



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

**AGENDA**

**DATE: Tuesday, April 8, 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 April 8, 2025 Agenda
2. Approval of Minutes of the Regular Meeting of March 25, 2025

*Pgs. 1-2*

*Pgs. 3-7*

**D. REPORTS**

1. General Manager

- a) District Update

*Pgs. 9-10*

2. Finance Department

- a) February 2025 Budget Statement
- b) March 2025 Check Register
- c) 2024 Discontinuation of Service Report

*Pgs. 11-21*

*Pgs. 23-35*

*Pgs. 37*

3. Engineering

- a) Update

*Pgs. 39*

4. Planning

a) Update

*Pgs. 41*

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. Consideration of Bid Results and Award of Contract for the Doctor's Office Lane Sewer Rehabilitation Project *Pgs. 43-68*
2. Consideration of McKay Ranch Subdivision Request for Annexation and Planned Services *Pgs. 69-92*

## **G. ADJOURNMENT**

Next Res: 2025-04

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, March 25, 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 March 25, 2025 Agenda
2. Approval of Minutes of the Regular Meeting of February 25, 2025

**IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR BENZONELLI, TO APPROVE THE MARCH 25, 2025, CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:**

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

**D. REPORTS**

1. General Manager
  - a) District Update

GM reported that March 22, 2025, was World Water Day, an opportunity to raise awareness about the importance of clean water and the responsible use of water resources. The District now offers an in-house Commercial Driver's License (CDL) training program, which provides employees with the opportunity to earn their Class A CDL. Hunter Rice, a Utility Worker in the Construction Department, is the first employee to complete the in-house program and obtain his Class A license.

2. Finance Department
  - a) January 2025 Budget Statement

FM reviewed the January 2025 Budget Statement and noted that the District's fleet required significant maintenance and unexpected repairs during January,

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HUMBOLDT COMMUNITY SERVICES DISTRICT  
MARCH 25, 2025

with total expenditures for vehicle repair and maintenance potentially exceeding the budgeted amount by up to \$10,000. Additionally, January included a major expenditure for the District's upgraded phone system. The District is expected to surpass the budgeted amount for temporary labor; however, lower-than-expected expenditures for wages and benefits are anticipated to balance this.

The Board discussed the bank fees that the District pays. FM will research the fees charged by other local banks and credit unions and will provide the information to the Board.

b) February 2025 Check Register

FM noted that the February 2025 Check Register includes payments for a topographical survey for the grant-funded Hoover Flood Resilience Project. Other highlighted payments included expenses for vehicle maintenance and purchases for the Donna Drive temporary tank system.

3. Engineering

a) Update

AE reported on the Spruce Well Rehabilitation Project. This rehabilitation project has increased the rate of water pumped from 340 GPM to 400 GPM. Fisch Drilling was contracted to install the new pump and inspect the well. District forces integrated the balance of the system.

The Donna Drive temporary tank system will be online by March 31 in preparation for the April 1 Donna Drive Tank Rehabilitation Project start date. Fire flow in the community will be affected while the temporary tanks are in service. The District has notified Humboldt Bay Fire of the reduction in fire flow during the rehabilitation of the permanent system tank.

4. Planning

USP reported on the District's management and control program for fats, oils, and grease (FOG), which aims to reduce the amount of FOG entering the sewer system. The District inspects commercial grease traps and interceptors and mandates maintenance and cleaning schedules. The inventory of lead and copper service lines was submitted and approved by the California Division of Safe Drinking Water.

5. Legal Counsel



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No report.

6. Director Reports

Director Ryan reported that she attended the RREDEC meeting on March 24. Director Benzonelli attended the LAFCo meeting on March 19. LAFCo approved an interim Municipal Services Review (MSR). A significant discussion regarding the MSR included Fairhaven's retail water rates and the potential expansion of a 6.5-inch domestic water main to Trinidad. Director Benzonelli also noted that HCSD's boundaries were not accurately reflected on the MSR's maps. LAFCo approved a resolution to adopt the MSR, which included amendments concerning Fairhaven's water rates, HCSD's boundaries, and a scheduled MSR review in one year for the mainline extension to Trinidad.

**E. PUBLIC PARTICIPATION**

None.

**F. NEW BUSINESS**

1. Analysis of District Investment Options and Performance

FM reported that the Board approved a resolution for the distribution of District funds held by the Humboldt County Treasury totaling \$4,477,574.00. FM provided an overview of various investment options and their annual rates of return for FY 2024 and 2025. The options reviewed included CA CLASS JPA, California Local Agency Investment Fund (LAIF), and the County of Humboldt Treasury. FM also informed the Board of the current annual percentage yield of various certificates of deposit (CDs) at US Bank and other local financial institutions.

The Board discussed the advantages of investing in CDs at a local institution. Director Benzonelli proposed that the Board invest \$1,000,000.00 in a CD at this institution. The Board considered meeting with bank representatives to negotiate a more favorable rate than the published ones. FM stated that he would follow up with local financial institutions regarding the terms they might offer the District for a CD.

**IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR BENZONELLI, TO DISCUSS DISTRICT INVESTMENT OPTIONS AT A FUTURE MEETING. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:**

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

MINUTES OF THE REGULAR MEETING  
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HUMBOLDT COMMUNITY SERVICES DISTRICT  
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2. Consideration of Letters of Support for Assembly Bill (AB) 259 and CA Senate Bill (SB) 496

GM reported that the California Special Districts Association has requested the District to write letters of support for AB 259, which eliminates a sunset provision which allows for virtual attendance by electeds under certain circumstances within the Ralph M. Brown Act, and SB 496, which eases the requirements of the California Air Resources Board's Advanced Clean Fleet mandate for small and medium-sized special districts.

**IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR RYAN, TO APPROVE LETTERS OF SUPPORT FOR AB 259 AND CA SB496. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE.**

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

3. Consideration of Appointing an Ad Hoc Committee to Assist with Submission and Coordination of a Grant Application for a Feasibility Study to Establish a Parks Department as a Special District Latent Power

GM reported that the Board adopted a resolution at the February 25, 2025, Board meeting to support a feasibility study for a parks department. Staff has requested the Board appoint two members to an ad-hoc committee (parks committee) to assist staff in meeting with partner agencies, local non-profits, and associations to solicit letters of support for the grant and contributions for the matching portions of the grant funding.

**President Matteoli appointed** Directors Gardiner and Ryan, who both expressed interest in serving on the parks committee.

4. Consideration of Appointing an Ad Hoc Committee to Assist with Fiscal Year 2025/26 Employee Wage and Benefit Negotiations

GM reported that each year two board members are appointed to an ad hoc committee to negotiate benefits, new requests and cost of living adjustments with the Humboldt Community Services District Employee Association (EA) for non-exempt employees.

**President Matteoli appointed** Directors Benzonelli and Gardiner who both expressed interest in serving on the employee negotiation ad hoc committee.

## **G. ADJOURNMENT**

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

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
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AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE

THE BOARD ADJOURNED ITS REGULAR MEETING OF MARCH 25, 2025 AT  
6:08 P.M.

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Submitted, Board Secretary

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# 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: April 4, 2025

SUBJECT: General Manager Report for April 8, 2025 Board Meeting

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### Local Hazard Mitigation Plan

The California Office of Emergency Services Hazard Mitigation Section released the Notice of Funding Opportunity (NOFO) for the Hazard Mitigation Grant Program (HMGP) as a result of the Presidential Major Disaster Declaration, DR-4856 (California Wildfires and Straight-line Winds). This represents a historic funding opportunity because FEMA bases the Hazard Mitigation funding disbursement on the financial losses associated with the disaster. One criterion for eligibility is having a Local Hazard Mitigation Plan (LHMP). District staff is working diligently with the County's consultant to update the HCSD Annex to the Humboldt County LHMP. We will be submitting several applications for this funding opportunity, provided we are determined to be eligible based on the timing of the LHMP approvals.

### Spring Time

Spring is a very busy time of the year for the District. As the dry season approaches, staff are preparing for the construction season. Projects that are set to commence include the Walnut Drive Earthquake Recovery Project, the Donna Drive Tank Rehabilitation Project, and the Crane Street Steel Main Replacement Project. As the end of the fiscal year approaches, staff are also preparing budgets, capital improvement plans, and fiscal yearend reports. All of these items are in addition to the standard day-to-day operations of the District that include billing, meter reading, trouble spot cleaning, station maintenance, leak repairs, and keeping up to date with trainings and certifications.

### Trainings

Staff attended several training sessions in the past few weeks. HBMWD hosted two separate in-person trainings, one on fall protection and the other on trench safety. These were presented by ACWA JPIA. McKinleyville CSD hosted a hands-on training from Cla-Val. This is an important training for District staff because HCSD has over 50 Cal-Val valves in operation. Staff also attended the Backflow Testers Certification course provided by Mitch's Certified Classes. The District is making a concerted effort to conduct and participate in trainings during the rainy season so that staff is as available as possible during the busy

construction season. This necessitates some planning but will enhance efficiency going forward.

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

**February 2025**

	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	451,553	4,035,577	4,076,667	(41,089)	(1.0)	
Sewer Service Charges	8,315,000	679,407	5,392,846	5,543,333	(150,487)	(2.7)	
Water & Sewer Construction Fees	66,000	-	21,752	44,000	(22,248)	(50.6)	1
Account Fees	75,000	8,066	79,021	50,000	29,021	58.0	
Inspection Fees	700	-	464	467	(3)	(0.5)	1
Reimbursable Maintenance Fees	1,600	-	25	1,067	(1,042)	(97.7)	1
Miscellaneous	2,000	154	832	1,333	(501)	(37.6)	1
<b>TOTAL OPERATING REVENUE</b>	<b>14,575,300</b>	<b>1,139,181</b>	<b>9,530,490</b>	<b>9,716,867</b>	<b>(186,377)</b>	<b>(1.9)</b>	
<b>NON-OPERATING REVENUE</b>							
Capital Connection Fees	285,000	-	72,744	190,000	(117,256)	(61.7)	1
Interest/General	80,000	28,320	269,825	53,333	216,492	405.9	2
Discounts Earned	1,750	75	636	1,167	(531)	(45.5)	1
Sales: Fixed Assets/Scrap Metal	2,000	2,939	1,429	1,333	96	7.2	1
Bad Debt Recovery	3,000	518	867	2,000	(1,133)	(56.6)	1
Property Taxes & Assessments	450,000	-	-	300,000	(300,000)	(100.0)	1
<b>TOTAL NON-OPERATING REVENUE</b>	<b>821,750</b>	<b>31,852</b>	<b>345,501</b>	<b>547,833</b>	<b>(202,333)</b>	<b>(36.9)</b>	1
<b>TOTAL DISTRICT REVENUE</b>	<b>15,397,050</b>	<b>1,171,032</b>	<b>9,875,991</b>	<b>10,264,700</b>	<b>(388,709)</b>	<b>(3.8)</b>	
<b>OPERATING EXPENSES</b>							
Wages Direct	1,950,000	146,637	1,183,084	1,300,000	116,916	9.0	
Benefits: PERS	550,000	17,538	468,651	366,667	(101,984)	(27.8)	3
Group Ins	1,265,000	98,043	746,646	843,333	96,687	11.5	
Workers Comp Ins	31,000	-	14,322	20,667	6,345	30.7	
FICA/Medicare	141,000	11,286	91,245	94,000	2,755	2.9	
Misc Benefits	640	98	(322)	427	748	175.4	
<b>Total Wages and Benefits</b>	<b>3,937,640</b>	<b>273,603</b>	<b>2,503,626</b>	<b>2,625,093</b>	<b>121,467</b>	<b>4.6</b>	
Less: wages & ben charged to Capital Proj.	(300,000)	(46,731)	(232,367)	(200,000)	32,367	(16.2)	
<b>Total Operating Wages and benefits</b>	<b>3,637,640</b>	<b>226,871</b>	<b>2,271,259</b>	<b>2,425,093</b>	<b>153,834</b>		
Water Purchase HBMWWD	1,175,000	96,311	766,201	783,333	17,133	2.2	
Water Purchase Eureka	850,000	60,968	491,219	566,667	75,448	13.3	
Sewage Treatment Operations & Maint.	1,900,000	-	1,179,360	1,266,667	87,307	6.9	
Water/Sewer Analysis	10,000	247	4,682	6,667	1,984	29.8	
Supplies/ Construction	160,000	6,090	79,766	106,667	26,901	25.2	
Supplies/ Office-Administration	15,000	1,254	7,758	10,000	2,242	22.4	
Supplies/ Engineering	1,500	-	574	1,000	426	42.6	
Supplies/ Maintenance	110,000	10,519	49,713	73,333	23,620	32.2	
Invoicing	60,000	5,507	43,845	40,000	(3,845)	(9.6)	
Temporary Labor	44,500	14,256	62,438	29,667	(32,771)	(110.5)	4
Repairs & Maintenance/Trucks	63,000	8,751	57,778	42,000	(15,778)	(37.6)	5
Equipment Rental	2,000	-	-	1,333	1,333	100.0	
Building & Grounds Maintenance	30,000	4,310	25,345	20,000	(5,345)	(26.7)	6
Electrical Power	500,000	33,423	288,317	333,333	45,016	13.5	
Street Lights	105,000	6,410	51,398	70,000	18,602	26.6	
Telephone	16,000	1,455	14,958	10,667	(4,291)	(40.2)	7
Postage	850	-	2,501	567	(1,934)	(341.3)	8
Freight	1,000	-	362	667	305	45.7	
Chemicals	12,000	1,375	8,275	8,000	(275)	(3.4)	
Liability Insurance	100,500	-	133,725	67,000	(66,725)	(99.6)	9
Legal	70,000	608	5,499	46,667	41,168	88.2	
Accounting	15,000	-	18,658	10,000	(8,658)	(86.6)	10
Engineering	1,000	-	939	667	(273)	(40.9)	18

