



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

**AGENDA**

**DATE: Tuesday, October 28, 2025**

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

**LOCATION: 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 October 28, 2025 Agenda                            | <i>Pgs. 1-2</i> |
| 2. Approval of Minutes of the Regular Meeting of October 14, 2025 | <i>Pgs. 3-8</i> |

**D. REPORTS**

- |                                    |                  |
|------------------------------------|------------------|
| 1. <u>General Manager</u>          |                  |
| a) District Update                 | <i>Pgs.9</i>     |
| 2. <u>Finance Department</u>       |                  |
| a) September 2025 Budget Statement | <i>Pgs.11-22</i> |
| b) FY 2026 Q1 Investment Report    | <i>Pgs. 23</i>   |
| 3. <u>Engineering</u>              |                  |
| a) Update                          | <i>Pgs. 25</i>   |
| 4. <u>Planning</u>                 |                  |
| a) Update                          | <i>Pgs. 27</i>   |
| 5. <u>Legal Counsel</u>            |                  |

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 state their name and where they are from, be concise, and limit their communications to 3 to 5 minutes. After all oral communications, the Board or staff may briefly respond with information 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. Consideration of Approval of License Agreement with Humboldt Bay Fire for Operation and Maintenance of radio Facilities at the Donna Drive Tank Site.

*Pgs. 29-33*

**G. ADJOURNMENT**

Next Res: 2025-09

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, October 14, 2025, at 5055 Walnut Drive, Eureka, California and on Zoom.

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

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

**B. PLEDGE OF ALLEGIANCE**

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

**C. CONSENT CALENDAR**

1. Approval of October 14, 2025 Agenda
2. Approval of Minutes of the Regular Meeting of September 23, 2025

**IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR GARDINER, TO APPROVE THE OCTOBER 14, 2025, CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:**

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

Director Ryan joined the meeting remotely via Zoom at 5:02 p.m. and requested to participate by teleconference due to emergency circumstances under the provisions of California Government Code § 54954.2(b)(4) and noted that she was assisting a family member with medical needs.

**IT WAS MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR BENZONELLI, TO APPROVE DIRECTOR RYAN'S PARTICIPATION IN THE MEETING UNDER CALIFORNIA GOVERNMENT CODE § 54954.2(b)(4) DUE TO EMERGENCY CIRCUMSTANCES INVOLVING AN ILL FAMILY MEMBER. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:**

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

**D. REPORTS**

1. General Manager
  - a) District Update

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The GM updated the Board on the recruitment for the Utility Services/Engineering Technician positions and on selecting a new Construction Foreman, Keith Noga. Mr. Noga has thirteen years of experience in the District's Construction Department. The District is soliciting for a Utility Worker with a closing date of October 20. Utility Workers Jesus Dominguez Diaz and Brandon Balke earned their Class A commercial driver's license during the week of October 6.

The GM attended the CSDA Special District Leadership Academy in Redding from October 6 to 8. Assembly Member Rogers has invited the HCSD Directors to a gathering at the Wharfinger Building on October 15.

2. Finance Manager

a) August 2025 Budget Statement

FM reviewed the Budget Statement and noted that the line items for Water/Sewer Analysis and Postage had significant expenses in August, creating a significant year-to-date budget variance. The line items are not expected to go over budget at the conclusion of the fiscal year. A negative expense was included in the Liability Insurance line item to reflect a voided and reissued check to ACWA JPIA. An increase in the operating revenue line item – Reimbursable Maintenance Charges, reflected a settlement the District received from a motorist's insurance company after a collision with a District fire hydrant on Nedra Ave.

b) September 2025 Check Register

FM noted large purchases from Industrial Electric for the District's new SCADA system and Viking Industrial for work on the Donna Drive Tank.

3. Engineering

a) Update

AE reported that District staff completed pump replacements at the Donna Drive and Blue Spruce Booster Stations. The new pumps reduce operational costs and improve reliability.

4. Planning

a) Update

USP reviewed the District's fill dirt program, which provides community members up to 49.9 cubic yards of fill material per parcel without a county-issued grading permit. A follow-up was provided on the District's Unregulated Contaminant Monitoring Rule 5 (UCMR-5) program results. HCSD's samples had no detection

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of unregulated contaminants. Each round of the UCMR series focuses on different unregulated contaminants; UCMR-5 has been focused on PFAS forever chemicals.

4. Legal Counsel

No report.

5. Director Reports

No report.

**E. PUBLIC PARTICIPATION**

None.

**F. NEW BUSINESS**

1. Consideration of Appointing Officers and Representatives of the Board of Directors of the Humboldt Community Services District and Adopting Resolution No. 2025-08

GM reviewed the District's current officers of the board and board representatives to other organizations. President Matteoli noted that he is unable to continue in the role of Board President, but will continue to serve as a Board member.

Director Gardiner suggested declaring a vacancy in the office of Board President, having the Vice President assume the position on an interim basis, and having the Board agendize the election of a new Board President at the subsequent meeting.

**IT WAS MOVED BY DIRECTOR GARDINER TO DECLARE THE OFFICE OF HUMBOLDT COMMUNITY SERVICES DISTRICT BOARD PRESIDENT VACANT, THAT THE VICE PRESIDENT ASSUME THE POSITION ON AN INTERIM BASIS, AND THAT THE BOARD AGENDIZE THE ELECTION OF A NEW BOARD PRESIDENT AT THE NEXT MEETING OF THE BOARD OF DIRECTORS.**

The board discussed whether the appointment was agendized in the proper format and whether additional notice would provide the public with an opportunity to comment on it.

*The motion died due to the lack of a second to the motion.*

Director Benzonelli asked Director Hansen if he would be willing to serve as the Board President. Director Hasen provided an affirmative response. Director Gardiner noted Director Hansen's employment with the City of Eureka as a factor to be considered when appointing a Board President. Director Hansen and Director Gardiner acknowledged previous discussions about Director Hansen's employment,

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and Director Hansen expressed that the matter had been addressed in the past and requested that Director Gardiner not comment further on the matter.

**IT WAS MOVED BY DIRECTOR GARDINER TO NOMINATE DIRECTOR BENZONELLI TO THE POSITION OF PRESIDENT OF THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT.**

Director Ryan stated that she was unavailable to serve as Board President and was comfortable with either Director Benzonelli or Director Hansen serving. Director Benzonelli noted that she supported Director Hansen's appointment to the position.

