



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

**AGENDA**

**DATE: Tuesday, February 11, 2025**

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

**LOCATION: 5055 Walnut Drive, Eureka, CA**

Teleconference locations: 5055 Walnut Drive, Eureka, CA

*The HCSD Boardroom is open to the public during the meeting's open session segment. This meeting is also held by video/teleconference, per CA Govt Code § 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 388 963 6754 and Passcode 202520. 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 February 11, 2025 Agenda
2. Approval of Minutes of the Regular Meeting of January 28, 2025

*Pgs. 1-2  
Pgs. 3-6*

**D. REPORTS**

1. General Manager

- a) District Update

*Pgs. 7*

2. Finance Department

- a) December Budget Statement
- b) January Check Register

*Pgs. 9-19  
Pgs. 21-26*

3. Engineering

- a) Update

*Pgs. 27-28*

4. Planning

- a) Update

*Pgs. 29*

5. Legal Counsel
6. Director Reports
7. Other

## **E. 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.

## **F. NEW BUSINESS**

1. Fiscal Year 2025 Capital Improvement Program (CIP) update.

*Pgs. 31-37*

## **G. CLOSED SESSION**

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

## **H. ADJOURNMENT**

Next Res: 2025-03  
Next Ord: 2025-01

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Robert Christensen at (707) 443-4558, ext. 210, or by email at [asm@humboldtcsd.org](mailto:asm@humboldtcsd.org). Notification 48 hours before 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 Humboldt Community Services District Board of Directors met in regular session at 5:00 p.m. on Tuesday, January 28, 2025, 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, Gardiner, Hansen, 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 Matteoli invited those present to join in the Pledge of Allegiance.

**C. CONSENT CALENDAR**

1. Approval of January 28, 2025 Agenda
2. Approval of Minutes of the Regular Meeting of January 14, 2025

Director Ryan noted that the Minutes recorded Director Gardiner's arrival at 6:07 p.m.; Director Gardiner arrived at 5:07 p.m.

**IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR HANSEN, TO APPROVE THE JANUARY 28, 2025 CONSENT CALENDAR WITH THE NOTED CHANGES. 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 that the District's Personnel Policies and Procedures Manual will be updated to incorporate the values-based organizational culture initiative discussed at the January 14 meeting. To further the initiative, a values and culture task force, with representatives from each department, will be convened.

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
JANUARY 28, 2025

2. Finance Department

a) Update

FM reported that the December budget statement will be provided to the Board on February 11, 2025.

3. Engineering

a) Update

AE reported that the Walnut Drive Utility Earthquake Recovery and Resilience Project pre-bid meeting was on January 13, 2025. Construction is scheduled between March 31 – November 3<sup>rd</sup>, 2025. District mains and service lines will be replaced with high-density polyethylene (HDPE) materials, which provide better resiliency during ground movement.

Director Benzonelli asked if the bid scoring included criteria for local preference. The project is a state-funded project that disallows local preference scoring criteria.

4. Planning

a) Update

USP reported that CalEPA's Unified Program requires the District to submit annual data on district-operated facilities to protect residents from hazardous waste and materials in the water supply. The District has submitted the annual Unified Program data. The District has also submitted samples to be tested to comply with UCMR 5 requirements of the Federal Safe Water Drinking Act.

5. Legal Counsel

No report.

6. Director Reports

Director Ryan reported attending a reception at the Humboldt Bay Municipal Water District (HBMWD) and meeting HBMWD's new General Manager, Michiko Mares. She also attended Humboldt County Supervisor Natalie Arroyo's presentation on health care in Humboldt County.

**E. PUBLIC PARTICIPATION**

There was no Public Comment.

**F. NEW BUSINESS**

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
JANUARY 28, 2025

1. Presentation: California Special District Association (CSDA) – Chris Norden, Public Affairs Field Coordinator & Olivia Robertson, Member Services Specialist

GM introduced Chris Norden and Olivia Robertson. Mr. Norden and Ms. Robertson presented CSDA's mission, legislative accomplishments, and membership benefits. GM noted that his ongoing participation in the local CSDA chapter provides many benefits to the District, including an introduction to the California CLASS JPA, which the District subsequently joined and realized over \$300,000 in investment gains. CSDA is offering the District a free six-month trial membership and a discounted membership for fiscal year 2025/26 at eighty percent of the regular rate. Membership dues are based on the District's annual revenue; regular annual membership would cost the District \$9,548.

**IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN, TO ACCEPT CSDA'S OFFER OF A SIX-MONTH TRIAL MEMBERSHIP. MOTION CARRIED ON THE FOLLOWING ROLL CALL VOTE.**

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

2. Consideration of Purchase of 2025 Ford F-350 with Scelzi Flatbed Upfit Package

GM reported that the District's adopted Capital Improvement Program includes replacing Unit 3, a 2013 Ford F350. District staff could not find a suitable zero-emissions vehicle that met the District's needs. The District solicited a quote from National Auto Fleet Group, a Sourcewell fleet vendor, and from Crown Motors, which matches fleet pricing for the State of California fleet vehicle purchases. The Board discussed soliciting bids from local vendors for future fleet purchases.

**IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR RYAN, TO APPROVE THE PURCHASE OF A 2025 FORD F-350 WITH SCLEZI FLATBED UPFIT PACKAGE FROM CROWN MOTORS IN THE AMOUNT OF \$73,904.97. MOTION CARRIED ON THE FOLLOWING ROLL CALL VOTE.**

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

**G. CLOSED SESSION**

**AT 5:59 P.M. IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR BENZONELLI, TO MOVE INTO CLOSED SESSION. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:**

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

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
JANUARY 28, 2025

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

The Board returned to open session at 7:13 p.m., and President Matteoli reported that the Board had taken no action.

**H. ADJOURNMENT**

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF JANUARY 28, 2025 AT 7:14 P.M.

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Submitted, Board Secretary

# Humboldt Community Services District

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*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: February 7, 2025

SUBJECT: General Manager Report for February 11, 2025 Board Meeting

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### **Local Hazard Mitigation Plan (LHMP)**

The 2020 Humboldt County Local Hazard Mitigation Plan (LHMP) will expire on March 9, 2025. The 2025 Humboldt County LHMP will serve as an update to the County's ongoing efforts in hazard mitigation planning. The initial plan, developed in 2007, identified resources, information, and strategies to reduce risks from natural hazards and called for regular updates. The plan was last updated in 2019, and the 2025 LHMP fulfills this ongoing update requirement.

The 2025 update continues to comply with the federal Disaster Mitigation Act, ensuring that Humboldt County and its partners remain eligible for Federal Emergency Management Agency (FEMA) funding. The plan encompasses the entire Humboldt County Operational Area, including twenty-five cities and special-purpose districts including HCSD, and aims to guide policies, programs, and projects that reduce the impacts of natural disasters on life, property, and infrastructure.

The 2025 LHMP update is being administered by the Humboldt County Office of Emergency Services in coordination with the County's consultant, IEM. District staff is engaged in the update effort with the County and the operational area partners. IEM anticipates having a draft available for District adoption by May 1, 2025. The plan will then need to be approved by the State Office of Emergency Services and then by the Federal Emergency Management Agency. The County anticipates the updated LHMP to be in effect by July of 2025. There will be a lapse in coverage between March and July, 2025.

The LHMP is an important tool for the District because it is a requirement of eligibility for grant funding from FEMA. The District's most successful grant funding mechanism has been FEMA's Hazard Mitigation Grant Program. There are some promising hazard mitigation funding opportunities in the near future resulting from recent disaster declarations in the State of California related to wildfires and flooding.