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

**February 2025**

	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	500	9,448	62,000	52,552	84.8	
Bank Service Charges	15,000	1,853	14,038	10,000	(4,038)	(40.4)	11
Transportation	75,000	-	38,247	50,000	11,753	23.5	
Office Equip. Maintenance	4,300	252	3,404	2,867	(537)	(18.7)	12
Computer Software Maintenance	39,500	349	31,035	26,333	(4,701)	(17.9)	13
Memberships & Subscriptions	31,000	339	23,997	20,667	(3,330)	(16.1)	14
Bad Debts & Minimum Balance Writeoff	32,000	0	(4)	21,333	21,338	100.0	
Conference & Continuing Ed	28,000	-	3,615	18,667	15,052	80.6	
Certifications	5,500	1,982	4,898	3,667	(1,231)	(33.6)	15
State/County & LAFCO Fees and Charges	57,500	-	34,771	38,333	3,562	9.3	
Hydraulic Water Model Maintenance	2,000	-	-	1,333	1,333	100.0	
Elections Expense	20,000	16,881	16,881	13,333	(3,547)	(26.6)	16
Human Resources	25,500	2,368	7,546	17,000	9,454	55.6	
Miscellaneous	10,000	99	44	6,667	6,623	99.3	
Director's Fees	16,000	1,050	8,400	10,667	2,267	21.3	
<b>TOTAL OPERATING EXPENSES</b>	<b>9,334,290</b>	<b>504,029</b>	<b>5,760,889</b>	<b>6,222,860</b>	<b>461,971</b>	<b>7.4</b>	
<b>LONG TERM DEBT PAYMENTS</b>							
Safe Drinking Water Bond	-	-	-	-	-	-	
2012 CIP & Refi.	177,600	88,800	177,600	118,400	(59,200)	(50.0)	17
Davis-Grunsky Loan	6,050	-	5,973	4,033	(1,940)	(48.1)	17
VacCon Truck Loan	117,441	-	117,441	78,294	(39,147)	(50.0)	17
2014 Wastewater Revenue Bonds	486,575	-	125,788	324,383	198,596	61.2	17
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>787,666</b>	<b>88,800</b>	<b>426,802</b>	<b>525,111</b>	<b>98,309</b>	<b>18.7</b>	
<b>CAPITALIZED EXPENDITURES</b>							
Vehicles, Rolling Stock & Equipment	129,500	1,391	38,525	86,333	47,809	55.4	
Building, Yard & Paving Improvements	395,000	10,211	51,371	263,333	211,963	80.5	
Capital Improvements Water	2,105,700	110,009	538,858	1,403,800	864,942	61.6	
Capital Improvements Sewer	2,096,500	29,860	655,015	1,397,667	742,652	53.1	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>4,726,700</b>	<b>151,472</b>	<b>1,283,768</b>	<b>3,151,133</b>	<b>1,867,365</b>	<b>59.3</b>	
<b>OTHER</b>							
City of Eureka Projects:							
Treatment Plant	698,000	-	-	465,333	465,333	100.0	
<b>TOTAL City of Eureka Projects</b>	<b>698,000</b>	<b>-</b>	<b>-</b>	<b>465,333</b>	<b>465,333</b>	<b>100.0</b>	
Interfund Transfers In	-	-	-				
Interfund Transfers Out	-	-	-				
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(149,606)</b>	<b>426,732</b>	<b>2,404,532</b>	<b>(99,737)</b>	<b>2,504,269</b>	<b>2,510.9</b>	



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

**February 2025**

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE & EXPENSES						
TOTAL OPERATING REVENUE	14,575,300	1,139,181	9,530,490	9,716,867	(186,377)	(1.9)
TOTAL OPERATING EXPENSES	(9,334,290)	(504,029)	(5,760,889)	(6,222,860)	461,971	7.4
NET SURPLUS/(DEFICIT) FROM OPERATIONS	5,241,010	635,151	3,769,601	3,494,007	275,594	7.9
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	821,750	31,852	345,501	547,833	(202,333)	(36.9)
TOTAL LONG TERM DEBT SERVICE	(787,666)	(88,800)	(426,802)	(525,111)	98,309	18.7
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	5,275,094	578,203	3,688,300	3,516,729	(25,047)	(0.7)
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(4,726,700)	(151,472)	(1,283,768)	(3,151,133)	1,867,365	59.3
CITY of EUREKA PROJECT REIMBURSEMENT	(698,000)	-	-	(465,333)	465,333	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(149,606)</u>	<u>426,732</u>	<u>2,404,532</u>	<u>(99,737)</u>	<u>2,504,269</u>	<u>2,510.9</u>

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

**February 2025**

	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	451,553	4,035,577	4,076,667	(41,089)	(1.0)
Water Construction Fees	45,000	-	12,777	30,000	(17,223)	(57.4)
Account Fees	40,000	4,598	45,042	26,667	18,375	68.9
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	1,400	-	14	933	(919)	(98.5)
Miscellaneous	1,000	-	256	667	(411)	(61.6)
<b>TOTAL OPERATING REVENUE</b>	<b>6,202,400</b>	<b>456,151</b>	<b>4,093,667</b>	<b>4,134,933</b>	<b>(41,267)</b>	<b>(1.0)</b>
<b>NON-OPERATING REVENUE</b>						
Water Capital Connection Fees	190,000	-	30,785	126,667	(95,882)	(75.7)
Interest/General	40,000	14,160	134,913	26,667	108,246	405.9
Discounts Earned	1,000	43	362	667	(304)	(45.7)
Sales:Fixed Assets/Scrap Metal	1,000	1,675	815	667	148	22.2
Bad Debt Recovery	2,000	295	494	1,333	(839)	(62.9)
FW/MR Assessment	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>234,000</b>	<b>16,173</b>	<b>167,369</b>	<b>156,000</b>	<b>11,369</b>	<b>7.3</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>6,436,400</b>	<b>472,324</b>	<b>4,261,035</b>	<b>4,290,933</b>	<b>(29,898)</b>	<b>(0.7)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	905,000	77,725	596,275	603,333	7,058	1.2
Wages & Benefits: Allocated	742,820	38,230	467,198	495,213	28,015	5.7
Benefits: PERS	130,000	10,065	75,961	86,667	10,706	12.4
Group Ins	360,000	32,904	245,090	240,000	(5,090)	(2.1)
Workers Comp Ins	17,000	-	7,239	11,333	4,094	36.1
FICA/Medicare	65,000	5,936	45,563	43,333	(2,229)	(5.1)
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,219,820	164,859	1,437,326	1,479,880	42,554	2.9
Less: wages & ben charged to Capital Proj.	(185,000)	(28,483)	(134,638)	(123,333)	11,305	(9.2)
Total Operating Wages and benefits	2,034,820	136,377	1,302,688	1,356,547	53,859	4.0
Water Purchase HBMWD	1,175,000	96,311	766,201	783,333	17,133	2.2
Water Purchase Eureka	850,000	60,968	491,219	566,667	75,448	13.3
Water Analysis	10,000	247	4,682	6,667	1,984	29.8
Supplies/ Construction	120,000	5,341	57,116	80,000	22,884	28.6
Supplies/Office-Administration	4,500	179	2,819	3,000	181	6.0
Supplies/ Engineering	500	-	327	333	6	1.8
Supplies/ Maintenance	52,500	9,940	31,704	35,000	3,296	9.4
Temporary Labor	22,250	5,410	30,329	14,833	(15,495)	(104.5)
Repairs & Maintenance/Trucks	35,000	4,988	30,936	23,333	(7,603)	(32.6)
Equipment Rental	1,000	-	-	667	667	100.0
Building & Grounds Maintenance	4,500	736	4,404	3,000	(1,404)	(46.8)
Electrical Power	280,000	17,363	170,819	186,667	15,848	8.5
Telephone	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Freight	500	-	48	333	286	85.7
Chemicals	12,000	1,375	8,275	8,000	(275)	(3.4)
Liability Insurance	-	-	1,213	-	(1,213)	-
Legal Services	-	-	123	-	(123)	-
Engineering	-	-	535	-	(535)	-
Other Professional Services	25,000	285	285	16,667	16,382	98.3
Transportation	43,000	-	21,801	28,667	6,866	24.0
Office Equip. Maintenance	600	48	137	400	263	65.8
Computer Software Maintenance	21,000	104	16,188	14,000	(2,188)	(15.6)
Memberships & Subscriptions	1,500	-	1,746	1,000	(746)	(74.6)
Bad Debts & Minimum Balance Writeoff	10,000	0	(2)	6,667	6,669	100.0
Conference & Continuing Ed	10,000	-	3,071	6,667	3,596	53.9
Certifications	2,500	1,982	2,928	1,667	(1,261)	(75.7)
State/County & LAFCO Fees and Charges	30,000	-	34,771	20,000	(14,771)	(73.9)

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

**February 2025**

	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	-	-	1,333	1,333	100.0
Human Resources	2,500	1,008	2,373	1,667	(706)	(42.4)
Miscellaneous	1,000	-	43	667	624	93.6
General & Admin Expense Allocation	295,300	22,086	190,132	196,867	6,734	3.4
<b>TOTAL OPERATING EXPENSES</b>	<b>5,046,970</b>	<b>364,747</b>	<b>3,176,911</b>	<b>3,364,647</b>	<b>187,735</b>	<b>5.6</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Safe Drinking Water Bond	-	-	-	-	-	-
2012 CIP & Refi.	-	-	-	-	-	-
Davis-Grunsky Loan	6,050	-	5,973	4,033	(1,940)	(48.1)
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>6,050</b>	<b>-</b>	<b>5,973</b>	<b>4,033</b>	<b>(1,940)</b>	<b>(48.1)</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	2,105,700	104,035	544,299	1,403,800	859,501	61.2
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>2,105,700</b>	<b>104,035</b>	<b>544,299</b>	<b>1,403,800</b>	<b>859,501</b>	<b>61.2</b>
<b>INTERFUND TRANSFERS IN</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(722,320)</b>	<b>3,542</b>	<b>533,852</b>	<b>(481,547)</b>	<b>1,015,399</b>	<b>210.9</b>

