Discount Earned October		-7.10
	20241031	Discount Earned October		-18.38
Total for Check Number 57600:				796.49
57601	E650	Eureka Ready Mix	11/08/2024	
	98309	Base Rock Donna Dr Temp Tank.		870.08
	98396	Base Rock Donna Dr Temp Tank		2,175.20
	98431	Base Rock Donna Dr Temp Tank		870.08
	98458	Base Rock Donna Dr Temp Tank.		2,175.20
	98648	Base Rock Donna Temp Tank.		435.04
	98794	Base Rock Donna Temp Tank.		1,305.12
	98951	Base Rock Donna Temp Tank.		1,305.12
Total for Check Number 57601:				9,135.84
57602	E890	Express Employment Professionals	11/08/2024	
	31500396	Temporary Personnel - Mainteance PPE 10/27/21		1,205.83
	31500396	Temporary Personnel - AMR Project		1,205.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57602:	2,411.65
57603	G310 380-0060195 380-0060335	GHD Inc. Hoover St Lift Station Flood Protection Project Grant Writing Assistance - Generator Project	11/08/2024	3,740.48 1,369.88
			Total for Check Number 57603:	5,110.36
57604	H010 10312024 S014025158.002 S014034152.001 S014043620.001 S014067574.001 S014067802.001 S014081748.001	Keenan Supply Discount Earned October AYM 1" Female Flare X MIP Adapter Sewer Saddle/ SS1 7.46x16 SS Repair Clamp Full Circle Redi-Clamp Buna-N Gasket Brass Ball Stop/Angle Meter Ball/Pipe Various/F Water Meter Gasket Various Sewer Lid/Water Concrete Lid/MIPXCTS Mac-I	11/08/2024	-113.59 134.07 822.63 292.73 3,156.74 150.90 1,647.88
			Total for Check Number 57604:	6,091.36
57605	H210 658854	Hensell Materials 5gal Jet-Set	11/08/2024	88.93
			Total for Check Number 57605:	88.93
57606	H410 20241031 24649000	Humboldt Bay Municipal Water D PF-2 Reconciliation Credit from FY 2023-24 Water Purchased October	11/08/2024	-179.56 96,715.99
			Total for Check Number 57606:	96,536.43
57607	M230 M270783	Mendes Supply Co PSCQcarbacticide 30gal/DrumDep	11/08/2024	941.94
			Total for Check Number 57607:	941.94
57608	M450 522486178 522533237 522577319 522620735	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	11/08/2024	234.93 401.89 234.93 398.50
			Total for Check Number 57608:	1,270.25
57609	N560 097841	Norman Wright Pine Hill Sewer Pump	11/08/2024	36,915.15
			Total for Check Number 57609:	36,915.15
57610	O460 1024-31	OConner & Company Progress Billing Through October	11/08/2024	615.00
			Total for Check Number 57610:	615.00
57611	P006 10312024 10312024 289961907 289961910	PACE Supply Corp. Discount Earned October Discount Earned October New 2" meter to replace broken meter at 2425 H New 2" meter to replace broken meter at 2425 H	11/08/2024	-2.31 -19.17 958.61 115.44
			Total for Check Number 57611:	1,052.57

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57612	P190	Pacific Paper Co	11/08/2024	
	223523	Shipping Tags/Rubber Bands/Pencils		128.51
	223923	2025 Calendars		266.94
	224136	D-Ring Binders		64.11
	224316	Copy Paper		102.67
Total for Check Number 57612:				562.23
57613	P430	Pierson Building Center	11/08/2024	
	20241031	Discount Earned October		-1.45
	20241031	Discount Earned October		-1.00
	20241031	Discount Earned October		-39.15
	20241031	Discount Earned October		-7.71
	219640	2x4x12 Lumber		7.60
	220146	8x18 Alum Sheet/ Choc.Brown Spray		18.55
	220871	Plastic Bucket/Torch BLD/Blades/Carbide Hamr		131.01
	221120	Fiberglass Tape		25.12
	221542	Marking Paint Orange 17oz		17.46
	221659	2x4x12 Lumber / 2x4x8 Lumber		26.97
	223635	Tray/Brass Elbow/Brass Nipple/Toilet Flapper/B		45.38
	224015	Junction Box/PVC ELL/ Couduit Various/PVC		101.10
	224155	WH SC INT 10x3 1lb/HX SCR 10x1.25 1lb		25.87
	224164	FNY DISC 10pk/RECIP 9in Blade/Metal Grind		97.17
	224221	Conduit Various/Adapter/PVC ELL/9in Flush Ct		53.52
	224621	PVC 90deg ELL 1in Belled		2.28
	224991	Pro Trim/Caulk Clear/Attic Louver/Window Doc		162.14
	225020	2x6x12 #2 Lumber for Unit 14 Side Rails		11.01
	225356	CK EXT S/GLS Ultra White Gal		58.54
	225585	Conduit SCH40 Various		69.89
	225852	6-Strand Line/ E&E TB/ H&E TB/ SS EYE WN.		73.06
Total for Check Number 57613:				877.36
57614	P557	Rexel USA Inc.	11/08/2024	
	5058227	Pine Hill Panel Legs		814.98
	5Q57355	PVC Elbow/Adapters Various/PVC Conduit Vari		182.04
Total for Check Number 57614:				997.02
57615	P785	Powell Landscape Materials	11/08/2024	
	4349A	Concrete for sidewalk repair 1640 John Hill Rd.		266.57
Total for Check Number 57615:				266.57
57616	R250	Recology Humboldt County	11/08/2024	
	33100371	Garbage Service - October		612.65
Total for Check Number 57616:				612.65
57617	T810	Tony Gosselin Tire Service	11/08/2024	
	125403	Unit #20 tire repair/replace.		1,030.94
Total for Check Number 57617:				1,030.94
57618	U410	United Way of Humboldt	11/08/2024	
		PR Batch 00001.11.2024 UNITED WAY	PR Batch 00001.11.2024 UNI	1.62
		PR Batch 00001.11.2024 UNITED WAY	PR Batch 00001.11.2024 UNI	1.25
		PR Batch 00001.11.2024 UNITED WAY	PR Batch 00001.11.2024 UNI	1.13
Total for Check Number 57618:				4.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57619	V700 INV 24-836408 INV 24-844248	Valley Pacific Petroleum Services Inc Fuel Fuel	11/08/2024	2,606.64 3,652.87
Total for Check Number 57619:				6,259.51
57620	W570 377733	Western Chain Saw Guide Bar G 40cm	11/08/2024	262.19
Total for Check Number 57620:				262.19
Total for 11/8/2024:				437,367.73
57621	A610 3169815091	Amerigas - Arcata Fields Landing Generator Propane	11/18/2024	463.31
Total for Check Number 57621:				463.31
57622	C036	Corporate Payment Systems	11/18/2024	
	240113442880000	MM/DRI Crash Plan		29.97
	240113443040000	DT/AmericanAdiupply: Unit # 4, 9, 17, 20 UHI		509.87
	240133942890032	WP/Hannay Reels: Unit #20 repair.		121.50
	241164143097143	TW/OWP: Water Distribution Operator Course		203.25
	242042942830010	MM/Microsoft		30.00
	242042943060019	DT/eBay: Hand Radio Belt Clips		27.35
	242042943100016	16x Bust Anchors for Donna Seismic Anchoring		1,293.00
	242042943100016	16x Rods for Donna Seismic Anchoring		1,163.70
	242316842941251	TW/Safeway: Halloween Candy for Ratepayers		65.06
	242316843011319	DT/Chefstore: Employee BBQ		244.50
	242316843061370	DT/Chefstore: Employee BBQ		43.13
	244273343057402	DT/ Murphy's: Employee BBQ		20.03
	244309942891202	MM/Microsoft		100.00
	244310642980792	DT/Shafters Ace: South Bay Well parts		26.20
	246921642821022	TW/Craigslist: Surplus Vehicle Advertisement 16		5.00
	246921642831030	TW/Craigslist: Surplus Vehicle Advertisement 16		5.00
	246921642851049	TW/Craigslist: Utility Worker 1 - Craigslist Adv		40.00
	246921642921008	DT/Carbonyte System: Allard Vault Lid Coating		213.46
	246921642951014	MM/Amazon: Office calendars from Amamazon		265.41
	246921643031080	TW/Craigslist: Surplus Vehicle Ad 10/28, VanE3		5.00
	246921643031080	TW/Craigslist: Surplus Vehicle Ad 10/28, VanE3		5.00
	246921643031080	TW/Craigslist: Surplus Vehicle Ad 10/28, VanE3		5.00
	246921643031080	TW/Craigslist: Surplus Vehicle Ad 10/28, VanE3		5.00
	248019742861167	TW/CEWE: Course Electronic Instrurmentation C		350.00
Total for Check Number 57622:				4,776.43
57623	C180 6009776875 6009776875 6009776875	Canon Solutions America Inc. Office/Color Copies WXD03492- 3975 UseTaxRecoveryFee/OfficeCopier Office/Black Copies WXD03492- 2940	11/18/2024	330.93 14.30 38.05
Total for Check Number 57623:				383.28
57624	C430 10312024	City of Eureka: WA Water Purchased - October 2024	11/18/2024	60,968.00
Total for Check Number 57624:				60,968.00
57625	C450 INV06802	City of Eureka: Water Test Microbiological Testing - October	11/18/2024	595.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57625:	595.00
57626	E558	NAPA Auto Parts of Eureka	11/18/2024	
	422375	16In 6P SKT		13.10
	422900	Unit #18 2.5 Blue Def		37.12
	425280	32 Premium Bug Wash		6.54
	425281	32 Premium Bug Wash		32.72
	425337	Copper Antiseize		37.12
			Total for Check Number 57626:	126.60
57627	E890	Express Employment Professionals	11/18/2024	
	31573827	Temporary Personnel - Maintenance PPE 11/10/24		1,665.60
			Total for Check Number 57627:	1,665.60
57628	I300	Independent Business Forms Inc	11/18/2024	
	43564	Red Door Hangers		332.02
			Total for Check Number 57628:	332.02
57629	I401	Industrial Electric Arcata Inc	11/18/2024	
	IN51864	Panels and controls batterys charger everthing to		1,299.83
	IN51864	Panels and controls batterys charger everthing to		1,299.83
	IN51864	Panels and controls batterys charger everthing to		1,299.83
	IN51864	Panels and controls batterys charger everthing to		439.65
	IN51864	Panels and controls batterys charger everthing to		865.83
	IN51864	Panels and controls batterys charger everthing to		865.83
	IN51864	Panels and controls batterys charger everthing to		865.83
	IN51864	Panels and controls batterys charger everthing to		1,299.83
			Total for Check Number 57629:	8,236.46
57630	I525	Infosend	11/18/2024	
	274172	UB/Process and Mail/Bills - October		5,057.55
			Total for Check Number 57630:	5,057.55
57631	J700	John's Auto Electric	11/18/2024	
	081314	Repaired Unit 6 Compressor		344.80
	081320	Trailer Plug on Unit 6 and 15 Repaired		538.41
			Total for Check Number 57631:	883.21
57632	J800	Johnson's Mobile Rentals LLC	11/18/2024	
	189895	Temp fencing 12x6 Ridgewood Tank.		297.39
			Total for Check Number 57632:	297.39
57633	M560	The Mitchell Law Firm LLP	11/18/2024	
	5678	Legal Services - October 2024		128.00
			Total for Check Number 57633:	128.00
57634	N050	North Coast Journal	11/18/2024	
	2024-133572	Utility Worker I/II Help Wanted Publish Date 10/17/24, 10/24		197.00
	2024-133769	Summary of Proposed Ordinance 2024-02 Publis		252.00
	2024ci-6422	Surplus Vehicle Sales Published 10/17/24, 10/24		216.00
			Total for Check Number 57634:	665.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57635	S495 62132	Shred Aware PickUp/Shredding/64GalBin/27"S	11/18/2024	120.93
Total for Check Number 57635:				120.93
57636	U730 INV00519574 INV00526544 INV00529520 INV00531366	USA Bluebook LMI Repair Kit RPM-939 Companion Flange 4" NPT Thread Cast Iron Valves and Parts for Truesdale Pump Replaceme SS Cable Ties 11"	11/18/2024	415.92 74.99 424.70 116.00
Total for Check Number 57636:				1,031.61
57637	W020 99478	W N Tetrault Co. Inc. Tires Unit # 3	11/18/2024	1,048.58
Total for Check Number 57637:				1,048.58
57638	W208 1067	Watt's Cleaning Services Office cleaning October	11/18/2024	950.00
Total for Check Number 57638:				950.00
Total for 11/18/2024:				87,728.97
Report Total (47 checks):				525,096.70