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

**December 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
<b>OPERATING REVENUE</b>							
Metered Water Sales	6,115,000	486,267	3,075,856	3,057,500	18,356	0.6	
Sewer Service Charges	8,315,000	683,404	4,033,930	4,157,500	(123,570)	(3.0)	
Water & Sewer Construction Fees	66,000	3,733	21,752	33,000	(11,248)	(34.1)	1
Account Fees	75,000	10,230	61,664	37,500	24,164	64.4	
Inspection Fees	700	-	464	350	114	32.6	1
Reimbursable Maintenance Fees	1,600	-	25	800	(775)	(96.9)	1
Miscellaneous	2,000	197	678	1,000	(322)	(32.2)	1
<b>TOTAL OPERATING REVENUE</b>	<b>14,575,300</b>	<b>1,183,831</b>	<b>7,194,341</b>	<b>7,287,650</b>	<b>(93,309)</b>	<b>(1.3)</b>	
<b>NON-OPERATING REVENUE</b>							
Capital Connection Fees	285,000	5,597	71,081	142,500	(71,419)	(50.1)	1
Interest/General	80,000	32,711	210,197	40,000	170,197	425.5	2
Discounts Earned	1,750	(23)	560	875	(315)	(36.0)	1
Sales: Fixed Assets/Scrap Metal	2,000	-	(1,510)	1,000	(2,510)	(251.0)	1
Bad Debt Recovery	3,000	-	350	1,500	(1,150)	(76.7)	1
Property Taxes & Assessments	450,000	-	-	225,000	(225,000)	(100.0)	1
<b>TOTAL NON-OPERATING REVENUE</b>	<b>821,750</b>	<b>38,285</b>	<b>280,678</b>	<b>410,875</b>	<b>(130,197)</b>	<b>(31.7)</b>	<b>1</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>15,397,050</b>	<b>1,222,117</b>	<b>7,475,020</b>	<b>7,698,525</b>	<b>(223,505)</b>	<b>(2.9)</b>	
<b>OPERATING EXPENSES</b>							
Wages Direct	1,950,000	142,260	883,561	975,000	91,439	9.4	
Benefits: PERS	550,000	16,535	430,070	275,000	(155,070)	(56.4)	3
Group Ins	1,265,000	91,477	551,107	632,500	81,393	12.9	
Workers Comp Ins	31,000	-	7,208	15,500	8,292	53.5	
FICA/Medicare	141,000	10,765	68,172	70,500	2,328	3.3	
Misc Benefits	640	60	(500)	320	820	256.3	
Total Wages and Benefits	3,937,640	261,096	1,939,617	1,968,820	29,203	1.5	
Less: wages & ben charged to Capital Proj.	(300,000)	(16,155)	(156,169)	(150,000)	6,169	(4.1)	
Total Operating Wages and benefits	3,637,640	244,941	1,783,448	1,818,820	35,372		
Water Purchase HBMWWD	1,175,000	96,030	574,426	587,500	13,074	2.2	
Water Purchase Eureka	850,000	60,968	369,283	425,000	55,717	13.1	
Sewage Treatment Operations & Maint.	1,900,000	168,480	1,010,880	950,000	(60,880)	(6.4)	
Water/Sewer Analysis	10,000	1,270	3,911	5,000	1,089	21.8	
Supplies/ Construction	160,000	8,914	63,794	80,000	16,206	20.3	
Supplies/ Office-Administration	15,000	251	6,287	7,500	1,213	16.2	
Supplies/ Engineering	1,500	-	574	750	176	23.4	
Supplies/ Maintenance	110,000	305	34,220	55,000	20,780	37.8	
Invoicing	60,000	5,510	34,009	30,000	(4,009)	(13.4)	4
Temporary Labor	44,500	2,360	36,379	22,250	(14,129)	(63.5)	5
Repairs & Maintenance/Trucks	63,000	2,038	28,831	31,500	2,669	8.5	
Equipment Rental	2,000	-	-	1,000	1,000	100.0	
Building & Grounds Maintenance	30,000	1,667	19,868	15,000	(4,868)	(32.5)	6
Electrical Power	500,000	35,877	215,518	250,000	34,482	13.8	
Street Lights	105,000	2,600	30,846	52,500	21,654	41.2	
Telephone	16,000	1,536	10,166	8,000	(2,166)	(27.1)	7
Postage	850	-	2,501	425	(2,076)	(488.4)	8
Freight	1,000	-	362	500	138	27.6	
Chemicals	12,000	819	6,082	6,000	(82)	(1.4)	
Liability Insurance	100,500	(1,751)	133,725	50,250	(83,475)	(166.1)	9
Legal	70,000	336	4,891	35,000	30,109	86.0	
Accounting	15,000	54	18,658	7,500	(11,158)	(148.8)	10
Engineering	1,000	-	939	500	(439)	(87.9)	16

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

**December 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
Other Professional Services	93,000	1,760	8,948	46,500	37,552	80.8	
Bank Service Charges	15,000	1,683	10,212	7,500	(2,712)	(36.2)	11
Transportation	75,000	2,820	30,293	37,500	7,207	19.2	
Office Equip. Maintenance	4,300	195	2,859	2,150	(709)	(33.0)	12
Computer Software Maintenance	39,500	360	30,686	19,750	(10,936)	(55.4)	13
Memberships & Subscriptions	31,000	-	23,658	15,500	(8,158)	(52.6)	14
Bad Debts & Minimum Balance Writeoff	32,000	-	(4)	16,000	16,004	100.0	
Conference & Continuing Ed	28,000	2,250	3,615	14,000	10,385	74.2	
Certifications	5,500	-	2,916	2,750	(166)	(6.0)	
State/County & LAFCO Fees and Charges	57,500	29,945	34,771	28,750	(6,021)	(20.9)	
Hydraulic Water Model Maintenance	2,000	-	-	1,000	1,000	100.0	
Elections Expense	20,000	-	-	10,000	10,000	100.0	
Human Resources	25,500	539	4,163	12,750	8,587	67.4	
Miscellaneous	10,000	-	26	5,000	4,974	99.5	
Director's Fees	16,000	800	6,050	8,000	1,950	24.4	
<b>TOTAL OPERATING EXPENSES</b>	<b>9,334,290</b>	<b>672,556</b>	<b>4,547,790</b>	<b>4,667,145</b>	<b>119,355</b>	<b>2.6</b>	
<b>LONG TERM DEBT PAYMENTS</b>							
Safe Drinking Water Bond	-	-	-	-	-	-	
2012 CIP & Refi.	177,600	-	88,800	88,800	-	-	15
Davis-Grunsky Loan	6,050	5,973	5,973	3,025	(2,948)	(97.5)	15
VacCon Truck Loan	117,441	-	117,441	58,721	(58,720)	(100.0)	15
2014 Wastewater Revenue Bonds	486,575	-	125,788	243,288	117,500	48.3	15
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>787,666</b>	<b>5,973</b>	<b>338,002</b>	<b>393,833</b>	<b>55,831</b>	<b>14.2</b>	
<b>CAPITALIZED EXPENDITURES</b>							
Vehicles, Rolling Stock & Equipment	129,500	4,893	37,133	64,750	27,617	42.7	
Building, Yard & Paving Improvements	395,000	695	40,930	197,500	156,570	79.3	
Capital Improvements Water	2,105,700	23,198	387,448	1,052,850	665,402	63.2	
Capital Improvements Sewer	2,096,500	73,896	606,863	1,048,250	441,387	42.1	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>4,726,700</b>	<b>102,681</b>	<b>1,072,375</b>	<b>2,363,350</b>	<b>1,290,975</b>	<b>54.6</b>	
<b>OTHER</b>							
City of Eureka Projects:							
Treatment Plant	698,000	-	-	349,000	349,000	100.0	
<b>TOTAL City of Eureka Projects</b>	<b>698,000</b>	<b>-</b>	<b>-</b>	<b>349,000</b>	<b>349,000</b>	<b>100.0</b>	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(149,606)</b>	<b>440,906</b>	<b>1,516,853</b>	<b>(74,803)</b>	<b>1,591,656</b>	<b>2,127.8</b>	

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

**December 2024**

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL OPERATING REVENUE	14,575,300	1,183,831	7,194,341	7,287,650	(93,309)	(1.3)
TOTAL OPERATING EXPENSES	(9,334,290)	(672,556)	(4,547,790)	(4,667,145)	119,355	2.6
NET SURPLUS/(DEFICIT) FROM OPERATIONS	5,241,010	511,275	2,646,551	2,620,505	26,046	1.0
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL NON-OPERATING REVENUE	821,750	38,285	280,678	410,875	(130,197)	(31.7)
TOTAL LONG TERM DEBT SERVICE	(787,666)	(5,973)	(338,002)	(393,833)	55,831	14.2
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	5,275,094	543,587	2,589,228	2,637,547	(159,982)	(6.1)
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(4,726,700)	(102,681)	(1,072,375)	(2,363,350)	1,290,975	54.6
CITY of EUREKA PROJECT REIMBURSEMENT	(698,000)	-	-	(349,000)	349,000	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(149,606)</u>	<u>440,906</u>	<u>1,516,853</u>	<u>(74,803)</u>	<u>1,591,656</u>	<u>2,127.8</u>