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

**February 2025**

	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	679,407	5,392,846	5,543,333	(150,487)	(2.7)
Sewer Construction Fees	21,000	-	8,974	14,000	(5,026)	(35.9)
Account Fees	35,000	3,469	33,979	23,333	10,646	45.6
Inspection Fees	700	-	464	467	(3)	(0.5)
Reimbursable Maintenance Fees	200	-	11	133	(123)	(91.9)
Miscellaneous	1,000	-	193	667	(474)	(71.1)
<b>TOTAL OPERATING REVENUE</b>	<b>8,372,900</b>	<b>682,875</b>	<b>5,436,440</b>	<b>5,581,933</b>	<b>(145,494)</b>	<b>(2.6)</b>
<b>NON-OPERATING REVENUE</b>						
Sewer Capital Connection Fees	95,000	-	41,959	63,333	(21,375)	(33.7)
Interest/General	40,000	14,160	134,913	26,667	108,246	405.9
Discounts Earned	750	32	273	500	(227)	(45.3)
Sales: Fixed Assets/Scrap Metal	1,000	1,264	615	667	(52)	(7.8)
Bad Debt Recovery	1,000	223	373	667	(294)	(44.1)
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>137,750</b>	<b>15,679</b>	<b>178,132</b>	<b>91,833</b>	<b>86,298</b>	<b>94.0</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>8,510,650</b>	<b>698,554</b>	<b>5,614,571</b>	<b>5,673,767</b>	<b>(59,195)</b>	<b>(1.0)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	565,000	36,456	350,557	376,667	26,109	6.9
Wages & Benefits: Allocated	742,820	38,230	467,198	495,213	28,015	5.7
Benefits: PERS	70,000	4,436	42,567	46,667	4,099	8.8
Group Ins	240,000	14,175	138,090	160,000	21,910	13.7
Workers Comp Ins	9,000	-	4,243	6,000	1,757	29.3
FICA/Medicare	41,000	2,786	26,775	27,333	559	2.0
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,667,820</b>	<b>96,083</b>	<b>1,029,431</b>	<b>1,111,880</b>	<b>82,449</b>	<b>7.4</b>
Less: wages & ben charged to Capital Proj.	(65,000)	(5,588)	(60,859)	(43,333)	17,526	(40.4)
<b>Total Operating Wages and benefits</b>	<b>1,602,820</b>	<b>90,495</b>	<b>968,571</b>	<b>1,068,547</b>	<b>99,975</b>	<b>9.4</b>
Sewage Treatment: Operating & Maint.	1,900,000	-	1,179,360	1,266,667	87,307	6.9
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,000	749	22,650	26,667	4,017	15.1
Supplies/ Office-Administration	4,500	135	2,127	3,000	873	29.1
Supplies/ Engineering	500	-	247	333	86	25.9
Supplies/ Maintenance	52,500	580	18,009	35,000	16,991	48.5
Temporary Labor	22,250	4,081	22,879	14,833	(8,046)	(54.2)
Repairs & Maintenance/Trucks	28,000	3,763	26,842	18,667	(8,175)	(43.8)
Equipment Rental	1,000	-	-	667	667	100.0
Building & Grounds Maintenance	2,500	556	3,323	1,667	(1,656)	(99.4)
Electrical Power	110,000	9,099	61,981	73,333	11,352	15.5
Telephone	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Freight	250	-	314	167	(148)	(88.6)
Liability Insurance	-	-	915	-	(915)	-
Legal	-	-	93	-	(93)	-
Engineering	-	-	404	-	(404)	-
Other Professional Services	28,000	215	1,975	18,667	16,692	89.4
Transportation	32,000	-	16,446	21,333	4,887	22.9
Office Equip. Maintenance	200	36	103	133	30	22.5

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

**February 2025**

	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	79	12,212	10,000	(2,212)	(22.1)
Memberships & Subscriptions	1,500	239	1,556	1,000	(556)	(55.6)
Bad Debts & Minimum Balance Writeoff	22,000	-	-	14,667	14,667	100.0
Conference & Continuing Ed	10,000	-	544	6,667	6,123	91.8
Certifications	2,500	-	50	1,667	1,617	97.0
State/County & LAFCO Fees and Charges	7,500	-	-	5,000	5,000	100.0
Human Resources	2,500	760	1,790	1,667	(123)	(7.4)
Miscellaneous	1,500	0	30	1,000	970	97.0
General & Admin Expense Allocation	295,300	22,086	190,132	196,867	6,734	3.4
<b>TOTAL OPERATING EXPENSES</b>	<b>4,182,320</b>	<b>132,872</b>	<b>2,532,554</b>	<b>2,788,213</b>	<b>255,659</b>	<b>9.2</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 Wastewater Revenue Bonds	486,575	-	125,788	324,383	198,596	61.2
2012 CIP & Refi.	177,600	88,800	177,600	118,400	(59,200)	(50.0)
VacCon Truck Loan	117,441	-	117,441	78,294	(39,147)	(50.0)
Debt Service: Allocated	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>781,616</b>	<b>88,800</b>	<b>420,828</b>	<b>521,077</b>	<b>100,249</b>	<b>19.2</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	17,500	-	15,145	11,667	(3,478)	(29.8)
Building, Yard& Paving Improvements	5,000	-	-	3,333	3,333	100.0
Capital Improvements Sewer	2,096,500	29,860	655,015	1,397,667	742,652	53.1
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>2,119,000</b>	<b>29,860</b>	<b>670,160</b>	<b>1,412,667</b>	<b>742,507</b>	<b>52.6</b>
<b>OTHER</b>						
City of Eureka Projects:						
Treatment Plant	698,000	-	-	465,333	465,333	100.0
Martin Slough	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>698,000</b>	<b>-</b>	<b>-</b>	<b>465,333</b>	<b>465,333</b>	<b>100.0</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>729,714</b>	<b>447,022</b>	<b>1,991,029</b>	<b>486,476</b>	<b>1,504,553</b>	<b>(309.3)</b>

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

**February 2025**

	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	-	154	384	-	384	-
<b>TOTAL OPERATING REVENUE</b>	-	154	384	-	384	-
<b>NON-OPERATING REVENUE</b>						
Property Taxes	450,000	-	-	300,000	(300,000)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	450,000	-	-	300,000	(300,000)	(100.0)
<b>TOTAL DISTRICT REVENUE</b>	450,000	154	384	300,000	(299,616)	(99.9)
<b>OPERATING EXPENSES</b>						
Wages Direct	480,000	32,457	236,251	320,000	83,749	26.2
Benefits: PERS	350,000	3,037	350,122	233,333	(116,789)	(50.1)
State Unemploy Ins	-	-	-	-	-	-
Group Ins	665,000	50,965	363,465	443,333	79,868	18.0
Workers Comp Ins	5,000	-	2,840	3,333	493	14.8
FICA/Medicare	35,000	2,564	18,908	23,333	4,426	19.0
Misc Benefits	640	98	(322)	427	748	175.4
<b>Total Wages and Benefits</b>	1,535,640	89,122	971,266	1,023,760	52,494	5.1
Less: wages & ben charged to Capital Proj.	(50,000)	(12,661)	(36,870)	(33,333)	3,536	(10.6)
Less: Allocated to Water and Sewer Funds	(1,485,640)	(76,461)	(934,396)	(990,427)	(56,031)	5.7
<b>Total Unallocated Wages and Benefits</b>	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	939	2,812	4,000	1,188	29.7
Supplies/ Engineering	500	-	-	333	333	100.0
Supplies/ Maintenance	5,000	-	-	3,333	3,333	100.0
Invoicing	60,000	5,507	43,845	40,000	(3,845)	(9.6)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	-	4,766	9,229	-	(9,229)	-
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	23,000	3,018	17,618	15,333	(2,284)	(14.9)
Electrical Power	110,000	6,961	55,518	73,333	17,816	24.3
Street Lights	105,000	6,410	51,398	70,000	18,602	26.6
Telephone	16,000	1,455	14,958	10,667	(4,291)	(40.2)
Postage	850	-	2,501	567	(1,934)	(341.3)
Freight	250	-	-	167	167	100.0
Liability Insurance	100,500	-	131,597	67,000	(64,597)	(96.4)
Legal Services	70,000	608	5,283	46,667	41,384	88.7
Accounting	15,000	-	18,658	10,000	(8,658)	(86.6)
Engineering	1,000	-	-	667	667	100.0
Other Professional Services	40,000	-	7,188	26,667	19,478	73.0
Bank Service Charges	15,000	1,853	14,038	10,000	(4,038)	(40.4)
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	3,500	168	3,163	2,333	(830)	(35.6)
Computer Software Maintenance	3,500	166	2,635	2,333	(301)	(12.9)
Memberships & Subscriptions	28,000	100	20,695	18,667	(2,028)	(10.9)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	8,000	-	-	5,333	5,333	100.0

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

**February 2025**

	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	333	(1,587)	(476.0)
State/County & LAFCO Fees and Charges	20,000	-	-	13,333	13,333	100.0
Elections Expense	20,000	16,881	16,881	13,333	(3,547)	(26.6)
Human Resources	20,500	600	3,383	13,667	10,284	75.2
Miscellaneous	7,500	99	(31)	5,000	5,031	100.6
Director's Fees	16,000	1,050	8,400	10,667	2,267	21.3
General & Admin Expense Allocation	(590,600)	(44,171)	(380,265)	(393,733)	(13,469)	3.4
<b>TOTAL OPERATING EXPENSES</b>	<b>105,000</b>	<b>6,410</b>	<b>51,423</b>	<b>70,000</b>	<b>18,577</b>	<b>26.5</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	7,366	17,939	74,667	56,728	76.0
Building, Yard & Paving Improvements	390,000	10,211	51,371	260,000	208,629	80.2
Engineering & Studies	-	-	-	-	-	-
District Design Standards	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>502,000</b>	<b>17,577</b>	<b>69,310</b>	<b>334,667</b>	<b>265,357</b>	
<b>INTERFUND TRANSFER OUT</b>		<b>-</b>	<b>-</b>	<b>-</b>		
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(157,000)</b>	<b>(23,833)</b>	<b>(120,350)</b>	<b>(104,667)</b>	<b>(15,683)</b>	<b>15.0</b>

# **Humboldt Community Services District**

## **Notes**

**February 2025**

### 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 installments provides the District with \$10,882.04 in cost savings.

### Note 4 - 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 5 - Repairs and Maintenance - Trucks

Annual maintenance on multiple District vehicles in January (expected) in addition to necessary repairs on multiple vehicles (unexpected). May result in overage vs budget of \$10,000-\$20,000 for the year. Overage is not expected to have significant impact on District finances.

### 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 approximately \$10,000 over budgeted amount. Overage is not projected to have significant impact on District finances.

### Note 7 - Telephone

The District has installed a new phone system, which will result in Phone expenses for the year being approximately \$5,000 over budgeted amount. Overage is not anticipated to have significant impact on District finances.

### Note 8 - Postage

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



#### Note 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 - Certifications

Employee certifications. No additional expenses expected for remainder of current fiscal year. Expenses total for year projected to be within budgeted amount.

#### Note 16 - Elections Expense

Billing for November 2024 election. No additional billing expected. Amount will be under budget for year.

#### Note 17 - Debt Service

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

#### Note 18 - Engineering

##### **Engineering Expense - a/c 6810 - Operating Expense**

Water Fund

On Call Engineering Bid Request Advert

**Total posted to 6810**

Feb 2025    YTD

-    1,803

-    **1,803**

##### **Engineering & Studies - a/c 9040 - Capital Improvement Projects**

Non Engineering Costs Posted to 9040

None

-    -

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# Accounts Payable

## Checks by Date - Detail by Check Date

User: FM  
Printed: 4/3/2025 1:15 PM

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

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57824	UB*02235	MICHAEL BRUSH Refund Check	03/07/2025	31.87
Total for Check Number 57824:				31.87
57825	UB*02238	ULISES/ASHLEIGHA CORTEZ/HOLGEF Refund Check Refund Check Refund Check Refund Check Refund Check	03/07/2025	11.26 2.29 24.12 14.55 19.02
Total for Check Number 57825:				71.24
57826	UB*02232	GILBERTO FERREIRA Refund Check Refund Check Refund Check Refund Check Refund Check	03/07/2025	5.57 23.40 35.27 23.06 27.29
Total for Check Number 57826:				114.59
57827	UB*02237	SETH/MAX HASLER/BUSHMAN Refund Check Refund Check Refund Check Refund Check Refund Check	03/07/2025	7.01 1.15 15.03 9.06 12.64
Total for Check Number 57827:				44.89
57828	UB*02236	HUMBOLDT PROPERTY MGMT Refund Check Refund Check Refund Check Refund Check	03/07/2025	14.26 11.03 1.93 52.70
Total for Check Number 57828:				79.92
57829	UB*02231	FLOYD/SHIRLEY MC MAHAN Refund Check	03/07/2025	36.35
Total for Check Number 57829:				36.35
57830	UB*02239	LISA O'KEEFE Refund Check Refund Check Refund Check Refund Check	03/07/2025	15.26 138.06 52.37 40.52