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

October 2024

	Budgeted 2024-25	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	6,115,000	513,668	2,124,819	2,038,333	86,486	4.2	
Sewer Service Charges	8,315,000	682,854	2,669,166	2,771,667	(102,501)	(3.7)	
Water & Sewer Construction Fees	66,000	100	11,190	22,000	(10,810)	(49.1)	1
Account Fees	75,000	11,781	43,285	25,000	18,285	73.1	
Inspection Fees	700	-	464	233	231	98.9	1
Reimbursable Maintenance Fees	1,600	25	25	533	(508)	(95.3)	1
Miscellaneous	2,000	84	398	667	(269)	(40.4)	1
TOTAL OPERATING REVENUE	14,575,300	1,208,513	4,849,319	4,858,433	(9,114)	(0.2)	
NON-OPERATING REVENUE							
Capital Connection Fees	285,000	16,623	47,114	95,000	(47,886)	(50.4)	1
Interest/General	80,000	34,891	144,882	26,667	118,215	443.3	2
Discounts Earned	1,750	171	507	583	(77)	(13.2)	1
Sales: Fixed Assets/Scrap Metal	2,000	(286)	(1,510)	667	(2,177)	(326.5)	1
Bad Debt Recovery	3,000	-	50	1,000	(950)	(95.0)	1
Property Taxes & Assessments	450,000	-	-	150,000	(150,000)	(100.0)	1
TOTAL NON-OPERATING REVENUE	821,750	51,399	191,042	273,917	(82,874)	(30.3)	1
TOTAL DISTRICT REVENUE	15,397,050	1,259,912	5,040,362	5,132,350	(91,988)	(1.8)	
OPERATING EXPENSES							
Wages Direct	1,950,000	143,922	596,578	650,000	53,422	8.2	
Benefits: PERS	550,000	18,679	396,090	183,333	(212,757)	(116.0)	3
State Unemploy Ins	-	-	-	-	-	-	
Group Ins	1,265,000	93,140	371,081	421,667	50,585	12.0	
Workers Comp Ins	31,000	-	-	10,333	10,333	100.0	
FICA/Medicare	141,000	11,105	46,291	47,000	709	1.5	
Misc Benefits	640	60	(600)	213	813	381.3	
Total Wages and Benefits	3,937,640	266,905	1,409,441	1,312,547	(96,894)	(7.4)	
Less: wages & ben charged to Capital Proj.	(300,000)	(45,060)	(119,805)	(100,000)	19,805	(19.8)	
Total Operating Wages and benefits	3,637,640	221,845	1,289,636	1,212,547	(77,089)		
Water Purchase HBMWD	1,175,000	96,536	382,965	391,667	8,702	2.2	
Water Purchase Eureka	850,000	60,968	247,347	283,333	35,986	12.7	
Sewage Treatment Operations & Maint.	1,900,000	168,480	673,920	633,333	(40,587)	(6.4)	
Water/Sewer Analysis	10,000	700	2,641	3,333	692	20.8	
Supplies/ Construction	160,000	8,021	43,491	53,333	9,842	18.5	
Supplies/ Office-Administration	15,000	1,047	5,154	5,000	(154)	(3.1)	
Supplies/ Engineering	1,500	-	574	500	(74)	(14.8)	4
Supplies/ Maintenance	110,000	3,347	28,795	36,667	7,872	21.5	
Invoicing	60,000	5,493	22,911	20,000	(2,911)	(14.6)	5
Temporary Labor	44,500	4,923	26,472	14,833	(11,638)	(78.5)	6
Repairs & Maintenance/Trucks	63,000	3,156	17,298	21,000	3,702	17.6	
Equipment Rental	2,000	-	-	667	667	100.0	
Building & Grounds Maintenance	30,000	1,978	15,897	10,000	(5,897)	(59.0)	7
Electrical Power	500,000	30,429	149,642	166,667	17,025	10.2	
Street Lights	105,000	6,408	25,681	35,000	9,319	26.6	
Telephone	16,000	2,704	6,267	5,333	(934)	(17.5)	8
Postage	850	1	2,501	283	(2,217)	(782.6)	9
Freight	1,000	-	362	333	(29)	(8.6)	
Chemicals	12,000	942	4,271	4,000	(271)	(6.8)	
Liability Insurance	100,500	-	47,225	33,500	(13,725)	(41.0)	10
Legal	70,000	830	2,765	23,333	20,568	88.2	
Accounting	15,000	615	18,604	5,000	(13,604)	(272.1)	11