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

**December 2024**

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Metered Water Sales	6,115,000	486,267	3,075,856	3,057,500	18,356	0.6
Water Construction Fees	45,000	3,188	12,777	22,500	(9,723)	(43.2)
Account Fees	40,000	5,831	35,148	20,000	15,148	75.7
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	1,400	-	14	700	(686)	(98.0)
Miscellaneous	1,000	112	256	500	(244)	(48.8)
<b>TOTAL OPERATING REVENUE</b>	<b>6,202,400</b>	<b>495,399</b>	<b>3,124,051</b>	<b>3,101,200</b>	<b>22,851</b>	<b>0.7</b>
<b>NON-OPERATING REVENUE</b>						
Water Capital Connection Fees	190,000	5,597	30,785	95,000	(64,215)	(67.6)
Interest/General	40,000	16,356	105,098	20,000	85,098	425.5
Discounts Earned	1,000	(13)	319	500	(181)	(36.1)
Sales:Fixed Assets/Scrap Metal	1,000	-	(861)	500	(1,361)	(272.1)
Bad Debt Recovery	2,000	-	199	1,000	(801)	(80.1)
FW/MR Assessment	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>234,000</b>	<b>21,939</b>	<b>135,542</b>	<b>117,000</b>	<b>18,542</b>	<b>15.8</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>6,436,400</b>	<b>517,338</b>	<b>3,259,593</b>	<b>3,218,200</b>	<b>41,393</b>	<b>1.3</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	905,000	70,952	443,112	452,500	9,388	2.1
Wages & Benefits: Allocated	742,820	35,225	387,217	371,410	(15,807)	(4.3)
Benefits: PERS	130,000	8,673	56,086	65,000	8,914	13.7
Group Ins	360,000	30,134	179,342	180,000	658	0.4
Workers Comp Ins	17,000	-	3,432	8,500	5,068	59.6
FICA/Medicare	65,000	5,423	33,861	32,500	(1,361)	(4.2)
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,219,820	150,406	1,103,050	1,109,910	6,860	0.6
Less: wages & ben charged to Capital Proj.	(185,000)	(11,760)	(84,090)	(92,500)	(8,410)	9.1
Total Operating Wages and benefits	2,034,820	138,646	1,018,960	1,017,410	(1,550)	(0.2)
Water Purchase HBMWD	1,175,000	96,030	574,426	587,500	13,074	2.2
Water Purchase Eureka	850,000	60,968	369,283	425,000	55,717	13.1
Water Analysis	10,000	1,270	3,911	5,000	1,089	21.8
Supplies/ Construction	120,000	6,069	45,345	60,000	14,655	24.4
Supplies/Office-Administration	4,500	103	2,516	2,250	(266)	(11.8)
Supplies/ Engineering	500	-	327	250	(77)	(30.9)
Supplies/ Maintenance	52,500	159	18,731	26,250	7,519	28.6
Temporary Labor	22,250	1,345	20,736	11,125	(9,611)	(86.4)
Repairs & Maintenance/Trucks	35,000	1,161	14,436	17,500	3,064	17.5
Equipment Rental	1,000	-	-	500	500	100.0
Building & Grounds Maintenance	4,500	394	3,650	2,250	(1,400)	(62.2)
Electrical Power	280,000	19,105	134,837	140,000	5,163	3.7
Telephone	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Freight	500	-	48	250	202	80.9
Chemicals	12,000	819	6,082	6,000	(82)	(1.4)
Liability Insurance	-	(998)	1,213	-	(1,213)	-
Legal Services	-	-	123	-	(123)	-
Engineering	-	-	535	-	(535)	-
Other Professional Services	25,000	-	-	12,500	12,500	100.0
Transportation	43,000	1,607	17,267	21,500	4,233	19.7
Office Equip. Maintenance	600	-	89	300	211	70.4
Computer Software Maintenance	21,000	-	16,084	10,500	(5,584)	(53.2)
Memberships & Subscriptions	1,500	-	1,746	750	(996)	(132.8)
Bad Debts & Minimum Balance Writeoff	10,000	-	(2)	5,000	5,002	100.0
Conference & Continuing Ed	10,000	2,250	3,071	5,000	1,929	38.6
Certifications	2,500	-	946	1,250	304	24.3
State/County & LAFCO Fees and Charges	30,000	29,945	34,771	15,000	(19,771)	(131.8)

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

**December 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	-	-	1,000	1,000	100.0
Human Resources	2,500	113	807	1,250	443	35.5
Miscellaneous	1,000	-	43	500	457	91.4
General & Admin Expense Allocation	295,300	9,803	156,040	147,650	(8,390)	(5.7)
<b>TOTAL OPERATING EXPENSES</b>	<b>5,046,970</b>	<b>368,789</b>	<b>2,446,020</b>	<b>2,523,485</b>	<b>77,465</b>	<b>3.1</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Safe Drinking Water Bond	-	-	-	-	-	-
2012 CIP & Refi.	-	-	-	-	-	-
Davis-Grunsky Loan	6,050	5,973	5,973	3,025	(2,948)	(97.5)
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>6,050</b>	<b>5,973</b>	<b>5,973</b>	<b>3,025</b>	<b>(2,948)</b>	<b>(97.5)</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	2,105,700	21,512	400,799	1,052,850	652,051	61.9
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>2,105,700</b>	<b>21,512</b>	<b>400,799</b>	<b>1,052,850</b>	<b>652,051</b>	<b>61.9</b>
INTERFUND TRANSFERS IN	-	-	-	-	-	-
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(722,320)</b>	<b>121,064</b>	<b>406,802</b>	<b>(361,160)</b>	<b>767,962</b>	<b>212.6</b>

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

**December 2024**

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Sewer Service Charges	8,315,000	683,404	4,033,930	4,157,500	(123,570)	(3.0)
Sewer Construction Fees	21,000	545	8,974	10,500	(1,526)	(14.5)
Account Fees	35,000	4,399	26,516	17,500	9,016	51.5
Inspection Fees	700	-	464	350	114	32.6
Reimbursable Maintenance Fees	200	-	11	100	(89)	(89.3)
Miscellaneous	1,000	85	193	500	(307)	(61.4)
<b>TOTAL OPERATING REVENUE</b>	<b>8,372,900</b>	<b>688,433</b>	<b>4,070,060</b>	<b>4,186,450</b>	<b>(116,390)</b>	<b>(2.8)</b>
<b>NON-OPERATING REVENUE</b>						
Sewer Capital Connection Fees	95,000	-	40,296	47,500	(7,204)	(15.2)
Interest/General	40,000	16,356	105,098	20,000	85,098	425.5
Discounts Earned	750	(10)	241	375	(134)	(35.7)
Sales:Fixed Assets/Scrap Metal	1,000	-	(649)	500	(1,149)	(229.9)
Bad Debt Recovery	1,000	-	150	500	(350)	(69.9)
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>137,750</b>	<b>16,346</b>	<b>145,137</b>	<b>68,875</b>	<b>76,262</b>	<b>110.7</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>8,510,650</b>	<b>704,778</b>	<b>4,215,197</b>	<b>4,255,325</b>	<b>(40,128)</b>	<b>(0.9)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	565,000	45,359	263,807	282,500	18,693	6.6
Wages & Benefits: Allocated	742,820	35,225	387,217	371,410	(15,807)	(4.3)
Benefits: PERS	70,000	5,255	31,784	35,000	3,216	9.2
Group Ins	240,000	19,026	107,941	120,000	12,059	10.0
Workers Comp Ins	9,000	-	2,320	4,500	2,180	48.4
FICA/Medicare	41,000	3,456	20,145	20,500	355	1.7
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,667,820</b>	<b>108,322</b>	<b>813,214</b>	<b>833,910</b>	<b>20,696</b>	<b>2.5</b>
Less: wages & ben charged to Capital Proj.	(65,000)	(2,027)	(48,725)	(32,500)	16,225	(49.9)
<b>Total Operating Wages and benefits</b>	<b>1,602,820</b>	<b>106,295</b>	<b>764,488</b>	<b>801,410</b>	<b>36,922</b>	<b>4.6</b>
Sewage Treatment: Operating & Maint.	1,900,000	168,480	1,010,880	950,000	(60,880)	(6.4)
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,000	2,845	18,450	20,000	1,550	7.8
Supplies/ Office-Administration	4,500	78	1,898	2,250	352	15.7
Supplies/ Engineering	500	-	247	250	3	1.2
Supplies/ Maintenance	52,500	147	15,489	26,250	10,761	41.0
Temporary Labor	22,250	1,015	15,643	11,125	(4,518)	(40.6)
Repairs & Maintenance/Trucks	28,000	876	14,394	14,000	(394)	(2.8)
Equipment Rental	1,000	-	-	500	500	100.0
Building & Grounds Maintenance	2,500	297	2,753	1,250	(1,503)	(120.3)
Electrical Power	110,000	9,518	39,355	55,000	15,645	28.4
Telephone	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Freight	250	-	314	125	(189)	(151.4)
Liability Insurance	-	(753)	915	-	(915)	-
Legal	-	-	93	-	(93)	-
Engineering	-	-	404	-	(404)	-
Other Professional Services	28,000	1,760	1,760	14,000	12,240	87.4
Transportation	32,000	1,212	13,026	16,000	2,974	18.6
Office Equip. Maintenance	200	-	67	100	33	33.0