*The motion died due to the lack of a second to the motion.*

**IT WAS MOVED BY DIRECTOR BENZOENLLI, SECONDED BY DIRECTOR RYAN, TO APPOINT DIRECTOR HANSEN TO THE POSITION OF PRESIDENT OF THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT.**

Director Gardiner noted that he still had the concerns stated previously regarding Director Hansen's appointment as Board President and would choose to abstain from the vote.

MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**IT WAS MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN, TO APPOINT DIRECTOR BENZONELLI TO THE POSITION OF VICE PRESIDENT OF THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE.**

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

President Matteoli queried the Board if any members did not want to continue in their current appointed positions. Staff reviewed the new and continuing appointments that would be inserted into Resolution 2025-08:

Appointment	Board Member
President	Michael Hansen
Vice President	Heidi Benzonelli
Employee Relations Officer	Michael Hansen
HCSD Audit Committee	Heidi Benzonelli, Gregg Gardiner
Redwood Region Economic Development Commission	Julie Ryan, Heidi Benzonelli (alternate)

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ACWA JPIA Board of Directors	Julie Ryan, Gregg Gardiner (alternate)
HBMWD Water Task Force	Julie Ryan

Director Gardiner put on the record his dissatisfaction with the Board's practice of voting on Resolution 2025-08 and stated that the process resulted in him having to cast a single vote on all of the appointments.

There was no public comment.

**IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR BENZONELLI,** TO ADOPT RESOLUTION 2025-08 APPOINTING OFFICERS AND AFFIRMING REPRESENTATIVES OF THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE.

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

*Director Matteoli chaired the remainder of the meeting.*

2. Engagement of a CalPERS Retired Annuitant for Professional Engineering Services

GM reviewed a request to authorize engagement of the District's retired General Manager/Engineer, a licensed professional engineer, as a CalPERS retired annuitant to provide limited professional engineering support, including reviewing and stamping engineering plans prepared by District staff. Compensation for the retired annuitant will be charged to the capital improvement program budgets associated with the projects receiving engineering support. The District anticipates total expenditures of less than \$10,000 in salary and wages for Fiscal Year 2025–26.

There was no public comment.

**IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR GARDINER,** TO APPROVE THE ENGAGEMENT OF A CALPERS RETIRED ANNUITANT FOR PROFESSIONAL ENGINEERING SERVICES. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

3. Consideration of Request from CalTrout to Enter into an Agreement to Provide Access to Parcel 302-181-028 for Project Development and Monitoring

GM reported that CalTrout is working on a project with the State Water Resources Control Board (SWRCB) and the State Coastal Conservancy (SCC) to restore the

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Elk River estuary east of Highway 101. The District owns a parcel within the project area. The parcel is not slated for any construction work or improvement that would disrupt District use of the parcel. The parcel was described in the original project description which necessitates the District and CalTrout to execute an agreement for access and the District to sign off on a County planning permit request. It was noted that this location is a former well and tank site that served the City of Eureka and ultimately became property of the District.

There was no public comment.

**IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR GARDINER,**  
TO APPROVE THE REQUEST FROM CALTROUT TO ENTER INTO AN  
AGREEMENT TO PROVIDE ACCESS TO PARVEL 302-181-028. MOTION  
CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**G. ADJOURNMENT**

Before adjournment, Director Benzonelli commented on the responsibility that each board member takes and noted that President Matteoli has modeled grace, honesty, and trustworthiness and has recused himself from meetings when appropriate. She also noted that Director Hansen has recused himself from meetings when appropriate. Director Benzonelli affirmed that all Board Members are doing their best to be honest and forthright. Director Gardiner noted that he appreciated Director Benzonelli's comments and congratulated Director Hansen on his appointment as Board President.

Without further business, **IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR HANSEN,** 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 September 23, 2025, AT 6:02 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: October 24, 2025

SUBJECT: General Manager Report for October 28, 2025 Board Meeting

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### **Utility Services Planner/Engineering Technician II**

After an extensive selection process, District staff identified a fantastic candidate to fill Brian McNeill's position upon retirement at the end of December. Ana Rodriguez, the District's Engineering Intern, accepted the role and will begin in January. Ana has worked for the District since July, 2024 and has proven to be a terrific addition to our team. Ana graduates from the Environmental Resources Engineering program at Cal Poly Humboldt in December and will continue to work for the District in her current role until that time. Ana will work closely with Brian between now and January to learn all she can about his role. I am confident that Ana will continue to do an excellent job for the District. Please join me in congratulating Ana on her career advancement with HCSD.

### **Recruitment**

Second interviews for the Planning Assistant/Engineering Technician I position were held during the week of October 20.

Several qualified applicants are being evaluated for the vacant Utility Worker position that is left by Keith Noga's promotion to Foreman of the Construction Department. Interviews will be held on Monday, October 27. I am hopeful that one of these candidates will be the right fit for the District's team.

The District has posted a solicitation to fill the Foreman position in the Maintenance and Operations Department. The solicitation will close on December 1, 2025. We are hopeful that we will identify a highly qualified individual to continue the strong legacy of service and dedication that Darren Toland exemplified in the position.

### **Planning and Scheduling**

As a reminder, the Board meetings scheduled for November 11<sup>th</sup> and 25<sup>th</sup> have been canceled due to the Veterans Day and Thanksgiving holidays. A Special Meeting is scheduled for Tuesday, November 18<sup>th</sup>. Board Secretary, Robert Christensen will be out of the office beginning October 31 and will return on November 17. Please contact me or Michael Montag during Rob's absence.