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 57830:				246.21
57831	UB*02234	PACIFIC PARTNERS PROPERTY MANA	03/07/2025	
		Refund Check		2.40
		Refund Check		6.03
		Refund Check		1.74
		Refund Check		17.38
		Refund Check		7.79
Total for Check Number 57831:				35.34
57832	UB*02233	DONNA WALTON	03/07/2025	
		Refund Check		104.59
Total for Check Number 57832:				104.59
57833	A072 12838	Accurate Drug Testing Services DOT RANDOM COLLECTION 1/15/25	03/07/2025	
				110.00
Total for Check Number 57833:				110.00
57834	A160	ACWA-JPIA	03/07/2025	
	705248	aMedical Plan - Employees		52,431.83
	705248	bDental Plan - Employees		1,374.56
	705248	cVision Plan - Employees		343.86
	705248	dLife/AD&D Plan - Employees		367.95
	705248	eMedical Plan - Board Members		11,640.87
	705248	fDental Plan - Board Members		342.64
	705248	gVision Plan - Board Members		62.52
	705248	hLife/AD&D Plan -Board Members		29.55
	705248	iMedical Plan -Retired Members		29,125.86
	705248	jDental Plan - Retired Members		1,372.76
	705248	kVision Plan - Retired Members		375.12
	705248	ICOBRA - Medical		3,113.97
	705248	mCOBRA - Dental		98.92
	705248	nCOBRA - Vision		31.26
	705248	EAP Plan - Employees		54.56
	705248	EAP Plan - Board Members		12.40
Total for Check Number 57834:				100,778.63
57835	A610 3173656723	Amerigas - Arcata Fields Landing propane tank rental	03/07/2025	
				136.60
Total for Check Number 57835:				136.60
57836	A753 1	Chris Armstrong TRAVEL ADVANCE FOR BACKFLOW COUF	03/07/2025	
				967.00
Total for Check Number 57836:				967.00
57837	A790	Automation Direct	03/07/2025	
	17316110	CUMMINGS TANK - ICE CUBE CONTROL R		7.00
	17316110	LENTELL TANK - ICE CUBE CONTROL REI		7.01
	17318015	Spruce point well back panel, c/b s, wire lables li		14.01
	17318015	Truesdale BPS Enclousre,Back panel c/b and ass		35.01
	17318015	Donna Tank back panel, enclourse, c/b and electi		14.01
	17318015	Walnut tank/BPS back panel, c/b s, wire lables l		21.01
	17318015	Blue spruce tank/BPS back panel, c/b s, wire lat		14.01
	17318745	PIGEON PT TANK, ICE CUBE CONTROL RE		14.01
	17318745	BRIAR TANK BACK PANEL		21.01

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	17318745	DANA LN TANK - ICE CUBE CONTROL REL		14.01
			Total for Check Number 57837:	161.09
57838	C370	City National Bank	03/07/2025	
	1	bMartin Slough Agr#12-020-01		25,356.30
	1	aMartin Slough AGr#12-020-01		63,443.70
			Total for Check Number 57838:	88,800.00
57839	C430	City of Eureka: WA	03/07/2025	
	022825	Water Purchased - January 2025		60,968.00
			Total for Check Number 57839:	60,968.00
57840	E485	Cooney Parris and Rieke Corp	03/07/2025	
	176105/3	2X4 DOUGLAS FIR SB PREM S4S GRN		17.92
	176333/3	WOOD SHIMS, CONTRCTR SHIMS, PUTTY		25.50
	176400/3	CONDUITS, FLAT WASH #8, CONNECTIONS		52.05
	176567/3	TOMCAT GEL, MOUSE SNAP TRAP, SCREW		30.32
	176587/3	DECK SCREWS, CONSTRUCTION TOOLS		29.07
	176606/3	BRIAR LN, ALUM FLT BAR 1.5"X4', STEP DI		101.24
	176613/3	PRV TOOLS - TUBE BRUSHES, BRAZING S		23.24
	176614/3	4985 CUMMINGS, PRV RPLCMNT, PIPES		7.51
	176766/3	DECK SCREW PP #9X3"		52.79
	176794/3	YARD CLEAN-UP 5 GAL BUCKET, LID		52.50
	176926/3	ALUM FLAT BAR, U BOLT 5/16"X1.75"X3" S		66.74
	177150/3	CM 20 PC AIR ACC KIT		36.62
	177254/3	CONSTRUCTION TOOLS - BLOW GN, MET		48.46
	177381/3	ELEC TAPE LIQ BLK 40Z		16.15
	177424/3	2 GAL WATERING CAN, HSE CLMP, SPRYR		68.22
	177457/3	#20 VISSOR BOLTS, HARDWARE SCREWS		4.50
			Total for Check Number 57840:	632.83
57841	C670	CWEA - Oakland	03/07/2025	
	1	CWEA ASSOC MEMBERSHIP - RENEWAL/C		239.00
			Total for Check Number 57841:	239.00
57842	G310	GHD Inc.	03/07/2025	
	380-0066444	JOB ORDER 06-2503 - HOOVER SLS FLOOD		18,245.24
			Total for Check Number 57842:	18,245.24
57843	G921	Green Lily	03/07/2025	
	03042025	EMPLOYEE APPRECIATION DINNER - 3/14/		1,400.00
			Total for Check Number 57843:	1,400.00
57844	H340	Humboldt Area Chapter CSDA	03/07/2025	
	1	2024 CSDA HUMBOLDT CHAPTER DUES		50.00
	2	2025 CSDA HUMBOLDT CHAPTER DUES		50.00
			Total for Check Number 57844:	100.00
57845	I401	Industrial Electric Arcata Inc	03/07/2025	
	IN52967	Dana Lane Tank SCADA - THHN WIRE, CLAN		282.37
			Total for Check Number 57845:	282.37
57846	I525	Infosend	03/07/2025	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	280219	UB/Process and Mail/Bills - 01/31/25		3,758.84
	282125	UB/Process and Mail/Bills - 02/28/25		4,926.43
Total for Check Number 57846:				8,685.27
57847	J800	Johnson's Mobile Rentals LLC	03/07/2025	
	193950	Temp fencing for Ridgewood tank		297.39
	195088	RENTAL - Temp fencing for Ridgewood tank		303.34
Total for Check Number 57847:				600.73
57848	A800	Joseph A Bonomini	03/07/2025	
	47077	Repair ignition switch old unit 4		523.09
Total for Check Number 57848:				523.09
57849	H010	Keenan Supply	03/07/2025	
	S014141913	Hubbard butterfly valves 3rd pump rehab		9,374.25
	S014201467.001	AYM 74758-44 2 PVC COMP BRASS		254.38
	S014220033.001	6 DI C110 FLNG TEE		348.52
	S014221967.001	ROMAC GRAP-DI 6GRIP RING ACCY PK, G.		2,714.11
	S014226554.001	BRASS NUT ASSEMBLY		193.54
	S014231093.001	ROMAC WW1 9.7OX16 SS1 SECTION CLAM		455.83
	S014237443.001	6 PVC DR18 CL 150 C900 PIPE		1,150.46
	S014240325.001	MAC-PAKXMETER, SWIVEL BRASS METEI		1,359.88
	S014254108.001	CHRISTY BX09D WATER CONCRETE LID		423.19
	S014259811.001	CANYON DR NEW SEWER - MT		50.12
Total for Check Number 57849:				16,324.28
57850	L200	Les Schwab Tire Center of Calif Inc.	03/07/2025	
	01312025	FINANCE CHARGE		11.38
	01312025	LATE FEE		10.00
	60900833242	#1 - CRACKED TIRE - TIRE ONTO NEW RIM		85.98
Total for Check Number 57850:				107.36
57851	M105	Mahalo Video	03/07/2025	
	60	BOARD AND STAFF PHOTOGRAPHY		500.00
Total for Check Number 57851:				500.00
57852	M120	Brian McNeill	03/07/2025	
	1	MEAL PER DIEM FOR MITCH'S CERTIFIED		301.00
Total for Check Number 57852:				301.00
57853	M230	Mendes Supply Co	03/07/2025	
	M276079	3 EA X UNI791 HYPOCHLORITE SOLUTION		1,405.27
	M276124	DRUM DEPOSIT CREDIT X2		-120.00
	M276178	MFG#15048 BACTICIDE		89.67
Total for Check Number 57853:				1,374.94
57854	M348	Microbac Laboratories, Inc	03/07/2025	
	180630	South Bay Well 1,2,3-Trichloropropane sample		247.00
Total for Check Number 57854:				247.00
57855	M350	Mid-City Motor World	03/07/2025	
	5221814	Unit 11 bumper		505.98

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 57855:				505.98
57856	M450	Mission Linen	03/07/2025	
	523263584	Uniforms/Mats		229.48
	523306359	Uniforms/Mats		425.36
	523347959	Uniforms/Mats		224.67
	523390419	Uniforms/Mats		426.04
Total for Check Number 57856:				1,305.55
57857	E558	NAPA Auto Parts of Eureka	03/07/2025	
	436308	SHOP PARTS/TOOLS- OIL FILTERS,DOOR U		373.86
	437072	#16 VAN NAPAGOLD OIL FILTER		39.30
	438840	UNIT#1 HEADLIGHT		19.11
	438923	NAPA NON-DETER 30QT		97.05
Total for Check Number 57857:				529.32
57858	N430	Nilsen Feed and Grain Co.	03/07/2025	
	039440/1	Straw bail for DI.		14.19
Total for Check Number 57858:				14.19
57859	O400	O and M Industries	03/07/2025	
	553693	Crane Services to Remove Temporary Tanks for		8,287.50
Total for Check Number 57859:				8,287.50
57860	S850	Optimum	03/07/2025	
	02242025	Internet/2/24/25 - 3/23/25		853.94
Total for Check Number 57860:				853.94
57861	a210	Petrusha Enterprises Inc.	03/07/2025	
	723779	ONSITE VISIT, LABOR, 3/8" RECESSED COI		530.78
	723818	COMMERCIAL ONSITE SVC VISIT		130.00
Total for Check Number 57861:				660.78
57862	P430	Pierson Building Center	03/07/2025	
	02282025	February		-66.51
	243317	WAX GSKT, COMET BATH CLNR SPRAY		11.89
	243557	OFFICE WINDOWS- TRIM, CA LUMBER AS		131.78
	243580	MAIN MECH TOOLS, SHOP- AAA PENLIGH		71.94
	243811	OFFICE WINDOWS INTER TRIM, 9/16X3-1/4		67.65
	243837	OFFICE WINDOWS, DAP ALEX PLUS WHIT		15.92
	243919	DAP 33 GLAZING COMPOUND **RETURN*		-7.20
	243920	OFFICE WINDOWS, PUTTY KNIFE, PAINTE		9.92
	243961	OFFICE WINDOWS INTER TRIM, LMBR AS		107.55
	244087	2X4X16 STD & BTR D/F S4S, LMBR ASSMN		58.15
	245170	5FT 6IN LT WT METAL POST		192.06
	245173	BOSCH JIGSAW BLD 3PK, MILW RED PAIN		13.31
	245180	BACKDOOR SCREEN		26.21
	245261	UTILITY TOTE, BULK FASTENERS, CNTRC		83.50
	245265	32 GAL BRUTE CMMRCL TRASH CAN, LID		120.13
	246516	60LB PREMIX CONCRETE		34.92
	247337	BROAN REPL MOTOR/BLOWER 70 CFM		39.32
	247388	**RETURN** BROAN REPL MOTOR/BLOW		-39.32
	247979	THRUST BLOCK, FORM BOARDS, PLYWOC		199.52

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 57862:				1,070.74
57863	P550	Pitney Bowes Inc	03/07/2025	
	1026572972	QRTRLY Rent Base C Series		84.36
	1026572972	QRTRLY Rent Base C Series		40.91
Total for Check Number 57863:				125.27
57864	R250	Recology Humboldt County	03/07/2025	
	33548157	Garbage Service -		612.65
Total for Check Number 57864:				612.65
57865	P557	Rexel USA Inc.	03/07/2025	
	6A60996	CRIMPER, STRIPPER, THHN-6-BLK-STR-CL		412.67
	6A95698	QUI 576-110 BLU 003RP, 010RP, 005RP, UNI		108.51
Total for Check Number 57865:				521.18
57866	S750	Standard Insurance Company	03/07/2025	
	00-649299-0082	Short&Long Term Empl Disabilit BILLING PEF		1,771.49
Total for Check Number 57866:				1,771.49
57867	M560	The Mitchell Law Firm LLP	03/07/2025	
	6694	LEGAL SERVICES - JANUARY 2025		608.00
Total for Check Number 57867:				608.00
57868	U730	USA Bluebook	03/07/2025	
	02262025	DISCOUNT INVOICES 4/28/23		-8.80
	INV00568959	Hoover SLS Rehab pipe fittings		724.06
	INV00573687	#330864 - 8 OZ. REFILL BOTTLE BACTERIO		76.46
Total for Check Number 57868:				791.72
57869	W208	Watt's Cleaning Services	03/07/2025	
	1069	Quarterly Office cleaning PO 1/25-3/25		1,165.00
	1070	Quarterly Office cleaning PO 1/25-3/25		950.00
Total for Check Number 57869:				2,115.00
57870	W700	Whitchurch Engineering Inc.	03/07/2025	
	HCD-256395	SENIOR ENGR, PROJECT ENGR - 18.25 H		2,018.75
	HCD-256408	ENG MNGR, ASST ENGR 20 HRS TOTAL		2,920.00
Total for Check Number 57870:				4,938.75
57871	W730	Wienhoff Drug Testing Inc	03/07/2025	
	128257	RANDOM 5-PANEL DOT TEST/BB		60.00
Total for Check Number 57871:				60.00
Total for 3/7/2025:				327,021.49
57872	P010	Pacific Gas and Electric-GN	03/13/2025	
	03032025	aWA Pump & District/Cummings		6,091.01
	03032025	bHH Water System		10,329.33
	03032025	cFW/MR Water System		942.64
	03032025	dGeneral Sewer System		6,801.43