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

**December 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	7,500	(4,633)	(61.8)
Memberships & Subscriptions	1,500	-	1,317	750	(567)	(75.6)
Bad Debts & Minimum Balance Writeoff	22,000	-	-	11,000	11,000	100.0
Conference & Continuing Ed	10,000	-	544	5,000	4,456	89.1
Certifications	2,500	-	50	1,250	1,200	96.0
State/County & LAFCO Fees and Charges	7,500	-	-	3,750	3,750	100.0
Human Resources	2,500	85	608	1,250	642	51.3
Miscellaneous	1,500	-	30	750	720	95.9
General & Admin Expense Allocation	295,300	9,803	156,040	147,650	(8,390)	(5.7)
<b>TOTAL OPERATING EXPENSES</b>	<b>4,182,320</b>	<b>301,658</b>	<b>2,070,899</b>	<b>2,091,160</b>	<b>20,261</b>	<b>1.0</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 Wastewater Revenue Bonds	486,575	-	125,788	243,288	117,500	48.3
2012 CIP & Refi.	177,600	-	88,800	88,800	-	-
VacCon Truck Loan	117,441	-	117,441	58,721	(58,720)	(100.0)
Debt Service: Allocated	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>781,616</b>	<b>-</b>	<b>332,028</b>	<b>390,808</b>	<b>58,780</b>	<b>15.0</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	17,500	-	15,145	8,750	(6,395)	(73.1)
Building, Yard& Paving Improvements	5,000	-	-	2,500	2,500	100.0
Capital Improvements Sewer	2,096,500	73,896	606,863	1,048,250	441,387	42.1
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>2,119,000</b>	<b>73,896</b>	<b>622,008</b>	<b>1,059,500</b>	<b>437,492</b>	<b>41.3</b>
<b>OTHER</b>						
City of Eureka Projects:						
Treatment Plant	698,000	-	-	349,000	349,000	100.0
Martin Slough	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>698,000</b>	<b>-</b>	<b>-</b>	<b>349,000</b>	<b>349,000</b>	<b>100.0</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>729,714</b>	<b>329,225</b>	<b>1,190,261</b>	<b>364,857</b>	<b>825,404</b>	<b>(226.2)</b>

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

**December 2024**

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	-	-
Miscellaneous	-	-	230	-	230	-
<b>TOTAL OPERATING REVENUE</b>	-	-	230	-	230	-
<b>NON-OPERATING REVENUE</b>						
Property Taxes	450,000	-	-	225,000	(225,000)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	450,000	-	-	225,000	(225,000)	(100.0)
<b>TOTAL DISTRICT REVENUE</b>	450,000	-	230	225,000	(224,770)	(99.9)
<b>OPERATING EXPENSES</b>						
Wages Direct	480,000	25,948	176,642	240,000	63,358	26.4
Benefits: PERS	350,000	2,606	342,200	175,000	(167,200)	(95.5)
State Unemploy Ins	-	-	-	-	-	-
Group Ins	665,000	42,317	263,824	332,500	68,676	20.7
Workers Comp Ins	5,000	-	1,455	2,500	1,045	41.8
FICA/Medicare	35,000	1,887	14,166	17,500	3,334	19.0
Misc Benefits	640	60	(500)	320	820	256.3
<b>Total Wages and Benefits</b>	1,535,640	72,818	797,788	767,820	(29,968)	(3.9)
Less: wages & ben charged to Capital Proj.	(50,000)	(2,368)	(23,353)	(25,000)	(1,647)	6.6
Less: Allocated to Water and Sewer Funds	(1,485,640)	(70,450)	(774,434)	(742,820)	31,614	(4.3)
<b>Total Unallocated Wages and Benefits</b>	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	70	1,873	3,000	1,127	37.6
Supplies/ Engineering	500	-	-	250	250	100.0
Supplies/ Maintenance	5,000	-	-	2,500	2,500	100.0
Invoicing	60,000	5,510	34,009	30,000	(4,009)	(13.4)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	-	-	-	-	-	-
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	23,000	976	13,465	11,500	(1,965)	(17.1)
Electrical Power	110,000	7,254	41,326	55,000	13,674	24.9
Street Lights	105,000	2,600	30,846	52,500	21,654	41.2
Telephone	16,000	1,536	10,166	8,000	(2,166)	(27.1)
Postage	850	-	2,501	425	(2,076)	(488.4)
Freight	250	-	-	125	125	100.0
Liability Insurance	100,500	-	131,597	50,250	(81,347)	(161.9)
Legal Services	70,000	336	4,675	35,000	30,325	86.6
Accounting	15,000	54	18,658	7,500	(11,158)	(148.8)
Engineering	1,000	-	-	500	500	100.0
Other Professional Services	40,000	-	7,188	20,000	12,812	64.1
Bank Service Charges	15,000	1,683	10,212	7,500	(2,712)	(36.2)
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	3,500	195	2,703	1,750	(953)	(54.5)
Computer Software Maintenance	3,500	360	2,469	1,750	(719)	(41.1)
Memberships & Subscriptions	28,000	-	20,595	14,000	(6,595)	(47.1)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	8,000	-	-	4,000	4,000	100.0

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

**December 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	250	(1,670)	(668.0)
State/County & LAFCO Fees and Charges	20,000	-	-	10,000	10,000	100.0
Elections Expense	20,000	-	-	10,000	10,000	100.0
Human Resources	20,500	341	2,748	10,250	7,502	73.2
Miscellaneous	7,500	-	(49)	3,750	3,799	101.3
Director's Fees	16,000	800	6,050	8,000	1,950	24.4
General & Admin Expense Allocation	(590,600)	(19,607)	(312,080)	(295,300)	16,780	(5.7)
<b>TOTAL OPERATING EXPENSES</b>	<b>105,000</b>	<b>2,110</b>	<b>30,871</b>	<b>52,500</b>	<b>21,629</b>	<b>41.2</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	-	-	-	-
New Financing	-	-	-	-	-	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	112,000	6,578	8,638	56,000	47,362	84.6
Building, Yard & Paving Improvements	390,000	695	40,930	195,000	154,070	79.0
Engineering & Studies	-	-	-	-	-	-
District Design Standards	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>502,000</b>	<b>7,274</b>	<b>49,568</b>	<b>251,000</b>	<b>201,432</b>	
<b>INTERFUND TRANSFER OUT</b>		-	-	-		
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(157,000)</b>	<b>(9,384)</b>	<b>(80,209)</b>	<b>(78,500)</b>	<b>(1,709)</b>	<b>2.2</b>

# Humboldt Community Services District

## Notes

December 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 - 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 5 - 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. Overage in temporary labor is offset by reduction in direct wage expenses.