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

October 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Engineering	1,000	-	939	333	(606)	(181.8)	18
Other Professional Services	93,000	1,370	7,188	31,000	23,812	76.8	
Bank Service Charges	15,000	1,490	6,208	5,000	(1,208)	(24.2)	12
Transportation	75,000	6,260	24,414	25,000	586	2.3	
Office Equip. Maintenance	4,300	416	2,663	1,433	(1,230)	(85.8)	13
Computer Software Maintenance	39,500	160	30,136	13,167	(16,969)	(128.9)	14
Memberships & Subscriptions	31,000	-	23,658	10,333	(13,325)	(128.9)	15
Bad Debts & Minimum Balance Writeoff	32,000	-	(4)	10,667	10,671	100.0	
Conference & Continuing Ed	28,000	573	1,365	9,333	7,969	85.4	
Certifications	5,500	140	2,916	1,833	(1,083)	(59.1)	16
State/County & LAFCO Fees and Charges	57,500	-	-	19,167	19,167	100.0	
Hydraulic Water Model Maintenance	2,000	-	-	667	667	100.0	
Elections Expense	20,000	-	-	6,667	6,667	100.0	
Human Resources	25,500	707	2,857	8,500	5,643	66.4	
Miscellaneous	10,000	84	54	3,333	3,279	98.4	
Director's Fees	16,000	1,400	4,500	5,333	833	15.6	
TOTAL OPERATING EXPENSES	9,334,290	631,023	3,121,313	3,111,430	(9,883)	(0.3)	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	-	-	-	-	-	-	
2012 CIP & Refi.	177,600	-	88,800	59,200	(29,600)	(50.0)	17
Davis-Grunsky Loan	6,050	-	-	2,017	2,017	100.0	17
VacCon Truck Loan	117,441	-	117,441	39,147	(78,294)	(200.0)	17
2014 Wastewater Revenue Bonds	486,575	125,788	125,788	162,192	36,404	22.4	17
TOTAL LONG TERM DEBT PAYMENTS	787,666	125,788	332,028	262,555	(69,473)	(26.5)	
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	129,500	542	31,321	43,167	11,846	27.4	
Building, Yard & Paving Improvements	395,000	1,047	39,219	131,667	92,448	70.2	
Capital Improvements Water	2,105,700	28,539	338,321	701,900	363,579	51.8	
Capital Improvements Sewer	2,096,500	187,006	352,926	698,833	345,907	49.5	
TOTAL CAPITAL EXPENDITURES	4,726,700	217,134	761,787	1,575,567	813,780	51.6	
OTHER							
City of Eureka Projects:							
Treatment Plant	698,000	-	-	232,667	232,667	100.0	
TOTAL City of Eureka Projects	698,000	-	-	232,667	232,667	100.0	
Interfund Transfers In	-	-	-				
Interfund Transfers Out	-	-	-				
BUDGET SURPLUS (DEFICIT)	(149,606)	285,968	825,234	(49,869)	875,103	1,754.8	

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

October 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE & EXPENSES						
TOTAL OPERATING REVENUE	14,575,300	1,208,513	4,849,319	4,858,433	(9,114)	(0.2)
TOTAL OPERATING EXPENSES	(9,334,290)	(631,023)	(3,121,313)	(3,111,430)	(9,883)	(0.3)
NET SURPLUS/(DEFICIT) FROM OPERATIONS	5,241,010	577,490	1,728,007	1,747,003	(18,996)	(1.1)
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	821,750	51,399	191,042	273,917	(82,874)	(30.3)
TOTAL LONG TERM DEBT SERVICE	(787,666)	(125,788)	(332,028)	(262,555)	(69,473)	(26.5)
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	5,275,094	503,101	1,587,021	1,758,365	(32,398)	(1.8)
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(4,726,700)	(217,134)	(761,787)	(1,575,567)	813,780	51.6
CITY of EUREKA PROJECT REIMBURSEMENT	(698,000)	-	-	(232,667)	232,667	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(149,606)</u>	<u>285,968</u>	<u>825,234</u>	<u>(49,869)</u>	<u>875,103</u>	<u>1,754.8</u>

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

October 2024

	Budgeted 2024-25	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	6,115,000	513,668	2,124,819	2,038,333	86,486	4.2
Water Construction Fees	45,000	57	6,331	15,000	(8,669)	(57.8)
Account Fees	40,000	6,715	24,673	13,333	11,339	85.0
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	1,400	14	14	467	(452)	(96.9)
Miscellaneous	1,000	48	96	333	(238)	(71.3)
TOTAL OPERATING REVENUE	6,202,400	520,503	2,155,933	2,067,467	88,466	4.3
NON-OPERATING REVENUE						
Water Capital Connection Fees	190,000	-	16,792	63,333	(46,541)	(73.5)
Interest/General	40,000	17,445	72,441	13,333	59,107	443.3
Discounts Earned	1,000	98	289	333	(45)	(13.4)
Sales:Fixed Assets/Scrap Metal	1,000	(861)	(861)	333	(1,194)	(358.2)
Bad Debt Recovery	2,000	-	29	667	(638)	(95.7)
FW/MR Assessment	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	234,000	16,682	88,689	78,000	10,689	13.7
TOTAL DISTRICT REVENUE	6,436,400	537,185	2,244,622	2,145,467	99,155	4.6
OPERATING EXPENSES						
Wages Direct	905,000	74,594	292,246	301,667	9,421	3.1
Wages & Benefits: Allocated	742,820	37,454	315,137	247,607	(67,531)	(27.3)
Benefits: PERS	130,000	9,942	36,735	43,333	6,598	15.2
Group Ins	360,000	31,222	119,175	120,000	825	0.7
Workers Comp Ins	17,000	-	-	5,667	5,667	100.0
FICA/Medicare	65,000	5,700	22,331	21,667	(664)	(3.1)
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,219,820	158,911	785,625	739,940	(45,685)	(6.2)
Less: wages & ben charged to Capital Proj.	(185,000)	(21,308)	(55,125)	(61,667)	(6,542)	10.6
Total Operating Wages and benefits	2,034,820	137,603	730,500	678,273	(52,226)	(7.7)
Water Purchase HBMWD	1,175,000	96,536	382,965	391,667	8,702	2.2
Water Purchase Eureka	850,000	60,968	247,347	283,333	35,986	12.7
Water Analysis	10,000	700	2,641	3,333	692	20.8
Supplies/ Construction	120,000	6,296	30,262	40,000	9,738	24.3
Supplies/Office-Administration	4,500	528	2,082	1,500	(582)	(38.8)
Supplies/ Engineering	500	-	327	167	(161)	(96.4)
Supplies/ Maintenance	52,500	1,541	14,367	17,500	3,133	17.9
Temporary Labor	22,250	2,806	15,089	7,417	(7,672)	(103.4)
Repairs & Maintenance/Trucks	35,000	1,670	7,863	11,667	3,804	32.6
Equipment Rental	1,000	(841)	-	333	333	100.0
Building & Grounds Maintenance	4,500	439	2,899	1,500	(1,399)	(93.3)
Electrical Power	280,000	20,057	97,454	93,333	(4,120)	(4.4)
Telephone	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Freight	500	-	48	167	119	71.3
Chemicals	12,000	942	4,271	4,000	(271)	(6.8)
Liability Insurance	-	-	2,211	-	(2,211)	-
Legal Services	-	123	123	-	(123)	-
Engineering	-	(492)	535	-	(535)	-
Other Professional Services	25,000	-	-	8,333	8,333	100.0
Transportation	43,000	3,568	13,916	14,333	417	2.9
Office Equip. Maintenance	600	-	89	200	111	55.6
Computer Software Maintenance	21,000	-	16,084	7,000	(9,084)	(129.8)
Memberships & Subscriptions	1,500	-	1,746	500	(1,246)	(249.2)
Bad Debts & Minimum Balance Writeoff	10,000	-	(2)	3,333	3,336	100.1
Conference & Continuing Ed	10,000	327	821	3,333	2,513	75.4
Certifications	2,500	140	946	833	(113)	(13.5)
State/County & LAFCO Fees and Charges	30,000	-	-	10,000	10,000	100.0