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

**September 2025**

	Budgeted 2025-26	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	6,603,000	599,035	1,786,703	1,650,750	135,953	8.2	
Sewer Service Charges	8,842,500	763,607	2,181,636	2,210,625	(28,989)	(1.3)	
Water & Sewer Construction Charges	35,000	-	22,978	8,750	14,228	162.6	1
Account Charges	115,000	13,445	36,689	28,750	7,939	27.6	
Inspection Charges	700	-	-	175	(175)	(100.0)	1
Reimbursable Maintenance Charges	1,600	520	11,507	400	11,107	2,776.6	1
Miscellaneous	2,000	156	156	500	(344)	(68.8)	1
<b>TOTAL OPERATING REVENUE</b>	<b>15,599,800</b>	<b>1,376,764</b>	<b>4,039,669</b>	<b>3,899,950</b>	<b>139,719</b>	<b>3.6</b>	
<b>NON-OPERATING REVENUE</b>							
Capital Connection Charges	125,000	6,234	57,854	31,250	26,604	85.1	1
Interest/General	405,000	46,093	142,215	101,250	40,965	40.5	2
Discounts Earned	1,750	-	(255)	438	(693)	(158.4)	1
Sales: Fixed Assets/Scrap Metal	2,000	-	-	500	(500)	(100.0)	1
Bad Debt Recovery	3,000	-	-	750	(750)	(100.0)	1
Property Taxes & Assessments	450,000	-	-	112,500	(112,500)	(100.0)	1
<b>TOTAL NON-OPERATING REVENUE</b>	<b>986,750</b>	<b>52,327</b>	<b>199,814</b>	<b>246,688</b>	<b>(46,873)</b>	<b>(19.0)</b>	<b>1</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>16,586,550</b>	<b>1,429,091</b>	<b>4,239,483</b>	<b>4,146,638</b>	<b>92,846</b>	<b>2.2</b>	
<b>OPERATING EXPENSES</b>							
Wages Direct	2,065,812	153,211	494,974	516,453	21,479	4.2	
Benefits: PERS	607,000	18,278	433,523	151,750	(281,773)	(185.7)	3
Group Ins	1,451,000	99,831	300,204	362,750	62,546	17.2	
Workers Comp Ins	32,000	-	-	8,000	8,000	100.0	
FICA/Medicare	151,650	11,798	38,008	37,913	(95)	(0.3)	
Misc Benefits	1,920	40	420	480	60	12.5	
<b>Total Wages and Benefits</b>	<b>4,309,382</b>	<b>283,157</b>	<b>1,267,128</b>	<b>1,077,346</b>	<b>(189,783)</b>	<b>(17.6)</b>	<b>3</b>
Less: wages & ben charged to Capital Proj.	(300,000)	(47,449)	(136,453)	(75,000)	61,453	(81.9)	
<b>Total Operating Wages and benefits</b>	<b>4,009,382</b>	<b>235,708</b>	<b>1,130,675</b>	<b>1,002,346</b>	<b>(128,330)</b>		
Water Purchase HBMWWD	1,180,000	101,248	302,510	295,000	(7,510)	(2.5)	
Water Purchase Eureka	850,000	79,109	246,634	212,500	(34,134)	(16.1)	4
Sewage Treatment Operations & Maint.	2,185,000	153,841	461,523	546,250	84,727	15.5	
Water/Sewer Analysis	12,000	3,882	7,447	3,000	(4,447)	(148.2)	5
Supplies/ Construction	150,000	7,143	27,196	37,500	10,304	27.5	
Supplies/ Office-Administration	15,000	504	2,985	3,750	765	20.4	
Supplies/ Engineering	2,000	-	199	500	301	60.3	
Supplies/ Maintenance	100,000	8,438	29,445	25,000	(4,445)	(17.8)	6
Invoicing	65,000	6,200	16,972	16,250	(722)	(4.4)	
Temporary Labor	44,500	5,560	15,674	11,125	(4,549)	(40.9)	7
Repairs & Maintenance/Trucks	75,000	1,640	13,013	18,750	5,737	30.6	
Equipment Rental	2,000	-	323	500	177	35.4	
Building & Grounds Maintenance	35,000	2,105	7,178	8,750	1,572	18.0	
Electrical Power	500,000	41,870	136,553	125,000	(11,553)	(9.2)	
Street Lights	90,000	6,291	19,264	22,500	3,236	14.4	
Telephone	15,000	421	3,033	3,750	717	19.1	
Postage	2,500	-	2,500	625	(1,875)	(300.0)	8
Freight	1,000	-	-	250	250	100.0	
Chemicals	13,000	-	2,447	3,250	803	24.7	
Liability Insurance	150,000	-	39,469	37,500	(1,969)	(5.2)	
Legal	40,000	1,488	2,304	10,000	7,696	77.0	
Accounting	20,000	100	8,729	5,000	(3,729)	(74.6)	9
Engineering	1,500	-	-	375	375	100.0	

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

**September 2025**

	Budgeted 2025-26	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Other Professional Services	30,000	-	-	7,500	7,500	100.0	
Bank Service Charges	22,000	1,248	4,160	5,500	1,340	24.4	
Transportation	75,000	-	9,942	18,750	8,808	47.0	
Office Equip. Maintenance	6,000	388	890	1,500	610	40.6	
Computer Software Maintenance	46,000	164	47,532	11,500	(36,032)	(313.3)	10
Memberships & Subscriptions	47,500	-	10,602	11,875	1,273	10.7	
Bad Debts & Minimum Balance Writeoff	20,000	(1)	(1)	5,000	5,001	100.0	
Conference & Continuing Ed	33,000	1,110	5,140	8,250	3,110	37.7	
Certifications	7,500	-	180	1,875	1,695	90.4	
State/County & LAFCO Charges and Charge	62,000	7,183	7,183	15,500	8,317	53.7	
Hydraulic Water Model Maintenance	2,000	-	-	500	500	100.0	
Human Resources	22,000	3,883	6,150	5,500	(650)	(11.8)	11
Miscellaneous	10,000	103	132	2,500	2,369	94.7	
Director's Charges	16,000	1,200	2,150	4,000	1,850	46.3	
<b>TOTAL OPERATING EXPENSES</b>	<b>9,956,882</b>	<b>670,828</b>	<b>2,570,133</b>	<b>2,489,221</b>	<b>(80,912)</b>	<b>(3.3)</b>	
<b>LONG TERM DEBT PAYMENTS</b>							
2012 CIP & Refi.	177,600	-	88,800	44,400	(44,400)	(100.0)	12
Davis-Grunsky Loan	6,050	81	81	1,513	1,432	94.7	12
VacCon Truck Loan	117,441	-	117,441	29,360	(88,081)	(300.0)	12
2014 Wastewater Revenue Bonds	487,175	-	-	121,794	121,794	100.0	12
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>788,266</b>	<b>81</b>	<b>206,322</b>	<b>197,067</b>	<b>(9,255)</b>	<b>(4.7)</b>	
<b>CAPITALIZED EXPENDITURES</b>							
Vehicles, Rolling Stock & Equipment	97,500	-	1,725	24,375	22,650	92.9	
Building, Yard & Paving Improvements	395,000	-	149	98,750	98,601	99.8	
Capital Improvements Water	2,944,800	207,246	1,052,108	736,200	(315,908)	(42.9)	
Capital Improvements Sewer	1,645,500	28,426	41,537	411,375	369,838	89.9	
Engineering & Studies	115,000	-	-	28,750	28,750	100.0	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>5,197,800</b>	<b>235,672</b>	<b>1,095,519</b>	<b>1,299,450</b>	<b>203,931</b>	<b>15.7</b>	
<b>OTHER</b>							
City of Eureka Projects:							
Treatment Plant	3,670,000	-	-	917,500	917,500	100.0	
<b>TOTAL City of Eureka Projects</b>	<b>3,670,000</b>	<b>-</b>	<b>-</b>	<b>917,500</b>	<b>917,500</b>	<b>100.0</b>	
Interfund Transfers In	-	-	-				
Interfund Transfers Out	-	-	-				
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(3,026,398)</b>	<b>522,509</b>	<b>367,509</b>	<b>(756,600)</b>	<b>1,124,109</b>	<b>148.6</b>	