### Note 6 - 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 approximatley \$10,000 over budegted amount. Overage is not projected to have significant impact on District finances.

### Note 7 - 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 signficiant impact on District finances.

### Note 8 - Postage

District purchasded \$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 budegt is not expected to have signficiant impact.

Note 9 - Liability Insurance

Multiple factors have resulted in an increase in the District's Liability and Property Insurance expenses. The Primary factor is a General increase in rates enacted by ACWA/JPIA affecting all entities covered by ACWA/JPIA resulting in a 15% increase in base rates. Additionally, prior year's premiums were lowered by the use of a "rate stabilization fund" which helped to smooth year-to-year premium changes, however this rate stabilization fund has been exhausted and is now discontinued. Lastly, increases in the District's property from new purchases, capital improvements, and Payroll also contributed to cost increase.

Note 10 - 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 11 - 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 12 - Office Equipment Maintenance

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

Note 13 - 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 14 - Memberships and Subscriptions

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

Note 15 - Debt Service

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

Note 16 - Engineering

<b>Engineering Expense - a/c 6810 - Operating Expense</b>	Dec 2024	YTD
Water Fund		
On Call Engineering Bid Request Advert	-	1,803
<b>Total posted to 6810</b>	-	<b>1,803</b>
<b>Engineering &amp; Studies - a/c 9040 - Capital Improvement Projects</b>		
Non Engineering Costs Posted to 9040		
None	-	-
<b>Grand Total posted to 9040</b>	-	-



# Accounts Payable

## Checks by Date - Detail by Check Date

User: FM  
 Printed: 2/6/2025 11:53 AM

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
57721	A440 1	Noah Altic NA-CDL PERMIT FEE	01/17/2025	98.00
Total for Check Number 57721:				98.00
57722	D640 LW-1047971	SWRCB Accounting Office water system annual fee 7/1/24 - 6/30/25	01/17/2025	29,945.24
Total for Check Number 57722:				29,945.24
57723	E485	Cooney Parris and Rieke Corp	01/17/2025	
	173214/3	CMNT 6oz/ Torch 6" 5pk / Recip 6" 8/10T 5pk		58.15
	173217/3	Handy Pak/Screws/4x4x4 GRN/\$X* Fir		166.03
	173410/3	Hardware Screws Various		5.90
	173477/3	Simple Green Cleaner/ Squeege Sponge		21.53
	173510/3	SOCKET SET 3/8		16.15
	173688/3	T15 BIT 1", MFIT DRIVER SET		21.53
	173700/3	KICKDOWN DOOR HOLDS, SCREWS		18.93
	173844/3	7/8" TUBE CUTTER, NIPPLE, CORED PLUG,		82.98
	173901/3	WRKBENCH 33X23, 1/2" CLAMP CONN		132.49
	173998/3	UTILITY KNIFE, UTILITY BLADES 50 PC		38.77
	174218/3	3-1 PNTRNT OIL, TAP&DRBT1/4", QCK GRP		35.71
	174219/3	10' USB CABLE		12.92
	174224/3	DIAB RECIP 9" 4/6T 5PK		25.85
	174228/3	DIAB SAW BLD 12X44T		42.01
	174407/3	ACETONE, SIMPLE GRN CLNR		27.99
Total for Check Number 57723:				706.94
57724	G310 380-0062935	GHD Inc. HOOVER SLS FLOOD PROTECTION PRJCT	01/17/2025	1,256.75
Total for Check Number 57724:				1,256.75
57725	H010	Keenan Supply	01/17/2025	
		December		-90.41
		December		113.59
	S014116077.001	HYMAX 2 Flip 260 PSI/8 DI C153 ADPT/ 6 DI		1,380.30
	S014139174.001	THRD Brass Econ Gate/PVC Check Ball Valve		128.17
	S014145762.001	December - elbows, nut kits, h20 valve box, chec		2,113.06
	S014146035.001	December stl chckr plt, clamp, gasket, concrete l		1,029.48
	S014159019.001	December - std galv imp t&c erw pipe		192.35
	S014164998.001	December - 6X4 GXGXG SDR35 red wye		65.60
Total for Check Number 57725:				4,932.14
57726	H045	Harper and Associates Engineering Inc. Engineering services for the October 2024 warr	01/17/2025	5,160.00
Total for Check Number 57726:				5,160.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57727	H060 5314618	Harvey M. Harper Co. Unit #17 maintenance.	01/17/2025	20.62
Total for Check Number 57727:				20.62
57728	I401	Industrial Electric Arcata Inc breaker for generator power and pc for radio ar k Miller welder repair.	01/17/2025	372.54 195.00
Total for Check Number 57728:				567.54
57729	J501 249302	JDC Sewer Camera O Rings	01/17/2025	43.09
Total for Check Number 57729:				43.09
57730	M230 M273578 M273624	Mendes Supply Co DRUM DEPOSIT X2, PSCQCARBACTICIDE DRUM DEPOSIT 1074 X2	01/17/2025	938.51 -120.00
Total for Check Number 57730:				818.51
57731	M348 179813	Microbac Laboratories, Inc TTHM and HAA5 December Distribution system	01/17/2025	845.00
Total for Check Number 57731:				845.00
57732	M450 522883970 522903786 522972406 523015350	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	01/17/2025	401.89 233.57 403.25 234.93
Total for Check Number 57732:				1,273.64
57733	M540 20 2869 20 2871	Mitch's Certified Classes BACKFLOW INITIAL TRAINING CHRIS A BACKFLOW REFRESHER TRAINING/BMc	01/17/2025	1,400.00 850.00
Total for Check Number 57733:				2,250.00
57734	P190 225451	Pacific Paper Co USB Personal Fan	01/17/2025	14.85
Total for Check Number 57734:				14.85
57735	P430 231716 231781 232773 233154 233811 235474 236184	Pierson Building Center STLWKS 1/2x3ft Steel Flat LEV 3-Way Switch White Rolatape Measure Wheel 12 inch 60lb Premix Concrete Aluminum Repair Tape/White Thumbtacks December - 60lb concrete December - 60lb concrete -1159 kirkby	01/17/2025	4.91 7.83 76.46 34.92 19.39 52.37 34.92
Total for Check Number 57735:				230.80
57736	P557 5T41108 5U62755 5U84346	Rexel USA Inc. Solderles Lug December - canvas colored bags December	01/17/2025	16.40 517.15 447.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57736:	981.25
57737	P785 4742A	Powell Landscape Materials Concrete Sea Ave SLS.	01/17/2025	196.65
			Total for Check Number 57737:	196.65
57738	S310 220033835	Low Voltage Security Inc Upper Shop Door Knob replacement	01/17/2025	78.55
			Total for Check Number 57738:	78.55
57739	UB*02219	RICKI DEES Refund Check Refund Check Refund Check Refund Check Refund Check	01/17/2025	6.34 3.88 13.60 8.19 5.36
			Total for Check Number 57739:	37.37
57740	UB*02220	MARCY FOSTER Refund Check Refund Check	01/17/2025	25.43 17.19
			Total for Check Number 57740:	42.62
57741	UB*02221	HOLLY/DAVID KLOPFENSTEIN Refund Check Refund Check Refund Check Refund Check	01/17/2025	7.17 3.19 15.37 9.27
			Total for Check Number 57741:	35.00
57742	UB*02222	BREANNA ANDERSON Refund Check Refund Check Refund Check Refund Check	01/17/2025	16.14 16.94 25.54 19.78
			Total for Check Number 57742:	78.40
57743	UB*02223	PEDRO/DIANNA GONZALEZ/MARTINI Refund Check Refund Check Refund Check Refund Check Refund Check	01/17/2025	44.92 9.17 57.78 58.06 25.31
			Total for Check Number 57743:	195.24
57744	UB*02224	RORY HANSON Refund Check Refund Check Refund Check Refund Check	01/17/2025	8.79 20.03 60.35 46.71
			Total for Check Number 57744:	135.88
57745	V700	Valley Pacific Petroleum Services Inc	01/17/2025	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	INV 24-860472	Fuel		2,819.71
			Total for Check Number 57745:	2,819.71
57746	W570 379806	Western Chain Saw 6.4 oz Mix	01/17/2025	21.84
			Total for Check Number 57746:	21.84
			Total for 1/17/2025:	52,785.63
57747	A210 720027	Petrusha Enterprises Inc. ONSITE SVC VISIT - ONSITE LABOR BEYO	01/31/2025	227.50
			Total for Check Number 57747:	227.50
57748	c036 0000003239 0940718-0993068 1326162-3423439 2293384-3942619 3461827032 39290 435500111057 609142 6248897-4970648 7070034-7555424 Crashplan Microsoft Email Microsoft Proje RC-3629 WM9052211	Corporate Payment Systems WP/Costco-Supplies for White elephant TK/Amazon: Thermometer MM/Amazon-ADA Door Sticker MM/Amazon-Monitor adapter for AP Computer TK/Go Daddy - Domain Subscription MM/Training.com - Employee absence webinar WP/Safeway-Supplies for White elephant DT/Harbor Freight-SCADA Tools MM/Amazon-WiFi Access point for lower shop TK/Amazon: Office Supply - Monitor Stand, Ibi MM/Crashplan MM/Microsoft-Exchange email MM/Microsoft-Projects for KR DT/Humboldt Sanitation - E- Waste disposal MT/Home Depot-Front office down spouts	01/31/2025	24.99 35.49 14.23 17.74 199.98 150.00 165.66 80.22 147.82 34.85 29.97 100.00 30.00 81.00 338.81
			Total for Check Number 57748:	1,450.76
57749	C430	City of Eureka: WA MIN WATER CONTRACTED - DEC 2024	01/31/2025	60,968.00
			Total for Check Number 57749:	60,968.00
57750	c465 December 2024	CJ Brown & Co CPA Progress work on 2023 Audit	01/31/2025	54.00
			Total for Check Number 57750:	54.00
57751	E330 5443397/7	Englund Marine and Industrial Supply Staff Raingear/PPE for Chuch	01/31/2025	453.52
			Total for Check Number 57751:	453.52
57752	E558 429004 431991	NAPA Auto Parts of Eureka 2.5 Blue Def Replacement bulbs and 2.5 Blue Def	01/31/2025	26.85 40.94
			Total for Check Number 57752:	67.79
57753	f180 745797	FerndaleTech Gate camera repair	01/31/2025	667.50
			Total for Check Number 57753:	667.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57754	H410 TotalUsageGals	Humboldt Bay Municipal Water D Water Purchased - Month	01/31/2025	96,029.72
Total for Check Number 57754:				96,029.72
57755	I525 278116	Infosend UB/Process and Mail/Bills -	01/31/2025	5,066.47
Total for Check Number 57755:				5,066.47
57756	J800 192626	Johnson's Mobile Rentals LLC Ridgewood temp fencing	01/31/2025	297.39
Total for Check Number 57756:				297.39
57757	L200 60900825887	Les Schwab Tire Center of Calif Inc. #19 OLD - WHEEL SPIN BALANCE, TIRE DI	01/31/2025	735.66
Total for Check Number 57757:				735.66
57758	M340 114768	Mercer Fraser Co December-Cold Mix for Constructicon	01/31/2025	1,877.48
Total for Check Number 57758:				1,877.48
57759	M560 6405	The Mitchell Law Firm LLP LEGAL SERVICES NOVEMBER 2024	01/31/2025	336.00
Total for Check Number 57759:				336.00
57760	R250 33304924	Recology Humboldt County COMM 2 YARD 1DY/WK DEC	01/31/2025	612.65
Total for Check Number 57760:				612.65
57761	R425 385945	Redwood Marine Propane for tack oil sprayer	01/31/2025	22.59
Total for Check Number 57761:				22.59
57762	S117 2408297-01	Sage Designs Inc service agreement to sage for SCADA	01/31/2025	3,850.00
Total for Check Number 57762:				3,850.00
57763	U410	United Way of Humboldt PR Batch 00001.01.2025 UNITED WAY PR Batch 00001.01.2025 UNITED WAY PR Batch 00001.01.2025 UNITED WAY	01/31/2025 PR Batch 00001.01.2025 UNI PR Batch 00001.01.2025 UNI PR Batch 00001.01.2025 UNI	1.21 0.46 2.33
Total for Check Number 57763:				4.00
57764	u602 7585718	US Bank 2014 Bond/Trustee Fees Dates 12/01/2024-11/30	01/31/2025	1,760.00
Total for Check Number 57764:				1,760.00
57765	UB*02225	STEVE/TINA STROMBECK Refund Check Refund Check Refund Check	01/31/2025	26.25 4.29 33.92