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	03032025	eKS/HH Sewer System		2,297.73
	03032025	fOffice/Yard		6,260.83
	03032025	gSpark energy Gas/LP Gas Chgs		700.08
				<hr/>
Total for Check Number 57872:				33,423.05
57873	P130	Pacific Gas and Electric-St	03/13/2025	
	02192025	FEBRUARY PG&E		6,584.48
				<hr/>
Total for Check Number 57873:				6,584.48
				<hr/>
Total for 3/13/2025:				40,007.53
57874	G921	Green Lily	03/17/2025	
		Balance of Employee appreciation dinner, less d		1,806.70
				<hr/>
Total for Check Number 57874:				1,806.70
				<hr/>
Total for 3/17/2025:				1,806.70
57875	C036	Corporate Payment Systems	03/24/2025	
	03222025	Backflow Tester Certification/BMN		357.00
	03222025	Backflow Certification Testing/CA		357.00
	03600962	Unit #4 tool suplies		180.04
	03602010	Air comp for office siding.		173.59
	111-4220645-872	Amazon/Organizational Leadership Book		23.38
	12	STARS Employee Lunch Meeting/TK,BB,HR		45.79
	1582754	MM/eFile4Biz- Annual W2 Filing		174.15
	2533030	Replacement Mouse. Network cable		45.18
	27L6G4JL	DOT Annual Querey Purchase		25.00
	3533888157	Go Daddy - Website Renewal		23.17
	5045	TL/Microsoft		105.93
	5045	Microsoft		30.00
	5099443	Replacement sit-stand		769.34
	55	BABES Employee Lunch Meeting/TK,JDD,NA		45.00
	5817	TL/DRI Crash Plan		29.97
	7092	In 'n Out/Employee Dinner for After Hours Mair		58.72
	INV289603003	Zoom Video/Tele Conference Annual Subscriptic		159.90
	ZC3RF7401	office siding cutter		160.53
				<hr/>
Total for Check Number 57875:				2,763.69
57876	C180	Canon Solutions America Inc.	03/24/2025	
	6011055584	Office/Black Copies WXD03492-		26.82
	6011055584	Office/Color Copies WXD03492-		95.17
	6011055584	UseTaxRecoveryFee/OfficeCopier		4.73
				<hr/>
Total for Check Number 57876:				126.72
57877	C430	City of Eureka: WA	03/24/2025	
	02282025	Water Purchased - January 2025		60,968.00
				<hr/>
Total for Check Number 57877:				60,968.00
57878	C475	Coast Counties Peterbilt	03/24/2025	
	0787020S	Unit # 20 repair.		1,829.96
				<hr/>
Total for Check Number 57878:				1,829.96

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57879	D910 256961	Don's Rent-All Inc CONCRETE THRUST BLOCKS 48" FORM ST	03/24/2025	65.55
Total for Check Number 57879:				65.55
57880	E330 545276/7 545354/7	Englund Marine and Industrial Supply SS Hex Bushings SS Hex Bushings	03/24/2025	21.39 9.54
Total for Check Number 57880:				30.93
57881	F352 P1427-1	Fisch Drilling Spruce Point Well Cleaning, Pump Installation, \	03/24/2025	45,598.47
Total for Check Number 57881:				45,598.47
57882	G150 SUB4047.0225 SUB4047.0225	Gaynor Telesystems Inc. Cloud Subscription Charges Cloud Subscription Charges	03/24/2025	83.26 335.84
Total for Check Number 57882:				419.10
57883	H410 18705000 20250228	Humboldt Bay Municipal Water D Water Purchased - FEBRUARY PF-2 RECONCILIATION CREDIT/CHARGE F	03/24/2025	96,490.90 -179.55
Total for Check Number 57883:				96,311.35
57884	H610 110524EL020	Humboldt Co Elections 11/05/2024 ELECTION EXPENSE	03/24/2025	16,880.63
Total for Check Number 57884:				16,880.63
57885	I300 43771	Independent Business Forms Inc 1,000 GREEN DOOR HANGERS	03/24/2025	314.69
Total for Check Number 57885:				314.69
57886	L200 02282025 60900833845	Les Schwab Tire Center of Calif Inc. LATE FEES New Tires unit # 6	03/24/2025	25.13 1,760.55
Total for Check Number 57886:				1,785.68
57887	M380 592391	The Mill Yard Sky light rod South bay well	03/24/2025	62.93
Total for Check Number 57887:				62.93
57888	N050 2025-139264 2025-139402 2025-139403 2025-139415 2025-139416	North Coast Journal WALNUT DR EQ BID ADVERT - NCH PUB 2 UTILITY I/II - FERNDAL E ENTERP PUB 2/2025 UTILITY I/II - FERNDAL E ENTERP. PUB. 2/2025 UTILITY I/II - NCJ PUB. 2/27/2025 UTILITY I/II - NCJ PUB. 2/27/25	03/24/2025	234.00 50.00 50.00 163.00 163.00
Total for Check Number 57888:				660.00
57889	P006 0210180832 0210210037 0210212443	PACE Supply Corp. yard inventory replaement. Parts for Donna Dr temp tanks. replacement inventory/yard parts.	03/24/2025	932.02 3,341.95 911.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	029983824	Replace damaged 6-inch compound water meter		9,291.91
			Total for Check Number 57889:	14,477.34
57890	P370 SW030052163	Peterson Cat Roller repair.	03/24/2025	3,426.69
			Total for Check Number 57890:	3,426.69
57891	R250 33655366	Recology Humboldt County Garbage Service - 2/1/25 - 2/28/25	03/24/2025	612.65
			Total for Check Number 57891:	612.65
57892	R705 1023314-4	Guy Rents Inc Forklift for Donna Dr temp tanks.	03/24/2025	2,837.53
			Total for Check Number 57892:	2,837.53
57893	S495 64173	Shred Aware PickUp/Shredding/64GalBin/27"S	03/24/2025	124.55
			Total for Check Number 57893:	124.55
57894	T510 6869212	Times-Standard 7 PUBLICATIONS OF WALNUT DRIVE BID :	03/24/2025	1,418.22
			Total for Check Number 57894:	1,418.22
57895	U330 244430068-001	United Rentals, Northwest Inc THRUST BLOCKS - RHINO POST DRIVER C	03/24/2025	90.51
			Total for Check Number 57895:	90.51
57896	V500 6106633631	Verizon Wireless Cellular Service - Jan 22 - Feb 21	03/24/2025	584.96
			Total for Check Number 57896:	584.96
57897	W700 HCD-256478 HCD-256496	Whitchurch Engineering Inc. DR. OFFICE LANE SEWER REHAB DESIGN WALNUT DR BID & CONST ASSIST	03/24/2025	2,382.50 560.00
			Total for Check Number 57897:	2,942.50
			Total for 3/24/2025:	254,332.65
57898	C690 006	CWEA - No Coast Section REGISTRATION NA/CDD/BB CLA-VAL TRA	03/31/2025	105.00
			Total for Check Number 57898:	105.00
57899	S908 26174	SWRCB-DWOCP DWOCP D4 CERT-RENEWAL / BMcN	03/31/2025	105.00
			Total for Check Number 57899:	105.00
57901	S908 43388	SWRCB-DWOCP DWOCP D2 & T2 CERT-RENEWAL / TKW	03/31/2025	120.00
			Total for Check Number 57901:	120.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57902	S908 55982	SWRCB-DWOCP DWOCP D1 CERT-RENEWAL / HR	03/31/2025	70.00
Total for Check Number 57902:				70.00
57903	UB*02240	BARBARA KENNEDY Refund Check Refund Check Refund Check Refund Check Refund Check	03/31/2025	11.86 31.60 8.59 108.33 40.83
Total for Check Number 57903:				201.21
57904	UB*02241	JANICE/JOHN ANDERSON Refund Check Refund Check Refund Check	03/31/2025	10.98 29.00 22.46
Total for Check Number 57904:				62.44
57905	UB*02242	EMILY WILLHITE Refund Check Refund Check Refund Check Refund Check	03/31/2025	179.11 134.99 104.47 17.05
Total for Check Number 57905:				435.62
57906	UB*02243	RENTOR-TC Refund Check Refund Check Refund Check Refund Check Refund Check	03/31/2025	13.24 3.61 28.38 17.12 9.95
Total for Check Number 57906:				72.30
57907	UB*02244	PACIFIC PARTNERS PROPERTY MANA Refund Check Refund Check Refund Check Refund Check	03/31/2025	9.40 7.27 2.74 15.59
Total for Check Number 57907:				35.00
57908	UB*02245	ERNIE BODLE Refund Check Refund Check Refund Check Refund Check	03/31/2025	23.91 75.34 56.80 43.95
Total for Check Number 57908:				200.00
57909	UB*02246	TRAVIS SCHNEIDER Refund Check Refund Check Refund Check Refund Check Refund Check	03/31/2025	117.37 75.00 8.50 111.64 49.59

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 57909:				362.10
57910	UB*02247	AUDREY BODE	03/31/2025	
		Refund Check		15.99
		Refund Check		11.18
		Refund Check		6.85
		Refund Check		15.23
		Refund Check		15.44
Total for Check Number 57910:				64.69
57911	UB*02248	GINA/CHARLES HENDRICKS/MEEKS	03/31/2025	
		Refund Check		50.85
		Refund Check		111.14
		Refund Check		16.34
		Refund Check		190.54
		Refund Check		143.61
Total for Check Number 57911:				512.48
57912	UB*02249	PATRICIA DAVIS	03/31/2025	
		Refund Check		24.99
		Refund Check		4.08
		Refund Check		32.14
		Refund Check		32.29
		Refund Check		5.63
Total for Check Number 57912:				99.13
57913	UB*02250	RACHAEL RIGGS	03/31/2025	
		Refund Check		27.06
		Refund Check		7.36
		Refund Check		11.60
		Refund Check		34.97
Total for Check Number 57913:				80.99
57914	A072 0013080	Accurate Drug Testing Services DOT - PRE EMPLOYMENT/HR 03/19/2025	03/31/2025	
				35.00
Total for Check Number 57914:				35.00
57915	A160	ACWA-JPIA	03/31/2025	
	0705519	aMedical Plan - Employees		52,431.83
	0705519	bDental Plan - Employees		1,374.56
	0705519	cVision Plan - Employees		343.86
	0705519	dLife/AD&D Plan - Employees		362.41
	0705519	eMedical Plan - Board Members		11,640.87
	0705519	fDental Plan - Board Members		342.64
	0705519	gVision Plan - Board Members		62.52
	0705519	hLife/AD&D Plan -Board Members		29.55
	0705519	iMedical Plan -Retired Members		29,125.86
	0705519	jDental Plan - Retired Members		1,372.76
	0705519	kVision Plan - Retired Members		375.12
	0705519	ICOBRA - Medical		3,113.97
	0705519	mCOBRA - Dental		98.92
	0705519	nCOBRA - Vision		31.26
	0705519	EAP PLAN - EMPLOYEES		54.56
	0705519	EAP PLAN - BOARD MEMBERS		12.40