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

**September 2025**

	Budgeted 2025-26	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	15,599,800	1,376,764	4,039,669	3,899,950	139,719	3.6
TOTAL OPERATING EXPENSES	(9,956,882)	(670,828)	(2,570,133)	(2,489,221)	(80,912)	(3.3)
NET SURPLUS/(DEFICIT) FROM OPERATIONS	5,642,918	705,935	1,469,536	1,410,730	58,807	4.2
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	986,750	52,327	199,814	246,688	(46,873)	(19.0)
TOTAL LONG TERM DEBT SERVICE	(788,266)	(81)	(206,322)	(197,067)	(9,255)	(4.7)
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	5,841,402	758,181	1,463,029	1,460,351	21,189	1.5
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(5,197,800)	(235,672)	(1,095,519)	(1,299,450)	203,931	15.7
CITY of EUREKA PROJECT REIMBURSEMENT	(3,670,000)	-	-	(917,500)	917,500	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(3,026,398)</u>	<u>522,509</u>	<u>367,509</u>	<u>(756,600)</u>	<u>1,124,109</u>	<u>148.6</u>

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

**September 2025**

	Budgeted 2025-26	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	6,603,000	599,035	1,786,703	1,650,750	135,953	8.2
Water Construction Charges	20,000	-	22,935	5,000	17,935	358.7
Account Charges	70,000	7,664	20,913	17,500	3,413	19.5
Inspection Charges	-	-	-	-	-	-
Reimbursable Maintenance Charges	1,400	408	11,283	350	10,933	3,123.7
Miscellaneous	1,000	-	-	250	(250)	(100.0)
<b>TOTAL OPERATING REVENUE</b>	<b>6,695,400</b>	<b>607,107</b>	<b>1,841,833</b>	<b>1,673,850</b>	<b>167,983</b>	<b>10.0</b>
<b>NON-OPERATING REVENUE</b>						
Water Capital Connection Charges	50,000	-	50,374	12,500	37,874	303.0
Interest/General	190,000	18,837	58,119	47,500	10,619	22.4
Discounts Earned	1,000	-	(146)	250	(396)	(158.2)
Sales:Fixed Assets/Scrap Metal	1,000	-	-	250	(250)	(100.0)
Bad Debt Recovery	2,000	-	-	500	(500)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>244,000</b>	<b>18,837</b>	<b>108,348</b>	<b>61,000</b>	<b>47,348</b>	<b>77.6</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>6,939,400</b>	<b>625,944</b>	<b>1,950,181</b>	<b>1,734,850</b>	<b>215,331</b>	<b>12.4</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	958,750	71,109	261,742	239,688	(22,054)	(9.2)
Wages & Benefits: Allocated	827,731	42,810	313,925	206,933	(106,992)	(51.7)
Benefits: PERS	143,475	8,739	32,243	35,869	3,625	10.1
Group Ins	413,000	29,703	104,502	103,250	(1,252)	(1.2)
Workers Comp Ins	14,850	-	-	3,713	3,713	100.0
FICA/Medicare	70,370	5,433	19,999	17,593	(2,406)	(13.7)
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>2,428,176</b>	<b>157,794</b>	<b>732,411</b>	<b>607,044</b>	<b>(125,367)</b>	<b>(20.7)</b>
Less: wages & ben charged to Capital Proj.	(185,000)	(15,725)	(94,412)	(46,250)	48,162	(104.1)
<b>Total Operating Wages and benefits</b>	<b>2,243,176</b>	<b>142,069</b>	<b>637,999</b>	<b>560,794</b>	<b>(77,205)</b>	<b>(13.8)</b>
Water Purchase HBMWD	1,180,000	101,248	302,510	295,000	(7,510)	(2.5)
Water Purchase Eureka	850,000	79,109	246,634	212,500	(34,134)	(16.1)
Water Analysis	12,000	3,882	7,447	3,000	(4,447)	(148.2)
Supplies/ Construction	110,000	4,126	15,925	27,500	11,575	42.1
Supplies/Office-Administration	4,500	204	866	1,125	259	23.0
Supplies/ Engineering	500	-	199	125	(74)	(59.0)
Supplies/ Maintenance	50,000	3,926	16,778	12,500	(4,278)	(34.2)
Temporary Labor	22,250	3,169	8,934	5,563	(3,371)	(60.6)
Repairs & Maintenance/Trucks	40,000	935	7,418	10,000	2,582	25.8
Equipment Rental	1,000	-	-	250	250	100.0
Building & Grounds Maintenance	6,000	400	1,416	1,500	84	5.6
Electrical Power	285,000	27,003	88,326	71,250	(17,076)	(24.0)
Freight	350	-	-	88	88	100.0
Chemicals	13,000	-	2,447	3,250	803	24.7
Liability Insurance	-	-	21,051	-	(21,051)	-
Engineering	-	-	-	-	-	-
Other Professional Services	5,000	-	-	1,250	1,250	100.0
Transportation	43,000	-	5,667	10,750	5,083	47.3
Office Equip. Maintenance	750	77	77	188	111	59.1
Computer Software Maintenance	21,000	-	26,405	5,250	(21,155)	(403.0)
Memberships & Subscriptions	2,000	-	1,825	500	(1,325)	(265.0)
Bad Debts & Minimum Balance Writeoff	10,000	(0)	(0)	2,500	2,500	100.0
Conference & Continuing Ed	10,000	633	2,889	2,500	(389)	(15.6)
Certifications	3,500	-	180	875	695	79.4
State/County & LAFCO Charges and Charge:	39,000	4,094	4,094	9,750	5,656	58.0
Hydraulic Water Model Maintenance	2,000	-	-	500	500	100.0
Human Resources	4,500	1,736	2,249	1,125	(1,124)	(99.9)
Miscellaneous	1,000	-	17	250	233	93.3
General & Admin Expense Allocation	299,150	11,198	44,947	74,788	29,841	39.9