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57765:	64.46
57766	UB*02226	JOSHUA CAVANAUGH	01/31/2025	
		Refund Check		14.57
		Refund Check		11.87
		Refund Check		12.47
		Refund Check		18.80
		Refund Check		16.39
			Total for Check Number 57766:	74.10
57767	UB*02227	JAMES SALADINO	01/31/2025	
		Refund Check		39.36
		Refund Check		34.93
		Refund Check		5.70
		Refund Check		74.87
		Refund Check		45.14
			Total for Check Number 57767:	200.00
57768	UB*02228	ANDREW MC FARLAND	01/31/2025	
		Refund Check		6.37
		Refund Check		31.24
		Refund Check		47.07
		Refund Check		36.42
			Total for Check Number 57768:	121.10
57769	UB*02229	ESTHER BAZAN	01/31/2025	
		Refund Check		15.57
		Refund Check		2.54
		Refund Check		13.35
		Refund Check		20.12
			Total for Check Number 57769:	51.58
57770	UB*02230	NATHAN ZINK	01/31/2025	
		Refund Check		20.19
		Refund Check		9.88
		Refund Check		26.07
		Refund Check		17.31
			Total for Check Number 57770:	73.45
57771	W020 101195	W N Tetrault Co. Inc. Unit #9 New Tires	01/31/2025	
				1,004.88
			Total for Check Number 57771:	1,004.88
			Total for 1/31/2025:	176,070.60
			Report Total (51 checks):	228,856.23

# 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:** February 7, 2025  
**Subject:** Assistant Engineer Progress Report for February 11, 2025 Board Meeting

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### Doctors Office Lane Bid Advertisement

On Tuesday, February 4, 2025 at 5:00 P.M. Humboldt Community Services District posted an advertisement to the District website for the upcoming FY24/25 Doctors Office Lane Sewer Rehabilitation Project and is currently soliciting bids. In order to participate in the bid, all contenders must participate in the pre-bid meeting scheduled for February 20, 2025 at 3:30 p.m. Final submitted sealed bids is March 20, 2025 at 5:00 p.m.

Doctors Office Lane is located between Alora Lane and Walford Avenue on the south side of Harris Street and has approximately 240 feet of 6-Inch Vitrified Clay (VC) Line Sewer Main and is a known Trouble Spot for the District. The Sewer Main is significantly affected by heavy root intrusion, a common problem with VC Sewer Mains, causing pipe defects and plugs in the system.

The Scope of work for this project will include:

- a) Replacing approximately 85 feet of existing 6 Inch VC Sewer Main with 6 Inch PVC.
- b) Re-Lining approximately 250 feet of existing 6 Inch VC Sewer Main with folded PVC liner.
- c) Excavating and replacing approximately 200 feet of existing Sewer Laterals and bringing each property line cleanout to grade.
- d) Construction of one new manhole and rehabilitation of an existing manhole located at the intersection of Doctor's Office Lane and Harris Street

### Mainline Break Elk River Road

On Monday February 3, at approximately 3:00 P.M. the District received a call reporting a main line break at Elk River Road. District forces responded immediately and discovered a circumferential crack on a section of 8-inch Asbestos Cement (AC) line after isolating the affected section of mainline. District forces repaired the main with a leak repair band, flushed the system, and restored service. There is currently no reported property damage as a result of this main break.

## Fields Landing Sewer Lift Station Upgrade

District forces recently completed the upgrades to the Fields Landing Sewer Lift Station as part of the FY24/25 Capital Improvement Plan. Originally, The Fields Landing Sewer Lift Station had two small 7.5 HP pumps that were capable of handling flows up to 258 HP. Both of these pumps were replaced with 10 HP pumps that are capable of handling flows up to 358 GPM. The Sewer Lift station also originally had a large 20 HP pump for high flow events that was replaced with a 60 HP pump significantly improving the flow capacity from 350 GPM to 730 GPM. The 60 HP pump can be seen in Figure 1 below. The flow capacity of the Fields Landing Sewer Lift Station was increased by 480 GPM during high flow events which is significant to the District's sewer system because this is the third highest flowing sewer lift station. Additionally, a Variable Frequency Drive (VFD) was installed at the lift station which will reduce energy costs and allow District Forces to modulate the flow capacity of the system during high flow events.