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

October 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Hydraulic Water Model Maintenance	2,000	-	-	667	667	100.0
Human Resources	2,500	115	298	833	536	64.3
Miscellaneous	1,000	37	43	333	291	87.2
General & Admin Expense Allocation	295,300	11,434	91,748	98,433	6,686	6.8
TOTAL OPERATING EXPENSES	5,046,970	344,497	1,666,671	1,682,323	15,652	0.9
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	-	-	-	-	-	-
2012 CIP & Refi.	-	-	-	-	-	-
Davis-Grunsky Loan	6,050	-	-	2,017	2,017	100.0
TOTAL LONG TERM DEBT PAYMENTS	6,050	-	-	2,017	2,017	100.0
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	2,105,700	47,137	356,846	701,900	345,054	49.2
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	2,105,700	47,137	356,846	701,900	345,054	49.2
INTERFUND TRANSFERS IN	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(722,320)	145,551	221,105	(240,773)	461,879	191.8

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

October 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Sewer Service Charges	8,315,000	682,854	2,669,166	2,771,667	(102,501)	(3.7)
Sewer Construction Fees	21,000	43	4,859	7,000	(2,141)	(30.6)
Account Fees	35,000	5,066	18,613	11,667	6,946	59.5
Inspection Fees	700	-	464	233	231	98.9
Reimbursable Maintenance Fees	200	11	11	67	(56)	(83.9)
Miscellaneous	1,000	36	72	333	(261)	(78.3)
TOTAL OPERATING REVENUE	8,372,900	688,010	2,693,157	2,790,967	(97,810)	(3.5)
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	95,000	16,623	30,322	31,667	(1,344)	(4.2)
Interest/General	40,000	17,445	72,441	13,333	59,107	443.3
Discounts Earned	750	74	218	250	(32)	(12.9)
Sales:Fixed Assets/Scrap Metal	1,000	(649)	(649)	333	(983)	(294.8)
Bad Debt Recovery	1,000	-	22	333	(312)	(93.6)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	137,750	33,493	102,353	45,917	56,436	122.9
TOTAL DISTRICT REVENUE	8,510,650	721,503	2,795,510	2,836,883	(41,373)	(1.5)
OPERATING EXPENSES						
Wages Direct	565,000	43,117	180,897	188,333	7,437	3.9
Wages & Benefits: Allocated	742,820	37,454	315,137	247,607	(67,531)	(27.3)
Benefits: PERS	70,000	4,973	21,822	23,333	1,511	6.5
Group Ins	240,000	16,078	73,574	80,000	6,426	8.0
Workers Comp Ins	9,000	-	-	3,000	3,000	100.0
FICA/Medicare	41,000	3,294	13,820	13,667	(153)	(1.1)
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,667,820	104,916	605,250	555,940	(49,310)	(8.9)
Less: wages & ben charged to Capital Proj.	(65,000)	(20,674)	(46,114)	(21,667)	24,447	(112.8)
Total Operating Wages and benefits	1,602,820	84,242	559,136	534,273	(24,863)	(4.7)
Sewage Treatment: Operating & Maint.	1,900,000	168,480	673,920	633,333	(40,587)	(6.4)
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,000	1,725	13,229	13,333	104	0.8
Supplies/ Office-Administration	4,500	398	1,571	1,500	(71)	(4.7)
Supplies/ Engineering	500	-	247	167	(80)	(48.2)
Supplies/ Maintenance	52,500	1,806	14,427	17,500	3,073	17.6
Temporary Labor	22,250	2,117	11,383	7,417	(3,966)	(53.5)
Repairs & Maintenance/Trucks	28,000	1,260	9,435	9,333	(102)	(1.1)
Equipment Rental	1,000	(634)	-	333	333	100.0
Building & Grounds Maintenance	2,500	331	2,187	833	(1,353)	(162.4)
Electrical Power	110,000	4,020	24,334	36,667	12,332	33.6
Telephone	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Freight	250	-	314	83	(231)	(277.1)
Liability Insurance	-	-	1,668	-	(1,668)	-
Legal	-	93	93	-	(93)	-
Engineering	-	(372)	404	-	(404)	-
Other Professional Services	28,000	-	-	9,333	9,333	100.0
Transportation	32,000	2,692	10,498	10,667	169	1.6
Office Equip. Maintenance	200	-	67	67	(0)	(0.5)

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

October 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Computer Software Maintenance	15,000	-	12,133	5,000	(7,133)	(142.7)
Memberships & Subscriptions	1,500	-	1,317	500	(817)	(163.4)
Bad Debts & Minimum Balance Writeoff	22,000	-	-	7,333	7,333	100.0
Conference & Continuing Ed	10,000	246	544	3,333	2,790	83.7
Certifications	2,500	-	50	833	783	94.0
State/County & LAFCO Fees and Charges	7,500	-	-	2,500	2,500	100.0
Human Resources	2,500	87	224	833	609	73.1
Miscellaneous	1,500	28	30	500	470	93.9
General & Admin Expense Allocation	295,300	11,434	91,748	98,433	6,686	6.8
TOTAL OPERATING EXPENSES	4,182,320	277,954	1,428,961	1,394,107	(34,854)	(2.5)
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	486,575	125,788	125,788	162,192	36,404	22.4
2012 CIP & Refi.	177,600	-	-	59,200	59,200	100.0
VacCon Truck Loan	117,441	-	117,441	39,147	(78,294)	(200.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	781,616	125,788	243,228	260,539	17,310	6.6
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	17,500	-	15,145	5,833	(9,312)	(159.6)
Building, Yard& Paving Improvements	5,000	-	-	1,667	1,667	100.0
Capital Improvements Sewer	2,096,500	187,006	352,926	698,833	345,907	49.5
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	2,119,000	187,006	368,071	706,333	338,262	47.9
OTHER						
City of Eureka Projects:						
Treatment Plant	698,000	-	-	232,667	232,667	100.0
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	698,000	-	-	232,667	232,667	100.0
BUDGET SURPLUS (DEFICIT)	729,714	130,756	755,250	243,238	512,012	(210.5)