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

**September 2025**

	Budgeted 2025-26	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
TOTAL OPERATING EXPENSES	5,258,676	383,808	1,446,299	1,314,669	(131,630)	(10.0)
LONG TERM DEBT PAYMENTS						
Davis-Grunsky Loan	6,050	81	81	1,513	1,432	94.7
TOTAL LONG TERM DEBT PAYMENTS	6,050	81	81	1,513	1,432	94.7
CAPITALIZED EXPENDITURES						
Capital Improvements Water	2,944,800	206,464	1,043,462	736,200	(307,262)	(41.7)
TOTAL CAPITAL EXPENDITURES	2,944,800	206,464	1,043,462	736,200	(307,262)	(41.7)
INTERFUND TRANSFERS IN	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(1,270,126)	35,591	(539,661)	(317,532)	(222,129)	(70.0)

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

**September 2025**

	Budgeted 2025-26	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	8,842,500	763,607	2,181,636	2,210,625	(28,989)	(1.3)
Sewer Construction Charges	15,000	-	43	3,750	(3,707)	(98.9)
Account Charges	45,000	5,782	15,776	11,250	4,526	40.2
Inspection Charges	700	-	-	175	(175)	(100.0)
Reimbursable Maintenance Charges	200	112	224	50	174	347.2
Miscellaneous	1,000	-	-	250	(250)	(100.0)
<b>TOTAL OPERATING REVENUE</b>	<b>8,904,400</b>	<b>769,500</b>	<b>2,197,679</b>	<b>2,226,100</b>	<b>(28,421)</b>	<b>(1.3)</b>
<b>NON-OPERATING REVENUE</b>						
Sewer Capital Connection Charges	75,000	6,234	7,480	18,750	(11,270)	(60.1)
Interest/General	200,000	18,223	56,225	50,000	6,225	12.5
Discounts Earned	750	-	(110)	188	(297)	(158.6)
Sales: Fixed Assets/Scrap Metal	1,000	-	-	250	(250)	(100.0)
Bad Debt Recovery	1,000	-	-	250	(250)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>277,750</b>	<b>24,457</b>	<b>63,596</b>	<b>69,438</b>	<b>(5,842)</b>	<b>(8.4)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>9,182,150</b>	<b>793,957</b>	<b>2,261,275</b>	<b>2,295,538</b>	<b>(34,262)</b>	<b>(1.5)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	598,000	49,573	135,812	149,500	13,688	9.2
Wages & Benefits: Allocated	827,731	42,810	313,925	206,933	(106,992)	(51.7)
Benefits: PERS	77,250	6,557	16,199	19,313	3,113	16.1
Group Ins	275,000	21,854	55,193	68,750	13,557	19.7
Workers Comp Ins	9,275	-	-	2,319	2,319	100.0
FICA/Medicare	43,950	3,788	10,377	10,988	610	5.6
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,831,206</b>	<b>124,581</b>	<b>531,507</b>	<b>457,802</b>	<b>(73,705)</b>	<b>(16.1)</b>
Less: wages & ben charged to Capital Proj.	(65,000)	(30,942)	(38,830)	(16,250)	22,580	(139.0)
<b>Total Operating Wages and benefits</b>	<b>1,766,206</b>	<b>93,640</b>	<b>492,677</b>	<b>441,552</b>	<b>(51,125)</b>	<b>(11.6)</b>
Sewage Treatment: Operating & Maint.	2,185,000	153,841	461,523	546,250	84,727	15.5
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,000	3,017	11,271	10,000	(1,271)	(12.7)
Supplies/ Office-Administration	4,500	154	653	1,125	472	41.9
Supplies/ Engineering	500	-	-	125	125	100.0
Supplies/ Maintenance	45,000	4,512	12,667	11,250	(1,417)	(12.6)
Temporary Labor	22,250	2,391	6,740	5,563	(1,177)	(21.2)
Repairs & Maintenance/Trucks	35,000	705	5,596	8,750	3,154	36.0
Equipment Rental	1,000	-	323	250	(73)	(29.2)
Building & Grounds Maintenance	5,000	301	1,068	1,250	182	14.5
Electrical Power	115,000	6,037	18,857	28,750	9,893	34.4
Freight	350	-	-	88	88	100.0
Liability Insurance	-	-	15,881	-	(15,881)	-
Engineering	-	-	-	-	-	-
Other Professional Services	5,000	-	-	1,250	1,250	100.0
Transportation	32,000	-	4,275	8,000	3,725	46.6
Office Equip. Maintenance	750	58	58	188	130	69.1
Computer Software Maintenance	19,000	-	19,920	4,750	(15,170)	(319.4)
Memberships & Subscriptions	1,500	-	1,139	375	(764)	(203.6)
Bad Debts & Minimum Balance Writeoff	10,000	(0)	(0)	2,500	2,500	100.0



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

**September 2025**

	Budgeted 2025-26	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Conference & Continuing Ed	10,000	477	2,179	2,500	321	12.8
Certifications	2,500	-	-	625	625	100.0
State/County & LAFCO Charges and Charges	4,000	3,088	3,088	1,000	(2,088)	(208.8)
Human Resources	3,000	1,309	1,696	750	(946)	(126.2)
Miscellaneous	1,500	(0)	13	375	362	96.6
General & Admin Expense Allocation	299,150	11,198	44,947	74,788	29,841	39.9
<b>TOTAL OPERATING EXPENSES</b>	<b>4,608,206</b>	<b>280,729</b>	<b>1,104,570</b>	<b>1,152,052</b>	<b>47,481</b>	<b>4.1</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 Wastewater Revenue Bonds	487,175	-	-	121,794	121,794	100.0
2012 CIP & Refi.	177,600	-	-	44,400	44,400	100.0
VacCon Truck Loan	117,441	-	117,441	29,360	(88,081)	(300.0)
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>782,216</b>	<b>-</b>	<b>117,441</b>	<b>195,554</b>	<b>78,113</b>	<b>39.9</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building, Yard& Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	1,645,500	28,426	41,537	411,375	369,838	89.9
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,645,500</b>	<b>28,426</b>	<b>41,537</b>	<b>411,375</b>	<b>369,838</b>	<b>89.9</b>
<b>OTHER</b>						
City of Eureka Projects: Treatment Plant	3,670,000	-	-	917,500	917,500	100.0
<b>TOTAL OTHER</b>	<b>3,670,000</b>	<b>-</b>	<b>-</b>	<b>917,500</b>	<b>917,500</b>	<b>100.0</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(1,523,772)</b>	<b>484,802</b>	<b>997,727</b>	<b>(380,943)</b>	<b>1,378,670</b>	<b>361.9</b>