**Figure 1:** This picture shows the 60 HP Pump size comparison to one of our District Staff (Jacob Mitchell) before being installed into the sewer wet well

# Humboldt Community Services District

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*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: February 7, 2025

SUBJECT: Utility Services Planner Report for February 11, 2025 Board Meeting

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To provide a consistent, statewide regulatory approach to the management of sanitary sewer systems, the State Water Board adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Water Quality Order No. 2022-0103-DWQ (Sanitary Sewer Systems General Order) on December 6, 2022. The Sanitary Sewer Systems General Order requires public agencies that own or operate sanitary sewer systems to develop and implement Sanitary Sewer Management Plans (SSMPs) and report all sanitary sewer overflows to the State Water Board's online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database.

This new General Order contains newly adopted requirements in addition to some modifications to existing requirements from the previous General Order issued in 2006. There are three requirements for the District to meet in 2025 to remain in compliance with this order. The first requirement is to perform and submit a triennial internal audit to CIWQS for the time frame covering 8/2/2021 through 8/2/2024 by February 2. This internal audit was completed and submitted on time. The second requirement is for the District to complete and submit an annual audit which is due by April 1 every year. The third requirement is for an update of the District's Sanitary Sewer Management Plan (SSMP), which includes adding newly required elements called for by the new General Order by August 2, 2025. The third requirement requires the District's Board of Director's to adopt the new plan. Staff is currently working on the SSMP update and will have it completed and ready for adoption before the due date.

The Lead and Copper service line inventory has been continuing, and staff anticipates having all customers service lines inventoried by the end of this week.

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. As required by the State Water Resources Control Board (SWRCB) a raw water sample for South Bay well has been collected. Another SWRCB requirement has been met by sampling South Bay Well for 1,2,3 Trichloro Propane, which is part of the District's required water sampling.

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# **Humboldt Community Services District**

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

## **AGENDA REPORT**

**For HCSD Board of Directors Regular Meeting of:** February 11, 2025

**AGENDA ITEM:** F.1

**TITLE:** Fiscal Year 2025 Capital Improvement Plan (CIP) Budget Update

**Presented by:** Terrence Williams, General Manager

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### **Recommendation:**

Review and Discuss CIP Project Budget Update

### **Summary:**

The District's Capital Improvement Plan is a project management and budgeting tool used by District staff to plan and prioritize projects and communicate information to the public. Each year, the CIP is updated with a five-year project schedule and budget along with ten and twenty-year spending projections. This report is a mid-year update on the FY 2024-25 CIP budget and project progress.

The CIP is broken into four sections: Water; Sewer; Office and Yard and; Vehicles and Equipment. Spending from the two enterprise funds, Water and Sewer, are restricted to expenses directly associated with providing those services. Capital projects that benefit the water system will be paid out of the water fund, and capital expenses necessary to support the sewer collection system will be paid out of the sewer fund. The office, yard, vehicles and equipment all support both water and sewer services so the expenses are split between the two enterprise funds.

### **Water**

Table 1 shows the budget, spending to date and projected fiscal year spending for water specific capital projects for FY 2025.

Most of the water specific capital improvement projects are on schedule and within budget. Several projects will not be occurring this year for various reasons. Those include the Humboldt County ADA Access project, the PRV Program project, and the Shady Lane SMR project.

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**Post Office Box 158 • Cutten, CA 95534 • (707) 443-4558 • Fax (707) 443-0818**

Fiscal Year 2025 Capital Improvement Plan Update  
 Board of Directors Meeting February, 11 2025

Table 1: The table describes the Fiscal Year 2025 budget, the spending to date and the projected spending for each of the water specific capital improvement projects planned for FY 2025.

WATER CIP Projects	Budget (FY 24-25)	Actual to Date	Projected
Water Sample Stations	\$35,000	\$0	\$35,000
AMR Program	\$275,200	\$170,675	\$275,200
SCADA Upgrade	\$110,000	\$138,105	\$250,000
Brier Lane 0.5 MG Tank	\$40,000	\$5,571	\$15,000
Ridgewood Tank	\$50,000	\$2,725	\$35,000
Hubbard 3rd Pump	\$7,500	\$5,286	\$7,500
Donna Drive 0.5 MG Tank	\$420,000	\$81,943	\$420,000
Humboldt County ADA Access	\$5,500	\$0	\$0
Truesdale WBS	\$40,000	\$32,565	\$40,000
PRV Program	\$10,000	\$0	\$0
South Bay School Backflow Device	\$20,000	\$0	\$20,000
Spruce Point Well	\$75,000	\$5,742	\$55,000
Walnut Drive 0.5 MG Tank	\$50,000	\$0	\$35,000
New Connections	\$15,000	\$5,687	\$10,000
Walnut EQ Repair	\$500,000	\$3,875	\$500,000
Crane Street	\$297,500	\$95	\$297,500
Shady Lane	\$140,000	\$0	\$0
Stanford Cir SMR		\$477	\$477
Temple Cir SMR		\$6,083	\$6,083
<b>Totals</b>	<b>\$2,090,700</b>	<b>\$458,829</b>	<b>\$2,001,761</b>

The Humboldt County ADA Access project is a line item that the District uses when District forces are required to respond to locations where the County has performed ADA access upgrades that affect District infrastructure. This activity is usually associated with intersections and cross walks that are co-located with District infrastructure such as hydrants, valves or other in ground assets. The County does not currently have any ADA access projects planned within the District this fiscal year.

The PRV Program project was established to account for pressure reducing valves (PRVs) requiring significant maintenance, rehabilitation or replacement. The District performs annual inspections on over 20 PRVs that are used to regulate pressure throughout the District. These inspections typically occur during the summer months shortly after the annual CIP is adopted. On several occasions in the past, there have been situations that require significant maintenance or rehabilitation to these valves during inspection. This year, the District does not have any PRVs that require rehabilitation or replacement.

The Shady Lane Steel Main Replacement project that was scheduled for FY 2025 is being postponed until FY 2026 due to scheduling and capacity of the District's Construction Department.

Several water specific CIP projects are over budget for FY 2025. These include the Water SCADA Upgrade projects, as well as the Stanford and Temple Circle Steel Main Replacement projects.

The Water SCADA Upgrade projects consist of 18 remote stations where critical water operations occur. These projects were scheduled over a five-year period with a total budget of \$550K. Due to significant unexpected serial failures of the existing SCADA system during the summer and fall of 2024, it became necessary to significantly accelerate these project schedules. In order to accommodate the accelerated schedule and the protracted lead times of many of the components associated with the SCADA projects, staff determined that the best path forward was to order all components necessary to complete the SCADA projects. This has allowed the District to access discounted pricing due to bulk purchases and avoid the annual cost increases associated with inflation. The Water SCADA Projects are anticipated to be completed by June, 2026, significantly ahead of schedule and well within the overall budget. The original completion date was June, 2028.

The Stanford and Temple Circle Steel Main Replacement Projects were scheduled for completion during FY 2024. Some work occurred during FY 2025 to complete those projects and the associated labor expenses are reflected in this report.

Overall, the Water CIP Projects are projected to be completed 4% under budget for FY 2025.

## **Sewer**

Table 2 shows the budget, spending to date and projected fiscal year spending for sewer specific capital projects.

Most of the sewer specific capital improvement projects are on schedule and within budget. Several projects will not occur this year for various reasons. Those include the Christine SLS project, the South Broadway Forcemain project, Hemlock and Hartman Lane “reversal” projects, the Walnut Drive Trouble Spot project and the Walnut Drive Laterals project.

The Christine SLS project was postponed until FY 2026 when District staff discovered the Pine Hill SLS pumps were in critical condition and needed immediate attention. To accommodate scheduling and budget, staff decided to implement the Pine Hill SLS project and postpone the Christine SLS project.