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

October 2024

	Budgeted 2024-25	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)	-	1,224	-	-	-	-
Miscellaneous	-	-	230	-	230	-
TOTAL OPERATING REVENUE	-	1,224	230	-	230	-
NON-OPERATING REVENUE						
Property Taxes	450,000	-	-	150,000	(150,000)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	450,000	-	-	150,000	(150,000)	(100.0)
TOTAL DISTRICT REVENUE	450,000	1,224	230	150,000	(149,770)	(99.8)
OPERATING EXPENSES						
Wages Direct	480,000	26,211	123,436	160,000	36,564	22.9
Benefits: PERS	350,000	3,763	337,533	116,667	(220,866)	(189.3)
State Unemploy Ins	-	-	-	-	-	-
Group Ins	665,000	45,840	178,332	221,667	43,334	19.5
Workers Comp Ins	5,000	-	-	1,667	1,667	100.0
FICA/Medicare	35,000	2,111	10,140	11,667	1,527	13.1
Misc Benefits	640	60	(600)	213	813	381.3
Total Wages and Benefits	1,535,640	77,986	648,841	511,880	(136,961)	(26.8)
Less: wages & ben charged to Capital Proj.	(50,000)	(3,078)	(18,566)	(16,667)	1,899	(11.4)
Less: Allocated to Water and Sewer Funds	(1,485,640)	(74,908)	(630,275)	(495,213)	135,061	(27.3)
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	121	1,501	2,000	499	24.9
Supplies/ Engineering	500	-	-	167	167	100.0
Supplies/ Maintenance	5,000	-	-	1,667	1,667	100.0
Invoicing	60,000	5,493	22,911	20,000	(2,911)	(14.6)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	-	-	-	-	-	-
Repairs & Maintenance/Trucks	-	227	-	-	-	-
Equipment Rental	-	1,475	-	-	-	-
Building & Grounds Maintenance	23,000	1,209	10,811	7,667	(3,145)	(41.0)
Electrical Power	110,000	6,352	27,854	36,667	8,813	24.0
Street Lights	105,000	6,408	25,681	35,000	9,319	26.6
Telephone	16,000	2,704	6,267	5,333	(934)	(17.5)
Postage	850	1	2,501	283	(2,217)	(782.6)
Freight	250	-	-	83	83	100.0
Liability Insurance	100,500	-	43,346	33,500	(9,846)	(29.4)
Legal Services	70,000	614	2,549	23,333	20,784	89.1
Accounting	15,000	615	18,604	5,000	(13,604)	(272.1)
Engineering	1,000	864	-	333	333	100.0
Other Professional Services	40,000	1,370	7,188	13,333	6,145	46.1
Bank Service Charges	15,000	1,490	6,208	5,000	(1,208)	(24.2)
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	3,500	416	2,508	1,167	(1,341)	(114.9)
Computer Software Maintenance	3,500	160	1,919	1,167	(752)	(64.5)
Memberships & Subscriptions	28,000	-	20,595	9,333	(11,262)	(120.7)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	8,000	-	-	2,667	2,667	100.0

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

October 2024

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Certifications	500	-	1,920	167	(1,753)	(1,052.0)
State/County & LAFCO Fees and Charges	20,000	-	-	6,667	6,667	100.0
Elections Expense	20,000	-	-	6,667	6,667	100.0
Human Resources	20,500	505	2,335	6,833	4,498	65.8
Miscellaneous	7,500	19	(21)	2,500	2,521	100.8
Director's Fees	16,000	1,400	4,500	5,333	833	15.6
General & Admin Expense Allocation	(590,600)	(22,869)	(183,495)	(196,867)	(13,371)	6.8
TOTAL OPERATING EXPENSES	105,000	8,572	25,681	35,000	9,319	26.6
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	88,800	-	(88,800)	-
New Financing	-	-	-	-	-	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	-	-	88,800	-	(88,800)	-
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	112,000	(18,056)	(2,349)	37,333	39,682	106.3
Building, Yard & Paving Improvements	390,000	1,047	39,219	130,000	90,781	69.8
Engineering & Studies	-	-	-	-	-	-
District Design Standards	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	502,000	(17,009)	36,870	167,333	130,463	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	(157,000)	9,660	(151,121)	(52,333)	(98,788)	188.8

Humboldt Community Services District

Notes

October 2024

Note 1 - Non Operating and Miscellaneous Revenue

Non-operating, Construction/Capacity Charges and Miscellaneous income occurs occasionally throughout the year, or at the very end of the fiscal year.

Note 2 - Interest Income

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

Note 3 - Benefits - PERS

CalPERS UAL Payment submitted as lump sum instead of as monthly payments. Submitting annual PERS UAL payment as lump sum instead of in monthly installements provides the District with \$10,882.04 in cost savings.

Note 4 - Supplies - Engineering

Primary source of cost over budget was for ink carttridges for Engineering Plotter. Expected expenditures for year are expected to be in line with budgeted amount.

Note 5 - Invoicing

Overage due to increase in postage rates for Invoicing, which became effective in July 2024 and was not captured in Budgeted amount. Overage is not expected to have significant impact.

Note 6 - Temporary Labor

Increased use of temporary labor during summer months when District has increased need for labor. District staff opening has also resulted in additional use of temp labor. Temp Labor costs are expected to decline in future months. Additionally, overage in temporary labor is offset by reduction in direct wage expenses.

Note 7 - Buildings and Grounds Maintenance

In addition to normal expected expenditures, purchase of new ladders for Shop was made for \$2,181 in August. Additional expenses over budget in September due to disposal of dry pit debris and increase in Garbage service costs. Total Building and grounds maintenance expenditures for the year are projected to be approximately \$10,000 over budgeted amount. Overage is not projected to have significant impact on District finances.

Note 8 - Telephone

Annual Support Plan for phone system paid in October. Normal Phone expenses for year expected to be in line with budgeted amount. The District is in the process of installing a new phone system, which will result in Phone expenses for the year being approximately \$5,000 over budgeted amount. Overage is not anticipated to have significant impact on District finances.

Note 9 - Postage

District purchased \$2,500 postage refill for District Postage meter. Such refills are infrequent, last occurring in FY 2023 and was not captured in budgeted amount. Overage compared to budget is not expected to have significant impact.

Note 10 - Liability Insurance

Liability insurance for full year paid in July. Expected amount for full year is expected to be in line with budgeted amount

Note 11 - Accounting

Additional expenses due to finalizing prior year's audits. Cost for year are expected to be above budgeted amount, however overage is not predicted to have significant impact on District finances.

Note 12 - Bank Service Charges

Large balance previously in Bank account resulted in negation of service charges. New balance since transfer of funds to CA CLASS has resulted in Bank service charges no longer being negated, resulting in additional \$550/month in bank service charges. Charges are more than offset by additional gains in interest earned. Implementation of new online payment system has also resulted in additional charges of \$250/month, but has also resulted in significantly improved system for customer online account access.

Note 13 - Office Equipment Maintenance

Cost over budget due to conversion old District server into Backup Domain controller to ensure District computer system robustness

Note 14 - Computer Software Maintenance

Maintenance/Licensing fees for computer software is paid in one annual charge in July. Total expense for year is expected to be in line with annual budgeted amount.

Note 15 - Memberships and Subscriptions

ACWA Annual membership dues paid in September. Total costs for year are projected to be within budgeted amount.

Note 16 - Certifications

Cost in July due to CPR training for all District staff. Total cost for Fiscal Year is expected to be within budgeted amount.

Note 17 - Debt Service

Loan Payments are made throughout the year. The total expenditures by the end of the year will match budget amounts.

Humboldt Community Services District

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

ENGINEERING MEMORANDUM

To: Board of Directors
From: Kush Rawal, Assistant Engineer
Date: December 5, 2024
Subject: Assistant Engineer Progress Report for December 10, 2024 Board Meeting

Monthly Maintenance Report

During the Month of November, the Operations and Maintenance Department completed 12,677 feet (2.4 miles) of trouble spot main cleaning also cleaning 456 feet of trouble spot sewer laterals. In addition to cleaning, District forces filmed 118 feet of sewer laterals. Furthermore, during the month of October, District forces mowed and performed preventative maintenance on 12 District water booster and sewer lift stations.

Lentell Tank Tree Fall

On November 19th, the District experienced a significant weather event referred to as a “Bomb Cyclone” with gusts exceeding 50 miles per hour. At 4:00 P.M. the District responded to a call from a ratepayer reporting a fallen tree at the Lentell Tank site and water flowing from the tank. District forces mobilized immediately to the site to assess the damage to the tank and the surrounding area. It was discovered the tree struck an auxiliary water line that connects to a sensor that measures tank level and reports to the SCADA system.

The leak at the tank is shown in *Figure 1*. A section of the surrounding fence was struck by the tree as shown in *Figure 2*. Overall damages to the site were relatively minimal with no critical damage to the tank or surrounding infrastructure.

District forces worked diligently and quickly to assess the situation, plug the leak, and evacuate the job site due to continued high wind conditions. Once working conditions were safe, District staff returned to complete repairs. The following day, permanent repairs to the tank were installed and the fallen tree was cut up and removed from the site. The District will make plans to repair the damaged section of fence.