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

**September 2025**

	Budgeted 2025-26	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)	15,000	9,033	27,871	3,750	24,121	643.2
Miscellaneous	-	156	156	-	156	-
<b>TOTAL OPERATING REVENUE</b>	<b>15,000</b>	<b>9,189</b>	<b>28,027</b>	<b>3,750</b>	<b>24,277</b>	<b>647.4</b>
<b>NON-OPERATING REVENUE</b>						
Property Taxes	450,000	-	-	112,500	(112,500)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>450,000</b>	<b>-</b>	<b>-</b>	<b>112,500</b>	<b>(112,500)</b>	<b>(100.0)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>465,000</b>	<b>9,189</b>	<b>28,027</b>	<b>116,250</b>	<b>(88,223)</b>	<b>(75.9)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	509,062	32,529	97,419	127,266	29,846	23.5
Benefits: PERS	386,275	2,982	385,080	96,569	(288,512)	(298.8)
State Unemploy Ins	-	-	-	-	-	-
Group Ins	763,000	48,274	140,508	190,750	50,242	26.3
Workers Comp Ins	7,875	-	-	1,969	1,969	100.0
FICA/Medicare	37,330	2,578	7,632	9,333	1,700	18.2
Misc Benefits	1,920	40	420	480	60	12.5
<b>Total Wages and Benefits</b>	<b>1,705,462</b>	<b>86,402</b>	<b>631,060</b>	<b>426,366</b>	<b>(204,695)</b>	<b>(48.0)</b>
Less: wages & ben charged to Capital Proj.	(50,000)	(782)	(3,211)	(12,500)	(9,289)	74.3
Less: Allocated to Water and Sewer Funds	(1,655,462)	(85,620)	(627,850)	(413,866)	213,984	(51.7)
<b>Total Unallocated Wages and Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	147	1,465	1,500	35	2.3
Supplies/ Engineering	1,000	-	-	250	250	100.0
Supplies/ Maintenance	5,000	-	-	1,250	1,250	100.0
Invoicing	65,000	6,200	16,972	16,250	(722)	(4.4)
Temporary Labor	-	-	-	-	-	-
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	24,000	1,404	4,694	6,000	1,306	21.8
Electrical Power	100,000	8,829	29,370	25,000	(4,370)	(17.5)
Street Lights	90,000	6,291	19,264	22,500	3,236	14.4
Telephone	15,000	421	3,033	3,750	717	19.1
Postage	2,500	-	2,500	625	(1,875)	(300.0)
Freight	300	-	-	75	75	100.0
Liability Insurance	150,000	-	2,537	37,500	34,963	93.2
Legal Services	40,000	1,488	2,304	10,000	7,696	77.0
Accounting	20,000	100	8,729	5,000	(3,729)	(74.6)
Engineering	1,500	-	-	375	375	100.0
Other Professional Services	20,000	-	-	5,000	5,000	100.0
Bank Service Charges	22,000	1,248	4,160	5,500	1,340	24.4
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	4,500	253	756	1,125	369	32.8
Computer Software Maintenance	6,000	164	1,207	1,500	293	19.5
Memberships & Subscriptions	44,000	-	7,638	11,000	3,362	30.6
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	13,000	-	72	3,250	3,178	97.8
Certifications	1,500	-	-	375	375	100.0

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

**September 2025**

	Budgeted 2025-26	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
State/County & LAFCO Charges and Charges	19,000	-	-	4,750	4,750	100.0
Human Resources	14,500	838	2,205	3,625	1,420	39.2
Miscellaneous	7,500	103	102	1,875	1,773	94.6
Director's Charges	16,000	1,200	2,150	4,000	1,850	46.3
General & Admin Expense Allocation	(598,300)	(22,396)	(89,894)	(149,575)	(59,681)	39.9
<b>TOTAL OPERATING EXPENSES</b>	<b>90,000</b>	<b>6,291</b>	<b>19,264</b>	<b>22,500</b>	<b>3,236</b>	<b>14.4</b>
<b>CAPITALIZED EXPENDITURES</b>						
				-		
Vehicles/Rolling Stock/Capital Equipment	97,500	782	10,371	24,375	14,004	57.5
Building, Yard & Paving Improvements	395,000	-	149	98,750	98,601	99.8
Engineering & Studies	115,000	-	-	28,750	28,750	100.0
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>607,500</b>	<b>782</b>	<b>10,520</b>	<b>151,875</b>	<b>141,355</b>	
<b>INTERFUND TRANSFER OUT</b>		<b>-</b>	<b>-</b>	<b>-</b>		
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(232,500)</b>	<b>2,116</b>	<b>(90,557)</b>	<b>(58,125)</b>	<b>(32,432)</b>	<b>55.8</b>

# **Humboldt Community Services District**

## **Notes**

**September 2025**

### Note 1 - Non Operating and Miscellaneous Revenue

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

### Note 2 - Interest Income

Increase in Interest Income due to continued performance with funds held in CA CLASS JPA investment pool being better than expected.

### 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 ~\$11,000 in cost savings.

### Note 4 - Water Purchase - City of Eureka

July water purchase from City higher than normal, resulting in higher cost. Amount will be offset by lower expenses from HBMWD, however adjustment from HBMWD will not be realized until subsequent fiscal year.

### Note 5 - Water Analysis

Water analysis costs are elevated due to triennial Lead and Copper sampling as well as UCMR 5 sampling. Lead and Copper tests are once every three years, and UCMR testing is once every five years. Due to the infrequent testing requirement, the additional costs were not included in budget. Overage is not projected to have significant impact.

### Note 6 - Supplies - Maintenance

Overage due to a number of significant one-time and annual expenses expected to only occur in July. \$6,495 of July Maintenance expense is due to required Annual inspections. Additional \$2,500 due to welding repair of Maple Lane SLS Lid, and \$3,331 to rebuild Buhne SLS Pump. Total for entire year is expected to be in line with budget.

### Note 7 - Temporary Labor

Temp Labor costs are expected to decline in future months. Overage is offset by reduction in direct labor expenses.

### Note 8 - Postage

Purchase of postage for postage machine in August. Postage purchased is expected to be for entire year.