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57915:	100,773.09
57916	A790 17676449	Automation Direct Blue Spruce pump VFD upgrade for Donna Dr T	03/31/2025	3,087.04
			Total for Check Number 57916:	3,087.04
57917	C450 INV07205	City of Eureka: Water Test Microbiological Testing -	03/31/2025	441.00
			Total for Check Number 57917:	441.00
57918	C475 07702419P	Coast Counties Peterbilt Parts for unit #8	03/31/2025	355.61
			Total for Check Number 57918:	355.61
57919	D200 INV8664430	Day Management Corp. install the antenna with 150 feet of coax	03/31/2025	3,676.24
			Total for Check Number 57919:	3,676.24
57920	E530 190283	Eureka Humboldt Fire Extinguisher Co Inc Fire extinguisher training.	03/31/2025	2,589.42
			Total for Check Number 57920:	2,589.42
57921	E849 3800079995 3800079998	Eurofins Eaton Analytical Inc. UCMR-5 Testing (Spruce Point and South Bay) UCMR-5 Testing (Truesdale and Hubbard)	03/31/2025	1,237.50 1,237.50
			Total for Check Number 57921:	2,475.00
57922	G150 INV000045742 SUB4047.0325 SUB4047.0325	Gaynor Telesystems Inc. Expansion Modules for new phones Cloud Subscription Charges Fees and Surcharges	03/31/2025	1,001.10 335.84 83.26
			Total for Check Number 57922:	1,420.20
57923	H010 03252025 S014241243.001 S014261716.001 S014265362.001 S014266843.001 S014266866.001 S014267706.001 S014267836.001 S014286952.001	Keenan Supply PROMPT PAY DISCOUNT WILKINS NR3-XL-DU WTR PRESS RED VAI HINGED READING LID, WATER CONCRETI 429-040 4 SXS SCH 40 PVC PLG, BLUE PVC WILKINS WATER PRESS RED VALVE 4 HXHXH SANITARY TEE, 4 HXH 90 ELBOV 4 HXH PVC DWV CPLG ROMAC CB 4.215LS SEWER SADDLE CHRISTY B09-61D WATER STEEL CHECKEI	03/31/2025	-58.44 805.72 1,222.51 91.85 -756.94 322.43 153.07 618.40 735.69
			Total for Check Number 57923:	3,134.29
57924	J700 081388 081397	John's Auto Electric Install Safety Light on unit #9 Electric heated mirror repair.	03/31/2025	1,164.67 855.00
			Total for Check Number 57924:	2,019.67
57925	L200 60900839484	Les Schwab Tire Center of Calif Inc. New tires and sensors for unit 11	03/31/2025	1,760.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 57925:				1,760.28
57926	N050 2025-139681	North Coast Journal UTILITY I/II - FERNDAL E ENTERP. PUB 2/2	03/31/2025	54.00
Total for Check Number 57926:				54.00
57927	N450 000018	Keith Noga EMPLOYEE LUNCH KN/TKW	03/31/2025	46.07
Total for Check Number 57927:				46.07
57928	N465 0024555	Brad's Nor-Cal Automotive Unit 2 transmiission issue diagnostic.	03/31/2025	283.18
Total for Check Number 57928:				283.18
57929	P010 04042025 04042025 04042025 04042025 04042025 04042025 04042025	Pacific Gas and Electric-GN aWA Pump & District/Cummings bHH Water System cFW/MR Water System dGeneral Sewer System eKS/HH Sewer System fOffice/Yard gSpark energy Gas/LP Gas Chgs	03/31/2025	6,068.68 11,217.50 889.37 7,055.28 2,239.40 5,888.54 672.77
Total for Check Number 57929:				34,031.54
57930	P130 04072025	Pacific Gas and Electric-St Street Lights: 02.19.25 - 03.20.25	03/31/2025	6,595.14
Total for Check Number 57930:				6,595.14
57931	T510 6878245	Times-Standard 7 PUBLICATIONS OF DR. OFFICE SOLICITA	03/31/2025	747.70
Total for Check Number 57931:				747.70
Total for 3/31/2025:				166,050.43
Report Total (107 checks):				789,218.80

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# **Humboldt Community Services District**

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

## **MEMORANDUM**

**For HCSD Board of Directors Regular Meeting of:** April 8<sup>th</sup> 2025

**AGENDA ITEM:** D.2.C

**TITLE:** Report of Service Shutoffs for Non-Payment Calendar Year 2024

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

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In accordance with California SB998 requirements, The District is required to report to the board the number of service disconnections for failure to pay each calendar year.

The number of accounts that were subject to service disconnections due to failure to pay, as well as the count of disconnections for Calendar Year 2024 is shown in the table below. The count of disconnections exceeds the number of accounts due to accounts that were subject to disconnection more than once during the 2024 Calendar Year.

<b>Account Type</b>	<b>Accounts Subject to Disconnection</b>	<b>Count of Disconnections</b>
Commercial	3	4
Multi-Family Residential	18	31
Single Family Residential	273	425
<b>Total</b>	<b>294</b>	<b>460</b>

The District offers a payment plan arrangement for past due accounts, allowing accounts with a past due balance to pay down their balance over time. Accounts that have entered into a payment plan and have maintained compliance with required payments under the payment plan agreement are not subject to past due charges or service disconnection. Additionally, accounts that successfully complete their payment plans are credited for the past due charges that were previously imposed for their past due balance.

Over the course of Calendar Year 2024, 235 accounts participated in the District's alternative Payment Plan. 109 Accounts successfully completed their payment plans during Calendar year 2024, resulting in removal of \$17,595.20 in previously imposed late charges. 34 accounts failed their payments plans and did not reestablish them during Calendar Year 2024. At the close of the calendar year, 92 accounts had active payment plans in progress.

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# 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:** April 4, 2025  
**Subject:** Assistant Engineer Progress Report for April 8, 2025 Board Meeting

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### California Uniform Public Construction Cost Accounting Act

In December 2021, the District Board voted to participate in the California Uniform Public Construction Cost Accounting Act (CUPCCAA). On an annual basis, CUPCCAA establishes a threshold that allows for an informal bidding procedure using an established list of qualified contractors that is maintained annually. As of 2025, the thresholds for sole sourcing and informal bidding procedures increased, allowing:

- 1) Public projects costing \$75,000 or less (up from \$60,000) may be performed using negotiated contracts or by purchase order without formal bidding.
- 2) Public projects costing between \$75,000 and \$220,000 (up from \$200,000) can be awarded using informal bidding procedures.
- 3) Projects exceeding \$220,000 must undergo formal bidding procedures as defined by the California Public Contract Code.

Each year in April, HCSD is required to send a notice to our established list of Contractors and construction trade journals inviting contractors to join the District's list. On April 1, 2025, the District sent notifications and pre-qualification applications to the required trade journals and to each contractor that has previously joined the list. Additionally, the pre-qualification application was posted on the District's site for reference.

### Maintenance Monthly Report

Every three months, District forces perform cleanings of District' trouble spots," which are locations in the District's sewer system that have the potential to clog due to grease buildup, root infiltrations, pipe defects, and other issues. In March, District forces completed 4,106 feet of trouble spot main cleaning and an additional 364 feet of trouble spot lateral cleaning.

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# 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: April 4, 2025

SUBJECT: Utility Services Planner Report for April 8, 2025, Board Meeting

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The Unregulated Contaminant Monitoring Rule 5 (UCMR-5) is a program administered by the U.S. Environmental Protection Agency (EPA) that requires public water systems to monitor and report the presence of unregulated contaminants, thereby informing future decisions about potential drinking water regulations. As mentioned in the Board report for the January 28, 2025 meeting, HCSD is required to sample for 30 chemical contaminants to comply with UCMR-5. HCSD is required to sample in March and September of 2025 from each of the District wells and our water booster stations at Truesdale and Harris/Hubbard. The March sampling event has been completed, and the results reflected that there were no detections found. The District received an analytical report detailing the findings of the sample event. If anybody is interested in seeing the report, please feel free to reach out to me, and I can provide a copy of the results.

HCSD's meter replacement program has been on hold due to a supply chain issue by the water meter manufacturer. Thankfully, the meter order the District has been waiting on was delivered yesterday. Staff will now ramp up the meter replacements and continue to replace the oldest water meters within the District with new, more accurate meters.

The California Electronic Annual Report (eAR) annual submission requirement requires public water systems in California to electronically submit their annual water quality and environmental compliance data to the State Water Resources Control Board, ensuring adherence to regulatory standards and transparency in water system operations. This eAR is due April first of each year, the District completed and submitted the eAR by the April first deadline.

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.

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# 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:** April 8, 2025

**AGENDA ITEM:** F.1

**TITLE:** Consideration of Bid Results for the Doctor's Office Lane Sewer Rehabilitation Project

**PRESENTED BY:** Kush Rawal, Assistant Engineer

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### **Recommendation:**

District Staff recommend rejecting all bids at this time and rebidding the project at a later date.

### **Summary:**

On March 21, 2025, the District conducted a Public Bid Opening for the submitted sealed bids, offering attendees the option to participate in person or via Zoom. Two sealed bids were opened and publicly announced, with Mercer Fraser identified as the apparent lowest bidder.

The bidding results, including additive items, are tabulated below:

GR Sundberg - \$300,869.00

Mercer Fraser - \$288,950.00

District staff evaluated the completed Bid Submittal from Mercer Fraser and found no reason to disqualify the Bid, as all required submittals were included. The bid amount exceeded the anticipated budget for this project, which was \$222,000.00. This budget price also includes engineering expenses. After consulting with the design engineers at Whitchurch Engineering, the District staff believes that rebidding the project as a larger project, including other planned capital improvements at other locations in the District, will result in a lower bid due to economies of scale.

The Doctors Office Sewer Rehabilitation Project was established to rehabilitate a sewer system heavily infiltrated by roots and to create a new access point through a manhole, enabling District forces to maintain the system more effectively.

The Scope of work for this project includes:

- a) Replacing approximately 85 feet of existing 6-inch Vitrified Clay Line with 6" PVC
- b) Lining approximately 250 feet of existing 6-inch Vitrified Clay Line
- c) Replacing approximately 100 feet of existing sewer laterals from the mainline to the edge of the public right of way with 4-inch PVC laterals
- d) Rehabilitating an existing manhole and constructing a new manhole

Please pass a motion to reject all bids. Alternatively, the Board may elect to award the Doctors Office Lane Sewer Rehabilitation Project to Mercer Fraser.

**Fiscal Impact**

\$288,950.00 from the Sewer Fund if awarded.



PROPOSAL TO THE BOARD OF DIRECTORS  
OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT FOR

**Doctor's Office Lane Sewer Rehabilitation Project**

To the District Board of Directors:

The undersigned, as Bidder, declares that the only persons or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm or corporation; that Bidder has carefully examined the location(s) of the proposed work and the proposed form of the Contract and the Plans and Specifications; and Bidder agrees if this proposal is accepted, that Bidder will Contract with the District, in the form of the Contract annexed hereto, to provide all necessary machinery, tools, apparatus, and other means of construction, and to do all the work and furnish all the materials specified in the Contract in the manner and time prescribed and according to the requirements of the District; that Bidder will provide the bonds as required herein at the time Bidder executes the Contract; that Bidder will provide proof of insurance as provided herein; that Bidder will provide HCSD with a construction schedule within **10 working days** after receiving notice from the District to proceed, and diligently prosecute the same to completion within **50 consecutive working days (excluding weekends and holidays)** contained in a construction window **beginning April 1, 2025 terminating October 31, 2025**. As provided for in the Notice to Contractors the liquidated damage shall be in the sum of One Thousand dollars (\$1,000.00) per day for each and every working days delay in finishing the work beyond the time described herein, and that Bidder will take in full payment therefore the following unit or lump sum prices, as the case may be, to wit:

Bidder Signature: \_\_\_\_\_



Mark Benzinger, Vice President

Company: Mercer-Fraser Company

**\*\*\* BIDDER MUST SIGN THIS PAGE \*\*\***



**Bid Schedule**

**Attachment B**

**Doctor's Office Lane Sewer Rehabilitation Project**

Bid Item No.	Approx. Quantity	Unit	Bid Item Description	Unit Price	Total Item Price
1.	1	Lump Sum	Mobilization/Demobilization	\$ <u>N/A</u>	\$ <u>20,000.00</u>
2.	1	Lump Sum	Traffic Control	\$ <u>N/A</u>	\$ <u>25,000.00</u>
3.	250 Feet	Lump Sum	6" Sewer Main PVC Lining	\$ <u>N/A</u>	\$ <u>47,500.00</u>
4.	85 Feet	Lump Sum	6" PVC Sewer Main Installation	\$ <u>N/A</u>	\$ <u>85,000.00</u>
5.	100 Feet	Lump Sum	4" <del>HDPE</del> PVC Sewer Lateral Installation	\$ <u>N/A</u>	\$ <u>65,000.00</u>
6.	2	Each	Manhole Installation	\$ <u>N/A</u>	\$ <u>42,000.00</u>
Subtotal Base Bid Items No. 1-6					\$ <u>284,500.00</u>