Figure 1: This figure shows the tank leaking with the disconnected auxiliary water line lying to the side of the tank as result of the fallen tree



Figure 2: This figure shows the damage to the surrounding fence line from the fallen tree



Figure 3: This figure details the extent of the tree fall from the fence line to the tank

Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors

FROM: Brian McNeill, Utility Services Planner

DATE: December 6, 2024

SUBJECT: Utility Services Planner Report for December 10, 2024 Board Meeting

The California State Water Resources Control Board (SWRCB) requires urban retail water suppliers to submit annual water loss audits by January 1 of each year; the report covering the 2023 calendar year is due January 1, 2025. Water loss audits help water utilities understand how much water is being lost from their distribution system. The information in the audit helps agencies identify the scale and cost of water losses, which can help increase water supplies and reduce the cost of supplying water. The SWRCB uses the data reported by water suppliers to create an economic model that determines individual volumetric water loss standards for each supplier. The goal is to reduce water loss statewide, improve infrastructure maintenance, and reduce energy use for water treatment. The staff has completed the water loss audit covering the calendar year 2023.

The District's water loss percentage was 27% through the water loss audit. According to the EPA, the average percentage range of water loss for water agencies is between 16-20%. The two biggest contributors to our water loss percentage are actively being addressed by the District through CIP projects. One of our most significant water loss contributors is leaks within the distribution system. Our CIP project for replacing steel mains will help reduce water loss through leaks and breaks. The other biggest contributor to our water loss percentage is under registering customer water meters. Our CIP project for systematically replacing our old water meter stock will significantly reduce the District's water loss percentage.

As the year comes to a close, staff is performing the normal year end activities. Examples of these activities include; updating and reviewing District plans, providing required training to staff on District plans and policies, reviewing and preparing for required water testing in the upcoming year, and ensuring that all required backflow prevention assembly testing for the calendar year was completed.

As always, weekly bacteriological water quality samples were collected from throughout the District and all monthly required reporting to the various State agencies has been completed and submitted.

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: December 10, 2024

AGENDA ITEM: G.1

TITLE: Consideration of County of Humboldt Application for Technical Assistance Funding from State Waterboard for Feasibility Study for Extension of HCSD Potable Water Service to Lower Elk River Watershed

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss the proposed Technical Assistance Funding application with County and Regional Waterboard Staff to study the feasibility of extending HCSD potable water service to the lower Elk River Watershed.

Summary:

In 1998, the North Coast Regional Water Quality Control Board (Regional Water Board) and the U.S. Environmental Protection Agency listed the Elk River Watershed under the Clean Water Act Section 303(d) as a sediment-impaired waterbody.

Sediment discharges and sedimentation exceeded the water quality objectives for sediment, suspended material, settleable matter, and turbidity, resulting in adverse impacts on several beneficial uses, including domestic water supplies, agricultural water supplies, cold water habitat, spawning, reproduction, and early development, rare, threatened, or endangered species, and recreation. Sedimentation has also resulted in conditions of nuisance, including elevated rates of annual flooding, loss of property, loss of use of property, loss of access to property, and risk to human health and welfare.

One of the historically accessed beneficial uses of the Elk River has been domestic water supply. Considering that the river can no longer provide that to the residents that historically accessed that beneficial use, the County of Humboldt and the Regional Waterboard are considering alternatives. One alternative is to extend HCSD potable water service to the area for connection by the residents. The proposed study will determine the feasibility of such a project. A memo from the Humboldt County Deputy Director of Public Works along with a Draft Technical Assistance Application and a map of the watershed are included in this Board Packet for your review.

Fiscal Impact:

None at this time.

MEMORANDUM

December 2, 2024

To: Terrence Williams, General Manager
Humboldt Community Services District

From: Hank Seemann, Public Works Deputy-Director
Humboldt County Public Works Department, Environmental Services Division

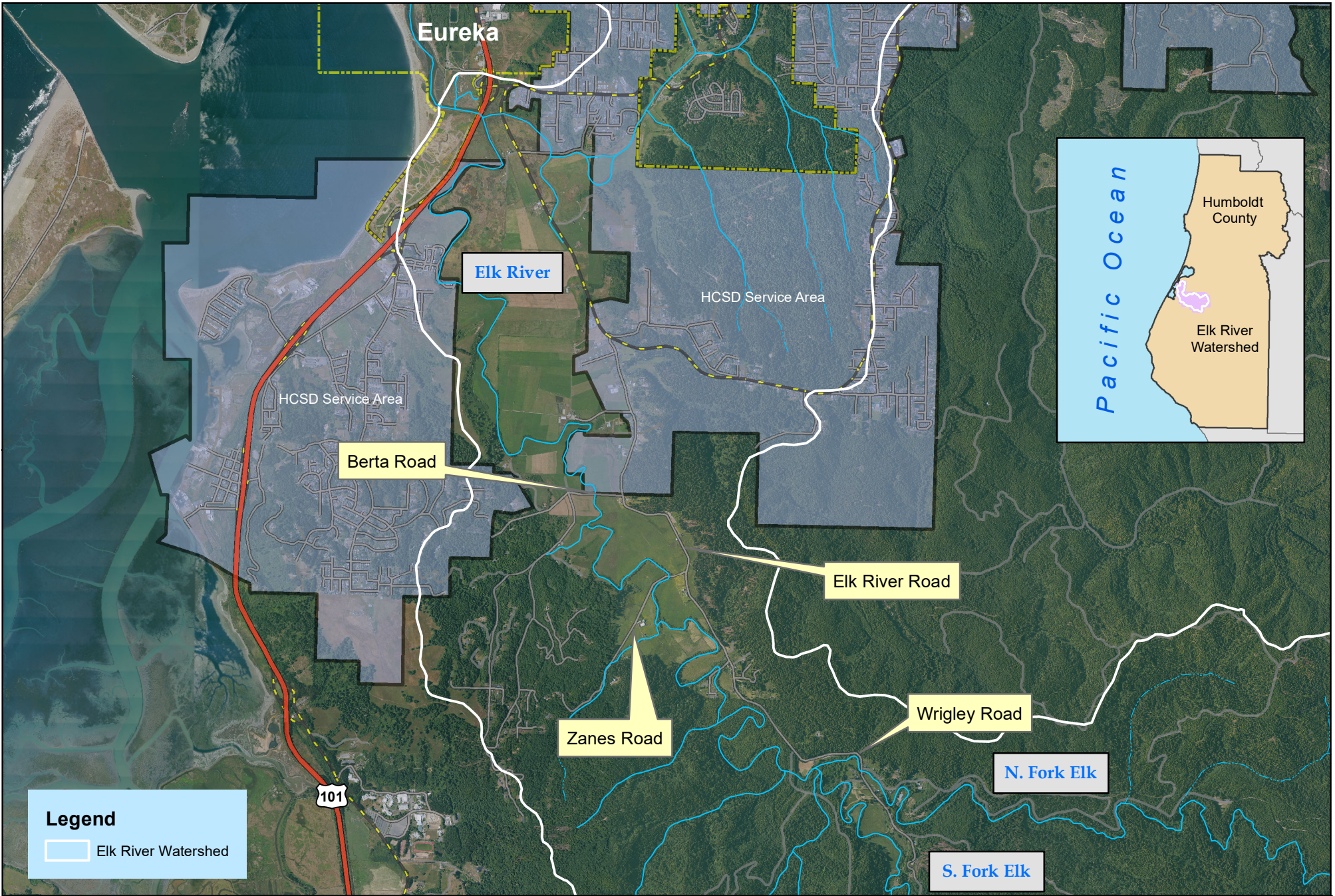
CC: Elizabeth Pope, Senior Environmental Scientist-Specialist
North Coast Regional Water Quality Control Board

Subject: State Funding for Technical Assistance to Evaluate Feasibility of Extending Water Service in the Lower Elk River Watershed

Humboldt County and the North Coast Regional Water Quality Control Board propose to submit a funding request for a feasibility study to evaluate the concept of extending municipal water into the lower Elk River watershed. If successful, funding would be provided by the Division of Financial Assistance of the State Water Resources Control Board. Funding would be provided from the Division of Financial Assistance directly to one of the consulting firms on their list of technical service providers. The results of this technical study would help inform future planning efforts, landowner engagement, and decision-making.

The draft technical assistance application form and accompanying map are attached to this memo.

Humboldt County and the North Coast Regional Water Quality Control Board are reaching out to ask if the Humboldt Community Services District supports submitting this application for technical assistance and, if there is support, whether your staff would be willing to share information with the selected consultant and review their draft work products. We would be happy to talk with your board at an upcoming meeting and address any questions.