### Note 9 - Accounting

Expenses for work on Audit. Expenses for full year are expected to be in line with budgeted amount.

### Note 10 - Computer Software Maintenance

Maintenance/Licensing fees for computer software is paid in annual charges paid near beginning of Fiscal Year. Total expense for year is expected to be in line with annual budgeted amount.

### Note 11 - Human Resources

Increased Human Resources expenses due to advertising for numerous District Positions. Additional expense for Autumn employee picnic. Overage is not expected to have significant impact on District Finances.

Note 12 - Debt Service

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

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# Humboldt Community Services District

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

## MEMORANDUM

**For HCSD Board of Directors Regular Meeting of:** October 28<sup>th</sup> 2025

**AGENDA ITEM:** D.2.b

**TITLE:** Investment Performance Report for 1<sup>st</sup> QTR 2026

**PRESENTED BY:** Michael Montag, Finance Manager/District Treasurer

HCSD currently invests 100% of its working capital, capital improvement reserves and debt payment reserves in FDIC insured demand deposit accounts at Umpqua Bank, US Bank, the County of Humboldt investment pool, and California CLASS JPA Investment pool. As of June 30, 2025, the District had cash deposited in the following:

Umpqua Bank Checking Account:	\$ 523,522.51
U.S. Bank Checking Account:	\$ 4,352,731.12
County of Humboldt Treasury:	\$ 1,109,466.75
California CLASS JPA Investment Pool:	\$ 13,172,671.41

The table below lists the interest earned by the investment funds for FY 2025 and the first quarter of FY 2026 (checking accounts are not interest-bearing). The State of California LAIF (Local Agency Investment Fund) rates are also included in the table for comparison purposes. The County of Humboldt has not yet reported the results for the first quarter of 2026.

The CA CLASS JPA Investment pool has continued to demonstrate better performance compared to other options. The Board previously approved transferring the majority of funds held with the County of Humboldt to the District's CA CLASS Account.

Investment Source	FY 2025 % Return	FY 2026 Beginning Balance	1 <sup>st</sup> Quarter Investment Returns	% Return (raw)	% Return (annualized)
County of Humboldt	2.94%	\$1,109,466.75	N/A	N/A	N/A
CA CLASS JPA	5.30%	\$13,030,456.07	\$142,215.34	1.09%	4.36%
LAIF	4.41%	N/A	N/A	1.06%	4.24%

Per California Government Code Section 53646, I certify that the District's investments are in conformity with its investment policy and that there is sufficient cash flow liquidity to meet the next six months' estimated expenditures.

Michael Montag  
Finance Manager, Humboldt Community Services District

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Physical Address: 5055 Walnut Drive, Eureka, CA 95503

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# Humboldt Community Services District

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## ENGINEERING MEMORANDUM

**To:** Board of Directors  
**From:** Kush Rawal, Assistant Engineer  
**Date:** October 23, 2025  
**Subject:** Assistant Engineer Progress Report for Oct 28, 2025 Board Meeting

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### Transmission Main Break

On the evening of October 14, the District's on-call technician received a low suction pressure alarm for the Blue Spruce Tank at approximately 8:30 p.m. This alarm typically indicates that the tank level is not maintaining sufficient head pressure for the booster pumps or that the tank level is dropping more rapidly than normal. Shortly after, a low tank level alarm was also received as the technician arrived at the District Yard, confirming a potential system leak.

District forces were immediately mobilized to investigate, focusing on known problem areas and metering stations throughout the service area. By observing SCADA trends and evaluating flow data at key locations such as the King Salmon metering station, staff determined that the leak was isolated between two valves on the transmission main running between Fields Landing and College of the Redwoods. This section of asbestos cement (AC) mainline is located in a cross-country area spanning about a mile, making access and repair challenging.

To control the situation, District staff carefully throttled valves to slow the leak while maintaining positive pressure throughout the system. Because the leak was not causing property damage or significant service disruption and was located in an area without road access, the decision was made to perform the full repair under safer daylight conditions the following day.

Only one residential customer was directly affected by this section of mainline and was contacted immediately. In addition, both the Humboldt Botanical Gardens and College of the Redwoods, which are also connected to this transmission line, were promptly notified. The District provided the Botanical Gardens with water from the District's water tender to maintain operations until the repair was completed. College of the Redwoods confirmed that they were able to operate independently for approximately one week using on-site storage and would not experience service interruptions during the repair period.

Over the following two days, District Construction staff excavated and exposed the damaged section of the transmission main. Upon inspection, it was determined that a previous repair, consisting of a two-foot section of C-900, had pulled apart at the existing couplers. To ensure a more durable repair, a six-foot section of pipe was removed and replaced using new Hymax™ couplers to connect the replacement pipe to the existing line. After installation, the couplers were covered with a concrete slurry to provide additional restraint and prevent future separation until the line can be replaced as part of a larger capital improvement project. Once completed, the mainline was repressurized and returned to service without further issue.

The District would like to acknowledge and thank the employees who responded to the after-hours emergency call and worked collaboratively to locate and isolate the leak. Their teamwork, resourcefulness, and commitment to restoring service under challenging field conditions were instrumental in resolving the situation quickly and safely. Their efforts reflect the dedication and professionalism that keep the District's water system operating reliably for the community.

# 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: October 24, 2025

SUBJECT: Utility Services Planner Report for October 28, 2025 Board Meeting

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As discussed at the September 23<sup>rd</sup> Board meeting, the District performs Lead and Copper sampling once every three years to comply with the Lead and Copper Rule sampling schedule. The Lead and Copper Rule is a US Environmental Protection Agency (EPA) program administered by the California State Water Resources Control Board. Public water systems, like the District, are required to monitor lead and copper levels at consumers' taps. Samples are to be collected by the resident at a kitchen or bathroom cold water faucet after the water has stood undisturbed in the pipes for a minimum of six hours, but not more than twelve. Based on the size of our District, we were required to collect from 30 different residences within the District's distribution system. I am happy to report that the results for all 30 sites came back below any actionable level, and many sites came back with a result of ND (non-detect). The 30 participating residences will be receiving a letter sharing the results for their specific residence. In addition to being informed about the lead and copper sampling results, each participating residence will also be given a \$10 credit on their account for their time and effort in helping the District complete this required sampling.