**Additive Bid Item(s)**

**\* Note: Items 8-13 are included in the event that in-field quantities exceed those listed in the approved plan set.**

Bid Item No.	Approx. Quantity	Unit	Bid Item Description	Unit Price	Total Item Price
7.	1	Per Day	Additional Traffic Control	\$ <u>2,500.00</u>	\$ <u>N/A</u>
8.	1	Per Linear Foot	Additional Sewer Main PVC Lining	\$ <u>225.00</u>	\$ <u>N/A</u>
9.	1	Per Linear Foot	Additional Sewer Main Installation	\$ <u>800.00</u>	\$ <u>N/A</u>
10.	1	Per Linear Foot	Additional Sewer Lateral Installation	\$ <u>650.00</u>	\$ <u>N/A</u>
11.	1	Per Cubic Yard	Additional Earthwork	\$ <u>200.00</u>	\$ <u>N/A</u>
12.	1	Per Square Yard	Additional Paving	\$ <u>75.00</u>	\$ <u>N/A</u>

AD1-3

Subtotal Additive Bid Items No. 7-12	\$ 4,450.00
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Subtotal Base Bid Items No. 1-6	\$ 284,500.00
Subtotal Additive Bid Items No. 7-12	\$ 4,450.00
Total Bid (Base + Additive)	\$ 288,950.00



Signature of Bidder  
Mark Benzinger, Vice President

Mercer-Fraser Company  
Company

\*\*\* BIDDER MUST SIGN THIS PAGE \*\*\*

**Note:** See "Section 01 22 00: Measurement and Payment" for a detailed description of each bid item

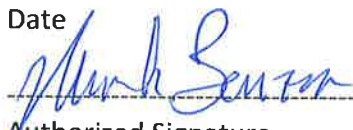
AD1-4

It is further understood and agreed that:

- (a) In case of a discrepancy between unit prices and totals, the unit price shall prevail.
- (b) The District reserves the right to eliminate any section of this proposal from the Contract without claim of the Contractor for profits lost.
- (c) No verbal agreement or conversation with any officer, agent, or employee of the District, either before or after the execution of the Agreement, shall affect or modify any of the terms or obligations of this proposal.
- (d) The District will not be responsible for any errors or omissions on the part of the undersigned in making up their bid, nor will the Bidder be released on account of errors.
- (e) The undersigned Bidder is properly licensed in accordance with the State of California Act providing for the registration of Contractors.
- (f) If the proposal shall be accepted and the undersigned shall fail to contract as aforesaid and to give the two bonds in the sums to be determined as aforesaid, with surety satisfactory to the District Board, within EIGHT (8) CALENDAR DAYS (not including Sundays) after the Bidder has received notice from the District Board that the Contract is ready for signature, the District Board may, at its option, determine that the Bidder has abandoned the Contract, and thereafter this proposal and the acceptance thereof shall be null and void, and the forfeiture provisions relating to such security accompanying this proposal shall operate, and the said security shall be the property of the District.
- (g) The undersigned Bidder certifies that he/she has confirmed that the proposed form of Contract and the Plans and Specifications are complete.

3/20/25

Date



Authorized Signature

(707) 443-6371

Telephone Number

PO Box 1006 Eureka, CA 95502

Bidder Address

Mercer-Fraser Company

Bidder Name

Corporation

Type of Organization

mbenzinger@mercerfraser.com

Email Address

105709 A 1/31/2027

State Contractors License No. and Expiration Date

The above signed acknowledges that these representations are made under penalty of perjury.

**March 7, 2025**

**Kush Rawal, Assistant Engineer**

**ADDENDUM NO. 1  
TO THE CONTRACT DOCUMENTS**

**Humboldt Community Services District  
5055 Walnut Drive  
Eureka, CA 95503  
DOCTORS OFFICE LANE SEWER REHABILITATION PROJECT**

**TO ALL PLAN HOLDERS**

The following amendment is hereby made a part of the Contract Documents for the subject project, as fully and completely as if the same were set forth therein. This Addendum No. 1 consists of pages AD1-1 to AD1-14.

**CONTRACT DOCUMENTS**

**ADDITION** – The revised Bid Schedule containing an updated schedule of bids and a bid total section is attached and shall be considered part of this Addendum. This revised Bid Schedule will take the place of the Bid Schedule in the original Contract Documents. (2 pages)

**ADDITION** – The revised Award and Execution of Contract containing an updated description of the Award of Contract. This revised Award and Execution of Contract will take the place of the Award and Execution in the original Contract Documents. (2 pages)

**ADDITION** – The Statement of Qualifications which will be a required submittal for each potential bidder to be submitted with the sealed bid. The Statement of Qualifications form is attached and shall be considered part of this Addendum. (5 Pages)

**ADDITION** - The meeting minutes for the Pre-Bid Meeting held on February 21, 2025, at 2:00 PM are attached and shall be considered part of this Addendum. (2 pages)

**ADDITION** – The sign in sheet for the Pre-Bid Meeting held on February 21, 2025, at 2:00 PM is attached and shall be considered part of this Addendum. (1 page)

**QUESTIONS SUBMITTED:**

- Q1. Do the sewer lateral lines need to be HDPE, or is PVC acceptable?
- A1. There was a mistake in the Bid Schedule specifying HDPE as the material for the Sewer Lateral replacement. However, the plans and Measurement and Payments specify the correct material: 4 inch PVC SDR 35 or Equiv. Please make sure to use the attached revised Bid Schedule.

AD1-1

- Q2. Is there a transition detail of the transition from the sewer main to the sewer laterals?
- A2. Service connections are to be made per ASTM 1947 installation standards as listed on Sheet 3 of the plans. All service lateral connections along the mainline are to receive lateral connection sealing compatible with the PVC lining product used and installed per manufacturer instructions.
- Q3. Will the District accept a trenchless method of replacing the whole sewer line instead of just the section shown?
- A3. The existing section of main line that is required to be replaced via open trench technique currently has a significant belly in the line. As a result, the District will not accept a trenchless rehabilitation method for this section of mainline..

**Bids submitted without these pages signed, dated, and attached may be rejected.** If you have any questions or comments, contact Kush Rawal at (707)443-1340 Ext. 221.

Received by: Mark Benzinger, Vice President

Contractor: Mercer-Fraser Company Date: 3/20/25

Signature: 

Sincerely,

Kush Rawal  
Assistant Engineer



AD1-2

# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

Mercer-Fraser Company  
200 Dinsmore Drive  
Fortuna, CA 95540  
Mailing: P.O. Box 1006, Eureka, CA 95502

### SURETY:

(Name, legal status and principal place of business)

Liberty Mutual Insurance Company  
175 Berkeley Street  
Boston, MA 02116

### Mailing Address for Notices

Liberty Mutual Insurance Company  
Attention: Surety Claims Department  
1001 4th Avenue, Suite 1700  
Seattle, WA 98154

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

### OWNER:

(Name, legal status and address)

Humboldt Community Services District  
5055 Walnut Drive  
Eureka, CA 95503

**BOND AMOUNT:** \$10% of Bid Amount (Ten percent of amount bid.)

### PROJECT:

(Name, location or address, and Project number, if any)

Doctor's Office Lane Sewer Rehabilitation  
HCSD Project No. 06-1909  
Humboldt County, California

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 6th day of March 2025

  
(Witness)

  
(Witness)

Mercer-Fraser Company

(Principal)

(Seal)

(Title)

Mark Benzinger, Vice President

Liberty Mutual Insurance Company

(Surety)

(Seal)

(Title)

Emmalyn Nichols, Attorney-in-Fact



## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Solano

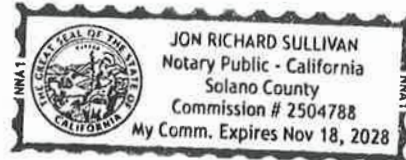
On March 6, 2025 before me, Jon Richard Sullivan, Notary Public  
(insert name and title of the officer)

personally appeared Emmalyn Nichols  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Jon R Sulli (Seal)





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

Certificate No: 8212830 - 024088

## POWER OF ATTORNEY

**KNOWN ALL PERSONS BY THESE PRESENTS:** That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Emmalyn Nichols, Jon Richard Sullivan, Karen Rhodes, Matt Lockie, Williams Joseph Johnson

all of the city of Woodland Hills state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

**IN WITNESS WHEREOF,** this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 9th day of December, 2024.



Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

By:

Nathan J. Zangerle  
Nathan J. Zangerle, Assistant Secretary

State of PENNSYLVANIA ss  
County of MONTGOMERY

On this 9th day of December, 2024 before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

**IN WITNESS WHEREOF,** I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal  
Teresa Pastella, Notary Public  
Montgomery County  
My commission expires March 28, 2025  
Commission number 1126044  
Member, Pennsylvania Association of Notaries

By:

Teresa Pastella  
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

### ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

### ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

**Certificate of Designation** – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization** – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

**IN TESTIMONY WHEREOF,** I have hereunto set my hand and affixed the seals of said Companies this 6th day of March, 2025.



By:

Renee C. Llewellyn  
Renee C. Llewellyn, Assistant Secretary

**NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY EACH AWARDEE OF A PRINCIPAL CONTRACT**

STATE OF CALIFORNIA  
COUNTY OF HUMBOLDT

Mark Benzinger, being first duly sworn, deposes and

says: That he/she is Vice President, the party making the foregoing proposal or bid; that such proposal or bid is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not, in any manner, directly or indirectly, sought by agreement of collusion, or communication or conference, with any person, to fix the bid price of affianced or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the owner or any person interested in the proposed Contract; and that all statements in said proposal or bid are true.

**Doctor's Office Lane Sewer Rehabilitation Project**

Signature of Bidder:

Mark Benzinger

Business Address:

PO Box 1006 Eureka, CA 95502

Place of Residence:

200 DINSMORE DRIVE

FORTUNA CA 95540

**NOTARY ACKNOWLEDGMENT**

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }  
County of Humboldt }

On 3/20/2025 before me, Kirsten Caroline Foley, Notary Public  
Date Here insert name and Title of the Officer  
personally appeared Mark Benzinger  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

Kirsten  
Signature of Notary Public (Seal)

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document of fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document \_\_\_\_\_ Document Date: \_\_\_\_\_

Number of Pages \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_

☐ Corporate Officer—Title(s): \_\_\_\_\_

☐ Partner — ☐ Limited \_\_\_\_\_

☐ Individual \_\_\_\_\_

☐ Trustee \_\_\_\_\_

☐ Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_

☐ General \_\_\_\_\_

☐ Attorney in Fact \_\_\_\_\_

☐ Guardian or Conservator \_\_\_\_\_

Signer's Name: \_\_\_\_\_

☐ Corporate Officer—Title(s): \_\_\_\_\_

☐ Partner — ☐ Limited \_\_\_\_\_

☐ Individual \_\_\_\_\_

☐ Trustee \_\_\_\_\_

☐ Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_

☐ General \_\_\_\_\_

☐ Attorney in Fact \_\_\_\_\_

☐ Guardian or Conservator \_\_\_\_\_

## LIST OF SUBCONTRACTORS

## Doctor's Office Lane Sewer Rehabilitation Project

Each BIDDER shall list below the name and business address of each SUBCONTRACTOR who will perform work or render service under this CONTRACT in or about the construction of the improvements, or a SUBCONTRACTOR, who specially fabricates and installs a portion of the work or improvement according to detailed DRAWINGS contained in the plans, in excess of one-half of one percent of the total amount shown in the Proposal, and shall also list the portion of the work which will be done by such SUBCONTRACTOR.

[illegible]

Additional numbered pages may be attached to this page if sufficient space is not provided hereon.

## Statement of Qualifications

The undersigned certifies that the statement and information contained in this Submittal are complete and accurate and that the Submittal contains no false or deliberately misleading information. The undersigned hereby agrees and declares that receipt of this submittal by the Humboldt Community Services District does not constitute either a direct or implied guarantee to the Applicant that qualification is or will be granted and also agrees to the procedures and conditions of the qualification requirements described in the Contract Documents.