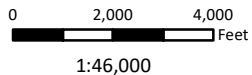


Humboldt CSD Service Area Elk River Expansion Feasibility Study

Map 1



Imagery: USDA-NAIP (2022)
 Created: November 8, 2024
 Humboldt County Public Works



Instructions: If an item is not relevant or unknown, enter "N/A" or "unknown."
Please e-mail the completed form to: DFA-TARequest@waterboards.ca.gov

Date of Submittal: _____ **Name of Requestor:** _____

A. Community, System, or School Name:

Public Water System ID No. (if applicable): _____ County: _____
Number of Service Connections: _____ Service Area Population: _____
Type of Organization: Municipal entity Private entity (Select one: nonprofit; for profit)
 Tribe School/School district/Local education agency Other: _____
Estimated Median Household Income (MHI): \$ _____ (Source: _____)
Estimated percentage of second or vacant homes: _____ % Service Area Map included

B. Type of TA Need: Drinking Water Wastewater Storm Water Groundwater

C. Problem: Briefly summarize the problem or the TA needs.

D. Request: Briefly describe the assistance being requested.

Is the regulatory agency (DDW, LPA, Regional Water Board, etc.) supportive of this project?

Yes, name of contact person/agency: _____ No

Is this request associated with a compliance order?

Yes, Compliance Order No.: _____ (attach a copy if available) No

E. Contact Information: Please provide a contact for correspondence regarding this request.

Name	Title/Organization	
Mailing Address	City/State	Zip Code
Phone Number	E-mail Address	

TA Request Form, updated 06/15/2021

SECTION A

Community, System, or School Name: Enter the full name of the organization or community needing TA.

Public Water System ID: If the organization is a drinking water system, provide the Public Water System ID. Otherwise, enter "N/A".

County: Enter the county of the organization needing TA.

Number of Service Connections: Enter the number of active service connections in the service area needing TA.

Service Area Population: Provide the population of the service area needing TA.

Type of Organization: Check the box that best describes the type of organization in need of the TA.

Estimated Median Household Income (MHI): Enter the estimated MHI for households within the service area, if known. The only MHI sources accepted by the State Water Board are (1) 5-years American Community Survey (ACS) data and (2) income surveys previously validated by the State Water Board. If the organization needing TA is a school, enter "N/A."

Estimated percentage of second or vacant homes: Estimate the percentage of homes within the service area which are occupied for less than six (6) months of a year.

Service Area Map: Provide a copy of the service area map for system.

SECTION B

Type of TA Need: Check the box indicating the type of TA need being requested. Requests for more than one type of TA need should be submitted on separated forms.

SECTION C

Problem: Describe the problems/needs of the system, such as water quality issue, water supply shortage, capital improvement needs, etc.

SECTION D

Request: Describe the TA being requested. Examples of TA provided include:

- Funding application
- Community outreach
- Engineering services
- Income survey
- Rate study
- Environmental services
- Leak detection
- Legal assistance
- Hydrogeological analysis

Is the regulatory agency supportive of this project? Indicate if the request has been discussed with someone from a regulatory agency, such as the Regional Water Board, the Division of Drinking Water, or the Local Primacy Agency. If yes, provide the names of the primary contact person and the agency.

Is this request associated with a compliance order? Indicate if TA is being requested to address a compliance order. If yes, enter the compliance order number. Attach a copy of the compliance order when submitting the request.

SECTION E

Contact Information: Provide a contact for follow up correspondence from the State Water Board.

SUBMISSION:

Please email completed forms to: DFA-TARequest@waterboards.ca.gov. On the e-mail subject line, include the name of the organization that will be the TA recipient. You are encouraged to submit any supporting documentation demonstrating the TA needs. Examples include copies of compliance order, sanitary survey, water system's maintenance logs, etc. All supporting documentation may be submitted as attachments when e-mailing the request form.

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: December 10, 2024

AGENDA ITEM: G.2

TITLE: Oath of Office; Consideration of Appointing Officers and Representatives of the Board of Directors of the Humboldt Community Services District and Adopting Resolution No. 2024-10

PRESENTED BY: Terrence Williams, General Manager

Director Benzonelli, Director Hansen, and Director Ryan will be administered the oath of office for the Board term that begins on Friday, December 6, 2024 and will end on Friday, December 1, 2028.

Recommendation:

Staff recommends that based on the November 5th election results, the Board select officers and representatives for the upcoming two-year period. A motion and roll call vote is requested to adopt Resolution No. 2024-10, confirming these appointments.

Summary:

The final cumulative results for the November 5, 2024 election were released by the Humboldt County Office of Elections on December 2, 2024.

In compliance with California Government Code §61043, the Board must select its officers and representatives within 45 days following each general district or unopposed election. Traditionally, these appointments are made for a two-year term:

1. President:

Chairs Board meetings and signs official documents on behalf of the Board/District. A strong understanding of the Brown Act, Robert's Rules of Order, and parliamentary procedure is beneficial. The current Board President is Heidi Benzonelli.

2. Vice President:

Assumes the President's duties in their absence. The current Vice President is Joe Matteoli.

3. Employee Relations Officer:

Oversees duties outlined in the Personnel Policies & Procedures as required. The current Employee Relations Officer is Michael Hansen.

4. Audit Committee Members (Two positions):

Meet at least once annually with the Finance Manager and General Manager to review the draft fiscal year audit reports.

Clarify any questions and present recommendations for approval or revisions during the open session of a regular meeting. The current Audit Committee consists of Heidi Benzonelli and Gregg Gardiner.

5. Redwood Regional Economic Development Commission Representative & Alternate:

Attends monthly meetings on the fourth Monday of most months at 6:30 p.m. The RREDC, established in 1977 under a Joint Exercise of Power Agreement, facilitates the application and management of grants and financial assistance for economic development projects. HCSD is an original member. The current RREDC representative is Heidi Benzonelli, and the alternate is Julie Ryan.

6. Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) Director & Alternate:

Attends typically two meetings per year. JPIA is a member-owned and governed organization that manages Liability, Property, Workers' Compensation, and Employee Health Benefits insurance programs for its members. The appointed director must be a member of the governing board of HCSD. The current ACWA JPIA representative is Julie Ryan and the alternate is Gregg Gardiner.

7. Humboldt Bay Municipal Water District (HBMWD) Water Task Force Representative:

Meets as needed, based on HBMWD's schedule. This ad-hoc advisory group consists of representatives from various municipal and industrial customers of HBMWD, including HCSD, and collaborates with HBMWD on regional water-related matters. The current Water Task Force representative is Joe Matteoli.

The Board is asked to confirm these appointments and adopt Resolution No. 2024-10.

Fiscal Impact:

Unknown.

HCSD RESOLUTION NO. 2024-10

**A RESOLUTION APPOINTING OFFICERS OF THE BOARD
OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT**

RESOLVED, by the Board of Directors of the Humboldt Community Services District, Humboldt County, California, the following Directors were elected to serve in the positions designated for the period from December 10, 2024 to December 8, 2026, as follows:

_____ is hereby appointed President of the Board of the Humboldt Community Services District.

_____ is hereby appointed Vice President of the Board of the Humboldt Community Services District.

_____ is hereby appointed Employee Relations Officer of the Humboldt Community Services District.

_____ and _____ from the Humboldt Community Services District Board of Directors, along with the District General Manager and Finance Director, are hereby appointed to the Audit Committee.

_____ is hereby appointed as the Representative, and _____ is hereby appointed as the Alternate Representative to the Redwood Region Economic Development Commission Board (RREDC).

_____ is hereby appointed Director, and _____ is hereby appointed as Alternate Director to the ACWA/JPIA Board.

_____ is hereby appointed Director to the HBMWD Water Task Force

PASSED, APPROVED, AND ADOPTED this ___th day of _____, 2024, on the following roll call vote:

AYES:
NOES:
ABSENT:

ATTEST:

_____, Board President

Robert Christensen, Board Secretary

RECEIVED
DEC 6 2024



COUNTY OF HUMBOLDT HUMBOLDT COMMUNITY
Office of Elections & Voter Registration SERVICES DISTRICT

2426 6th Street
Eureka, CA 95501-0788
707-445-7481
Fax 707-445-7204

TO: Humboldt Community Services District
PO Box 158
Cutten, CA 95534

FROM: Wojciech Czyz, Administrative Analyst

DATE: November 29, 2024

SUBJECT: Presidential General Election on November 5, 2024
Appointments to District Boards

Humboldt Community Services District has 3 terms to expire on December 6, 2024.