The South Broadway Forcemain project is a major District project for which the District had FEMA Hazard Mitigation Grant funding. Unfortunately, the projected project costs far exceeded the grant award amount and the District was forced to withdrawal from the obligated grant funding. District staff intends to apply for future Hazard Mitigation and other grant opportunities so that this important project can be completed in the future.

Fiscal Year 2025 Capital Improvement Plan Update  
 Board of Directors Meeting February, 11 2025

The Hemlock “reversal” project will utilize a piece of City infrastructure that was abandoned during the Martin Slough Interceptor project. The infrastructure and associated access and utility easements are City property and the District is currently in negotiation with the City to obtain ownership of those assets. This process is ongoing and expected to be completed this fiscal year. District staff decided not to execute this CIP project until after the asset transfer is finalized.

The Hartman Lane “reversal” project is a significant engineering undertaking and has been postponed to FY 2026 due to scheduling and staff capacity.

*Table 2: The table describes the Fiscal Year 2025 budget, the spending to date and the projected spending for each of the sewer specific capital improvement projects planned for FY 2025.*

<b>SEWER CIP Projects</b>	<b>Budget (FY 24-25)</b>	<b>Actual to Date</b>	<b>Projected</b>
Sea Avenue SLS	\$24,000	\$15,072	\$24,000
Allard Access Vault	\$20,000	\$213	\$20,000
Foxwood SLS	\$45,000	\$23,957	\$35,000
Christine SLS	\$75,000	\$0	\$0
Fields Landing SLS	\$100,000	\$94,710	\$100,000
Hoover SLS Upgrade	\$100,000	\$61,025	\$100,000
Artino SLS	\$30,000	\$7,659	\$8,000
King Salmon SLS	\$15,000	\$0	\$15,000
Hoover SLS Flood Hardening	\$250,000	\$20,219	\$250,000
SCADA Upgrade	\$110,000	\$337,936	\$350,000
New Connections	\$5,500	\$5,368	\$5,500
Dr. Office Lane	\$222,000	\$17,683	\$222,000
Walnut EQ Repair	\$350,000	\$3,875	\$350,000
South Broadway FM	\$110,000	\$0	\$0
Hemlock	\$80,000	\$0	\$0
Hartman Lane	\$120,000	\$0	\$0
Noe Street	\$75,000	\$132	\$132
Walnut Drive Trouble Spot	\$300,000	\$0	\$0
Walnut Drive Laterals	\$65,000	\$0	\$0
Roth Court SLS		\$7,025	\$7,025
Pine Hill Sewer Pump		\$36,915	\$40,000
SLS Stainless Steel Rail Replacement		\$2,598	\$2,598
<b>Totals</b>	<b>\$2,096,500</b>	<b>\$634,389</b>	<b>\$1,529,255</b>

The Walnut Drive Trouble Spot project will be completed with the Hemlock “reversal” project in a future fiscal year.

The Walnut Drive Laterals project has been postponed due to feasibility and District staff scheduling capacity.

Several sewer specific CIP projects are over budget for FY 2025. These include the Sewer SCADA Upgrade projects, as well as the Roth Court SLS project, the Pine Hill Sewer Pump project and the SLS Stainless Steel Rail Replacement project.

The Sewer SCADA Upgrade projects consist of 28 remote stations where critical sewer operations occur. Similar to the Water SCADA Upgrade projects, these projects were scheduled over a five-year period with a total budget of \$550K. The District has made a significant number of purchases in the current fiscal year to allow the District to access discounted pricing and execute the project quickly. Spending on the Sewer SCADA projects exceeds spending for Water SCADA for several reasons: 1) there are 18 Water SCADA sites and 28 Sewer SCADA sites, 2) the power electronics for sewer stations are considerably larger and experience more wear and tear than those associated with water stations, 3) many sewer stations are in locations nearer to the coast and experience increased exposure to weather and salt air compared to the Water sites and 4) the sensors and actuators that are used in the sewer environment are significantly more expensive than those used for drinking water because of the increased corrosivity of the environment.

The sewer SCADA Projects are anticipated to be completed by June of 2026, significantly ahead of schedule and within the overall budget. The original completion date was June of 2028.

The Roth Court SLS project was scheduled to be completed during FY 2024. Due to staffing shortages, the project was finished in the beginning of FY 2025. This report reflects the spending on the project during the current fiscal year due to labor to complete the project.

As described above in the Christine SLS project discussion, the Pine Hill Sewer Pump experienced unexpected wear and required replacement ahead of the anticipated schedule (FY 2026). The Christine SLS project was postponed to a future fiscal year to allocate budget and staff resources more effectively to complete this critical project.

During routine maintenance and inspections at several sewer lift stations, staff discovered that the rails used to lift and lower pumps in and out of the wet well were worn and damaged and in need of replacement. The SLS Stainless Steel Rail Replacement is an emergency project that replaces rails at several sewer lift stations.

Overall, the Sewer CIP Projects are projected to be completed 27% under budget for FY 2025.

## **Office and Yard**

Table 3 shows the budget, spending to date and projected fiscal year spending for the office and yard related capital projects for FY 2025.

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Most office and yard related capital improvement projects are on schedule and within budget. One project, the Yard Paving Repairs project will not be occurring this year.

Two projects are over budget; the Office ADA project and the Grant Writing Assistance project. The Office ADA project budget is driven as a percentage of the budget associated with remodeling the District office. In this case, the ADA budget was \$35,000 which is 20% of the budget and costs associated with office updates in the previous fiscal year. The current and projected spending for the Office ADA updates is \$36,064 which is about 3% over budget.

The Grant Writing Assistance project was overlooked during the development of the FY 2025 CIP, and no budget was created. The Board has asked staff to continue to pursue grants as opportunities arise. This expense was applied to the office and yard category because some grant opportunities are water specific, some are sewer specific and some apply to both.

Overall, the Office and Yard CIP Projects are projected to be completed 9% under budget for FY 2025.

*Table 3: The table describes the Fiscal Year 2025 budget, the spending to date and the projected spending for each of the Office and Yard related capital improvement projects planned for FY 2025.*

<b>OFFICE AND YARD CIP Projects</b>	<b>Budget (FY 24-25)</b>	<b>Actual to Date</b>	<b>Projected</b>
Office ADA	\$35,000	\$36,064.64	\$36,064
Vehicle Storage Upgrades	\$20,000	\$1,917.57	\$20,000
Yard Paving Repairs	\$40,000	\$0.00	\$0
Breakroom Roof	\$45,000	\$0.00	\$45,000
Office Building Exterior phase 2	\$125,000	\$2,711.21	\$125,000
Small Truck Garage	\$125,000	\$0.00	\$125,000
Drying Bed Cover	\$5,000	\$1,714.77	\$1,715
Grant Writing Assistance		\$6,393.26	\$6,393.26
<b>Totals</b>	<b>\$395,000</b>	<b>\$48,801</b>	<b>\$359,172</b>

## **Vehicles and Equipment**

Table 4 shows the budget, spending to date and projected fiscal year spending for the vehicles and equipment related capital projects.

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*Table 4:* The table describes the Fiscal Year 2025 budget, the spending to date and the projected spending for each of the Vehicles and Equipment related capital improvement projects planned for FY 2025.

<b>VEHICLES AND EQUIPMENT CIP Projects</b>	<b>Budget (FY 24-25)</b>	<b>Actual to Date</b>	<b>Projected</b>
Ford 4x4	\$85,000	\$0.00	\$75,000
Riding Mower	\$10,000	\$7,769.46	\$7,769
Truck Radio Repeater	\$12,000	\$6,595.27	\$6,595
Sewer Push Camera	\$17,500	\$15,144.84	\$15,145
Hydrostatic Pressure Pump	\$5,000	\$0.00	\$5,000
<b>Totals</b>	<b>\$129,500</b>	<b>\$29,510</b>	<b>\$109,510</b>

All of the vehicles and equipment related capital projects are on schedule and within budget. Overall, the Vehicles and Equipment CIP Projects are projected to be completed 15% under budget for FY 2025.

**Fiscal Impact:**

\$715,000 of funding allocated to current year CIP projects will be held in reserves to be allocated to fund future Capital Projects compared to what was budgeted for FY 2025.