With the hiring of Ana Rodriguez as my replacement, training for a smooth transition is already underway. Standard operating procedures are being developed, and hands-on training is commencing. An example of the hands-on training being provided was the sample collection of the District's required quarterly raw water well sampling from each of the District's two production wells. The entire process was explained and performed, which consisted of preparing the sample bottles and chain of custody, collecting the samples at the well sites, and delivering the samples to the lab for analysis.

All required weekly bacteriological water quality sampling throughout the District, has been completed.



# 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:** October 28, 2025

**AGENDA ITEM:** F.1

**TITLE:** Consideration of Approval of License Agreement with Humboldt Bay Fire for Operation and Maintenance of Radio Facilities at the Donna Drive Tank Site.

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

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**Recommendation:**

Staff recommends that the Board approve the renewal of the License Agreement with Humboldt Bay Fire for operation and maintenance of radio facilities at the Donna Drive Tank Site and authorize the Board President to sign the agreement

**Summary:**

In 2005, The District entered into a 10-year License Agreement with Humboldt Fire District #1 to construct, operate and maintain radio facilities and their appurtenances on the District's Donna Drive water tank property located on Donna Dr., Humboldt County, California (Humboldt County APN 307-041-008). The agreement was renewed by the Humboldt Bay Fire Authority and HCSD in 2015 for a subsequent 10-year agreement.

Humboldt Bay Fire desires another 10-year license agreement to continue to operate and maintain the following radio facilities at the Donna Drive tank site:

- a. One (1) 117 sq. ft. (9x13) radio equipment building;
- b. One (1) 56' monopole radio tower with radio antennas on a concrete foundation;
- c. One (1) 10 KW three-phase generator with switchgear in the pump house located on the adjacent parcel 306-181-045; and
- d. All existing radio transmitters and accessory equipment in the radio equipment building.

The term of this agreement shall be for a period of 10-years commencing on November 1, 2025, and ending on November 1, 2035

**Fiscal Impact:**

None.

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## License Agreement

This agreement is made this \_\_\_\_ Day of October, 2025, by and between **Humboldt Community Services District**, hereinafter referred to as "Licensor", and **Humboldt Bay Fire**, hereinafter referred to as "Licensee."

**WHEREAS**, Licensor is the owner of certain real property on Donna Dr., Humboldt County, California (Humboldt County APN# 307-041-008); and

**WHEREAS**, Licensee has been permitted to construct, operate, and maintain radio facilities and their appurtenances upon said property through a 10-year agreement between Licensor and Licensee dated September 13, 2005, and a renewal dated September 22, 2015; and

**WHEREAS**, Licensee desires to continue to utilize said property for an additional 10 years.

**NOW, THEREFORE**, it is agreed as follows:

1. The term of this agreement shall be for a period of 10-years commencing on November 1, 2025, and ending on October 31, 2035.
2. The Licensee shall be considered the owner of the following improvements (Improvements) to said property:
  - a. One (1) 117 sq. ft. (9x13) radio equipment building;
  - b. One (1) 56' monopole radio tower with radio antennas on a concrete foundation;
  - c. One (1) 10 KW three-phase generator with switchgear in the pump house located on the adjacent parcel 306-1810945;
  - d. All existing radio transmitters and accessory equipment in the radio equipment building.
3. Licensee is responsible for all operations and maintenance of this agreement's Improvements listed in paragraph 2(a-d).
4. Licensee is responsible for obtaining and paying for any permits required from local, state, and federal agencies for the continued operation and maintenance of the Improvements.
5. Licensee is responsible for obtaining and complying with the provisions of a County of Humboldt Hazardous Materials Business Plan and maintaining an appropriate spill kit and spill containment supplies for diesel generator fuel tank spill prevention and response.

6. Licensee is responsible for complying with all local, state and federal rules and regulations that are required for the continued operation and maintenance of the improvements.
7. Licensee shall coordinate with Licensors regarding radio frequencies and resolve any resulting interference problems.
8. The Licensors shall have reasonable access to the proposed radio equipment building.
9. Licensee shall indemnify and hold harmless Licensors from all alleged loss, liability, damage, cost and expense (including attorney's fees) arising out of any injury or damage to any person or property occurring in, on, or about the property as a result of Licensee's use or occupation of the property, or related to Licensee's use of the property, in any manner under this agreement. Licensors shall be liable to Licensee only for damage to Licensee's personal property resulting solely from the acts or omissions of Licensors or its authorized representatives. However, nothing in this paragraph shall be construed to make Licensors responsible for security of the site or of the personal property of the Licensee.
10. Licensee, at Licensee's cost, shall maintain public liability and property damage Insurance with a minimum single combined limit of one million dollars (\$1,000,000) insuring against all liability of Licensee and Licensee's authorized representatives arising out of or in connection with Licensee's use or occupancy of the property. Licensors shall be named as an additional insured as respects to the use of the subject property. This insurance shall be primary as to any insurance maintained by Licensors that may provide coverage for Licensors for the same claim or loss. A copy of each policy, or a certificate of the policy, together with evidence of payment of premiums, shall be deposited with Licensors upon execution of this agreement, and upon renewal of the policy no less than ten (10) days before the expiration of the term of the policy.
11. If either party becomes involved in a dispute concerning this agreement, the property, or the structures and improvements thereon, by reason of any act or omission of the other party, or the other party's authorized representative, both parties will first attempt to resolve the dispute by administrative means. If the parties are unable to resolve the dispute by administrative remedy, the parties will then attempt mediation using a mutually acceptable local mediation provider. Only after administrative and mediated remedies are unsuccessful will the parties seek to resolve the dispute by litigation. Failure to attempt to amicably resolve the dispute by means other than litigation will result in the inability of the refusing party to collect attorney's fees as costs. Nothing in this clause prevents the filing of a lawsuit to preserve a statute of limitations to pursue a claim.



12. This agreement is terminable at will by either party by providing sixty (60) days' written notice of termination. Upon termination, the radio equipment building and radio tower will become the property of Licensor. The radio equipment, generator, and related equipment remain the property of the Licensee and shall be removed from the site within 30 days after the termination. If Licensee does not remove the property within 30 days, Licensor may dispose of the property in any manner it deems appropriate, and Licensee shall be liable to Licensor for any costs incurred for such disposal.

13. This license is personal to Licensee and any attempt to assign this license shall make this agreement null and void.

IN WITNESS THEREOF, the parties hereto have executed this agreement the day \_\_\_\_ year first written above.

LICENSOR

HUMBOLDT COMMUNITY SERVICES DISTRICT

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LICENSEE

HUMBOLDT BAY FIRE AUTHORITY



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