Elections Code, Section 10551, provides direction when the number of qualified candidates exceeds the number of available seats, resulting in an election. The Monday before the first Friday in December the county elections official shall declare the elected candidate(s). Attached is a Certificate of Results of Canvass and Statement of Votes Cast with results of the Presidential General Election held on November 5, 2024.

Elections Code, Section 10515, provides direction for special district appointments when either the number equals to or is less than the number of available seats. When the number of qualified candidates equals the number of available seats and no petition requesting an election has been filed, the Registrar of Voters is directed to request the Humboldt County Board of Supervisors to appoint those qualified candidates in lieu of an election.

When the number of qualified candidates is fewer than the number of available seats, the Board of Supervisors is directed to appoint a qualified person as of the date an election would have been held: November 5, 2024. In this latter scenario special districts are allowed to make recommendations to the Board of Supervisors for appointment.

On November 12, 2024, the Humboldt County Board of Supervisors considered and approved appointments to special district boards either (1) in lieu of an election, or (2) pursuant to district recommendation.

APPOINTMENTS & ELECTION RESULTS

Based on appointment and November 5th election results, the following Humboldt Community Services District board seats have been filled:

Division	Term	Board Member	Type
	4-year	HEIDI BENZONELLI	Elected
	4-year	MICHAEL HANSEN	Elected
	4-year	JOE MATTEOLI	Elected

CERTIFICATES & ROSTER

Board members will assume office on December 6, 2024. Attached are **Certificates of Election** for new members to your special district board, and a **Roster of Public Officials**. Please complete these documents and return signed originals to the Office of Elections by **December 31, 2024**.

FORM 700 – STATEMENT OF ECONOMIC INTERESTS

All board members assuming office are required to submit an original, signed Statement of Economic Interests (Form 700) within 30 days of assuming office. Additionally, all board members leaving office are required to submit an original, signed Form 700 within 30 days of leaving office. Previous filers also have the option to file their Leaving Office Form 700 electronically at <https://humboldtcounty.southtechhosting.com/eDisclosure/>

Please coordinate with board members assuming or leaving office to complete and return a Form 700 to the Office of Elections. Both the Form 700 and instructions are available online at <https://www.fppc.ca.gov>. (Note: Board members who currently hold an office and have either been reappointed or reelected to that office where there is no break in service do not need to file a Form 700 at this time.)

Please feel free to contact our office anytime with questions.

ATTACHMENTS

- Certificate
- Notice
- Statement of Economic Interests (Form 700)
- Roster of Public Officials

GOVERNING BOARD MEMBER – SPECIAL DISTRICT

CERTIFICATE OF ELECTION

Elections Code 10551, 10551-54, 15401

I, JUAN PABLO CERVANTES, Humboldt County Registrar of Voters, do hereby certify that **HEIDI BENZONELLI** was elected to the office of Governing Board Member of the **HUMBOLDT COMMUNITY SERVICES DISTRICT** at the Presidential General Election held on November 5, 2024. The term of this office is 4 years ending on the first Friday of December 2028.

Dated: November 29, 2024
Juan Pablo Cervantes
County Registrar of Voters

By _____
Deputy Clerk

OATH OF OFFICE

Govt Code Section 1360-1363, inclusive,
3105 Section 3, Article XX, State Constitution

I, **HEIDI BENZONELLI**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature Date

Residential Address:

Signature of person administering oath

Return signed original form to the Humboldt County Office of Elections:

2426 6th Street, Eureka, CA 95501

GOVERNING BOARD MEMBER – SPECIAL DISTRICT

CERTIFICATE OF ELECTION

Elections Code 10551, 10551-54, 15401

I, **JUAN PABLO CERVANTES**, Humboldt County Registrar of Voters, do hereby certify that **MICHAEL HANSEN** was elected to the office of Governing Board Member of the **HUMBOLDT COMMUNITY SERVICES DISTRICT** at the Presidential General Election held on November 5, 2024. The term of this office is 4 years ending on the first Friday of December 2028.

Dated: November 29, 2024
Juan Pablo Cervantes
County Registrar of Voters

By _____
Deputy Clerk

OATH OF OFFICE

Govt Code Section 1360-1363, inclusive,
3105 Section 3, Article XX, State Constitution

I, **MICHAEL HANSEN**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature Date

Residential Address:

Signature of person administering oath

Return signed original form to the Humboldt County Office of Elections:

2426 6th Street, Eureka, CA 95501

GOVERNING BOARD MEMBER – SPECIAL DISTRICT

CERTIFICATE OF ELECTION

Elections Code 10551, 10551-54, 15401

I, JUAN PABLO CERVANTES, Humboldt County Registrar of Voters, do hereby certify that **JOE MATTEOLI** was elected to the office of Governing Board Member of the **HUMBOLDT COMMUNITY SERVICES DISTRICT** at the Presidential General Election held on November 5, 2024. The term of this office is 4 years ending on the first Friday of December 2028.

Dated: November 29, 2024
Juan Pablo Cervantes
County Registrar of Voters

By _____
Deputy Clerk

OATH OF OFFICE

Govt Code Section 1360-1363, inclusive,
3105 Section 3, Article XX, State Constitution

I, **JOE MATTEOLI**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature Date

Residential Address:

Signature of person administering oath

Return signed original form to the Humboldt County Office of Elections:

2426 6th Street, Eureka, CA 95501

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE
A PUBLIC DOCUMENT

Date Initial Filing Received
Filing Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office Agency, or Court

Agency Name (Do not use acronyms)

Humboldt Community Services District

Division, Board, Department, District, if applicable

Your Position

Director

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

State

Judge, Retired Judge, Pro Tem Judge, or Court Commissioner
(Statewide Jurisdiction)

Multi-County

County of

City of

Other Humboldt Community Services District

3. Type of Statement (Check at least one box)

Annual: The period covered is January 1, 2023, through
December 31, 2023.

Leaving Office: Date Left (Check one circle.)

-or-

The period covered is through
December 31, 2023.

The period covered is January 1, 2023, through the date
of leaving office.

-or-

Assuming Office: Date assumed

The period covered is through
the date of leaving office.

Candidate: Date of Election and office sought, if different than Part 1:

4. Schedule Summary (required)

► Total number of pages including this cover page:

Schedules attached

Schedule A-1 - Investments - schedule attached

Schedule C - Income, Loans, & Business Positions - schedule attached

Schedule A-2 - Investments - schedule attached

Schedule D - Income - Gifts - schedule attached

Schedule B - Real Property - schedule attached

Schedule E - Income - Gifts - Travel Payments - schedule attached

-or- None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER

EMAIL ADDRESS

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed (month, day, year)

Signature (File the originally signed paper statement with your filing official.)

HUMBOLDT COMMUNITY SERVICES DISTRICT DIRECTOR - Vote for No More than Three

Precinct	Michael Hansen	Joe Matteoli	Heidi Benzonelli	Alan Bongio	Cast Votes	Undervotes	Overvotes	Unqualified write-ins	Vote Center Ballots Cast	Vote by Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
1CS-1	1,373	1,625	1,448	1,022	5,468	3,144	1	28	356	2,525	2,881	3,681	78.27%
1ES-1	495	495	530	268	1,788	1,258	1	14	172	849	1,021	1,394	73.24%
1SB-10	818	870	921	514	3,123	2,177	1	34	337	1,442	1,779	2,366	75.19%
1SB-11	12	19	14	13	58	26	0	0	2	26	28	36	77.78%
1SB-2	520	585	551	383	2,039	1,431	1	16	205	958	1,163	1,598	72.78%
1SB-5	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
3ES-7	99	108	102	64	373	176	0	0	15	168	183	228	80.26%
3ESS6	141	179	145	95	560	301	0	3	39	249	288	330	87.27%
3FWS	430	434	437	181	1,482	933	0	6	106	701	807	992	81.35%
4ES-4	1,103	1,092	1,183	592	3,970	2,765	0	21	404	1,848	2,252	2,873	78.38%
Totals	4,991	5,407	5,331	3,132	18,861	12,211	4	122	1,636	8,766	10,402	13,498	77.06%