### Minimum Requirements to be Considered as a Qualified Bidder:

1. Contractor shall have completed a minimum of three underground utility jobs within the last five (5) years of similar scope.
2. Folded PVC liner Contractors shall have a minimum of two (2) years of active continuous experience installing folded PVC main liners in pipe of similar size, length and configuration as proposed in the project
3. Contractor shall have successfully installed folded PVC liner in at least 200 discrete mains or laterals in wastewater collection system applications.
4. Field supervisory personnel employed by the folded PVC liner Contractor will have at least two (2) years of experience in the performance of the work and tasks as stated in the Contract

Legal Business Name: Mercer-Fraser Company

D.B.A.: N/A

Point of Contact: Mark Benzinger, Vice President

Tax ID: 94-1111519

Business Address: PO Box 1006 Eureka, CA 95502

Telephone: 707.443.6371 Email: mbenzinger@mercerfraser.com

CA State License Number(s): 105709 Type(s):  
A

How long in business? 155 years

How many employees? Seasonal; up to 200

AD1-7



Are you an equal opportunity employer? Yes No (Circle One)

Are you eligible to perform state or federal government work? Yes No (Circle One)

**Bank Reference:**

Umpqua Bank ATTN: Songmi Sweet 707.269.3144

701 5th Street Eureka, CA 955001

**Insurance Carrier(s):**

Starr Indemnity & Liability Co. AGENT: George Petersen Insurance Agency ATTN: Lawrence Ford

416 E Street Eureka, CA 95501 (707) 442-2971

**List three similar construction jobs by name and address completed within the last five (5) years. These jobs should include the lining of sewer pipes similar to this job. Provide Point of Contact Name and Number for each job:**

#2142 City of Fortuna P Street Sewer Replacement-Localized removal & replacement of 235 feet of existing sewer main & five service laterals  
City of Fortuna ATTN: Brendan Byrd bbyrd@ci.fortuna.ca.us (707) 725-1471

#2078 City of Eureka Sewer Maintenance 2022-Rehabilitation & replacement of 1,600LF of 6" & 8" sewer mains by CIPP lining, 2,400LF of 6" & 8" sewer mains by digging & replacing, 81 laterals, restoration of 11 manholes. City of Eureka ATTN: Jesse Willor (707) 441-4192

#2087 City of Ferndale California Street Sewer Replacement-Replace Sewer with 1,210' of 12" sewer line, Sewer lateral connections, replace manholes 1.8' deeper City of Ferndale ATTN: Jay Parrish (707) 786-4224

**Please describe the contractor's experience installing folded PVC per ASTM F1947:**

Please see attached

AD1-8

List Major Construction projects your organization has under contract on this date  
(attach additional sheets if needed to fully list current projects):

Project Name	Owner	Contract Amount	% Complete Scheduled	Completion
#01-038904-Carlotta-Hot Mix AC, Agge Base, Structural Concrete	Caltrans	\$11,410,410.00	2%	
#2024-15-Annual Lateral Repair 2024	City of Eureka	\$847,500.00	10%	
#2024-17-Pavement Maintenance 2024	City of Eureka	\$2,28,258.00	80%	
#03-030104-Kings Beach/Tahoe City-HMA, Cold Plane AC Pavement, Roadway Excavation, Agg Base	Caltrans	\$22,645,645.00	0%	

List the construction experience of the principal individuals of your organization  
(include designated foreman for this job):

Name	Title	Experience (years)
Steve Kowtko	Supervisor	30 years
Mark Benzinger	Vice President	20 years
Joaquin Durazo	Supervisor	13 years

Conflict of Interest: Are you or any member of your family related to any employee of the Owner or member of the governing board of the Owner?

AD1-9



Yes / No (Circle One) If yes, please explain relationship(s):

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Have you ever failed to complete any work awarded to you? Yes / No (Circle One) if yes, attach a description of each occurrence.

Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a construction contract? Yes / No (Circle One) if yes, attach a description of each occurrence.

Have you received any citation or been assessed penalties for safety violations from any governmental agency? Yes / No (Circle One) if yes, attach a description of each citation.

Have you been fined, penalized, or otherwise found to have violated any prevailing wage or labor code provision within the past five (5) years? Yes / No (Circle One) if yes, attach a description of each occurrence.

Have you had any claims, litigation, or disputes ending in mediation or arbitration, or termination of contract for cause associated with any project in the past five (5) years? Yes / No (Circle One) if yes, attach a description of each instance including details of the total claim amount, settlement amount, and the owner's point of contact name and phone number.

In the last five (5) years has your firm, or any firm with which any of your company's owners, officers, or partners were or are associated with, been debarred, disqualified, removed, or otherwise prevented from bidding on, or completing, any government agency or public works projects for any reason? Yes / No (Circle One) if yes, attach a description of each instance including details and owners' point of contact name and phone number.

In the last five (5) years has your firm been denied an award of a government agency or public works contract based on a finding that your company was not a responsible bidder? Yes / No (Circle One) if yes, attach a description of each instance including details and the owner's point of contact name and phone number.

At any time in the past five (5) years has your firm been assessed and paid liquidated damages after completion of a project, under a construction contract with either a public or private owner? Yes / No (Circle One) if yes, attach a

AD1-10

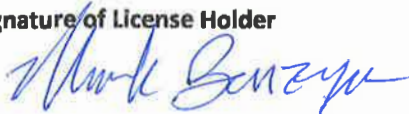
description of each instance including details and the owner's name and phone number.

By signing and submitting this form you are attesting that the information provided is true and correct, to the best of your ability and knowledge. You also acknowledge that deliberate falsification of information submitted under this section can and will be used as grounds for disqualification as a responsible bidder for this project.

**Date:** 3/20/25

---

**Signature of License Holder**



**Date:** 3/20/25

---

**Signature of Company Representative (if different)**

**END OF BIDDER QUALIFICATIONS**

**AD1-11**

Culverts —  
Humboldt County - Steve Kinch  
Sonoma County —  
MARIN County —

List three similar construction jobs by name and address completed within the last five (5) years. These jobs should include the lining of sewer pipes similar to this job. Provide Point of Contact Name and Number for each job:

Sanitary Sewer  
City of Cloverdale, - Jay Robinson 707 494 5526  
Town of Yountville, ROSALBA RAMIREZ 707 944 8851  
Shelton Cove/Resort Improvement District  
FRANK 707-496 5103

Please describe the contractor's experience installing folded PVC per ASTM F1947:

35 yrs. Install in California  
the longest continuous installer of  
Fold & Form PVC in the United States.  
No Failures yet!

AD1-8

## Contractor Information

## Registration History

Legal Entity Name	Effective Date	Expiration Date
MERCER-FRASER COMPANY	6/5/2018	6/30/2019
Legal Entity Type	5/16/2017	6/30/2018
Corporation	6/7/2016	6/30/2017
Status	7/1/2015	6/30/2016
Active	2/12/2015	6/30/2015
Registration Number	7/1/2019	6/30/2022
1000009518	7/1/2022	6/30/2025
Registration effective date		
7/1/2022		
Registration expiration date		
6/30/2025		
Mailing Address		
PO BOX 1006 EUREKA 95502 CA United States o...		
Physical Address		
200 DINSMORE DRIVE FORTUNA 95540 CA Unit...		
Email Address		
Trade Name/DBA		
License Number(s)		
CSLB:105709		

## Legal Entity Information

**Corporation Number:**

**Federal Employment Identification Number:**

**President Name:**

Justin Zabel

**Vice President Name:**

Mark Benzinger

**Treasurer Name:**

**Secretary Name:**

**CEO Name:**

**Agent of Service Name:**

Justin Zabel

**Agent of Service Mailing Address:**

200 Dinsmore Dr. Fortuna 95540 CA United States of America

## Workers Compensation

**Do you lease employees** No  
**through Professional**  
**Employer Organization**

CA



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[Register](#)

[Home](#) > [Customer Account Lookup](#) > [RAPID ROOTER](#)

## RAPID ROOTER

### Customer Account Lookup

Name

RAPID ROOTER

Customer Account

 RAPID ROOTER

Type

Contractor

Website

(empty)



Email

karen@unplugu.com

Address 1

55 HEALDSBURG AVE.

Address\_2

City

HEALDSBURG

State

CA

Zip

95448

Contractor Status

DIR Approved

CSLB

Legal Name

MIKSIS SERVICES, INC.

Business Structure

-- None --

Business Phone

707-433-8053

Registration Number

President

Gary Miksis

PWCR

1000014927

Registration Start Date

2024-07-01

Registration End Date

2025-06-30

Doing Business As (DBA)

RAPID ROOTER

Crafts

Laborer and Related Classifications (Building Construction)

Legacy Registration Date

2024-07-01

Legacy Registration Expiration

2025-06-30

## Related Lists

Historical Registration Dates <sup>①</sup>

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**WRITTEN CONSENT  
OF THE SOLE DIRECTOR TO ACTION  
TAKEN WITHOUT MEETING  
OF  
MERCER-FRASER COMPANY**

The sole director of Mercer-Fraser Company, a California corporation (the "Corporation"), in accordance with California Corporations Code § 7211(b), hereby consents to the following resolutions as acts of the Corporation:

**RESOLVED:** That each of the following persons are authorized to negotiate, execute and attest electronic and paper documents necessary for the conduct of the Company's business with respect to the submission and execution of corporate documents, agreements, construction project bids, bid proposals, bid addenda and all other bid related documents prepared and submitted on behalf of Mercer-Fraser Company relating to any and all domestic construction projects arising out of the company's operations:

**Justin E. Zabel, President & CEO  
Mark W. Benzinger, Vice-President**

The undersigned, being the sole Director of the Corporation, by signing this consent, waives notice of the time, place, and purpose of a meeting of the sole Director, and consents to the transaction of business and the foregoing resolutions by written consent of the sole Director in lieu of a special meeting noticed and called for each purpose.

DATED: this 6<sup>th</sup> day of July 2017.

Sole Director



Justin E. Zabel

:::ODMA\PCDOCS\DOCS\288828\I



# Humboldt Community Services District

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

## AGENDA REPORT

**For HCSD Board of Directors Regular Meeting of:** April 8, 2025

**AGENDA ITEM:** F.2 (New Business)

**TITLE:** Consideration of McKay Ranch Subdivision Request for Annexation and Planned Services

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

---

### **Recommendation:**

Discuss and adopt the project proponent's Subdivision Request for Annexation and Planned Services by motion and roll-call vote. Hold the first reading of Resolution 2025-04.

### **Summary:**

Kramer Properties, Inc. and Fairhaven Cottages, LLC are proposing a subdivision project in the District's sphere of influence, outside of the District's current boundary. In order to receive water, wastewater, and street lighting services from the District, the property where the project is proposed to be constructed must be annexed into the District. This agenda item is an opportunity to review and comment on the project proponent's proposal to annex, the associated requirements from Humboldt County and Humboldt LAFCo, as well as the draft supporting documentation.

Several documents are included with this agenda report for review.

- 1) Draft application for annexation.
  - a. Humboldt LAFCo requires that an agency apply for a Change of Organization or Reorganization in order to annex additional property. District staff has completed the draft application form included in this Board Packet for your review and comment.
- 2) Draft Resolution
  - a. Humboldt LAFCo requires the District to adopt a resolution to annex property into the District. A proposed resolution is included in this Board Packet for review. If the Board approves this draft with amendments, the resolution will be brought back at a future meeting for adoption once the necessary notifications have been made.
  - b. One clause of the resolution requires the Board to independently and consider the information contained in the Final EIR, Findings, SOC, and MMRP, and adopt the County's Findings, SOC, and MMRP for the annexation. This information can be found at the following link to the County's website:

<https://humboldt.legistar.com/LegislationDetail.aspx?ID=6051332&GUID=E9B43739-6F29-4551-8377-7F04EDEBF3C4&Options=&Search=>

- 3) Draft Plan for Services
  - a. Humboldt LAFCo requires a plan for services to document the District's ability to provide the requested services to the proposed annexation. A draft plan for services is included in this Board Packet for review.
- 4) Various maps of the proposed subdivision and how they correlate to the District.

**Fiscal Impact:**

Unknown



**DRAFT CHANGE OF ORGANIZATION  
OR REORGANIZATION APPLICATION FORM**  
*(Updated January 2023)*

**Proposal Description**

1. Type of proposal:

	<i>Subject Agencies (Cities and/or Special Districts)</i>	<i>Related Jurisdictional Changes (Annexation, Detachment, Sphere Amendment, etc.)</i>
1.	Humboldt Community Services District (HCSD)	Annexation
2.		
3.		
4.		

2. Title of proposal:

HCSD McKay Ranch Subdivision Annexation

3. Who initiated the proposal? *(LAFCo proposals may be initiated by resolution of application adopted by an affected city, county or special district, or by petition of landowners or registered voters of the affected area. In both cases, a notice of intent must be submitted to LAFCo.)*

The following is attached to this application form:

Agency Resolution of Application

Landowner Petition

Registered Voter Petition

The annexation was initiated by resolution of application of HCSD. The property owner Fairhaven Cottages LLC has requested HCSD expand their jurisdictional boundary to provide water, wastewater, and street lighting services to the following APN's: 017-032-003, 017-072-003, 017-073-007, and 017-07-009. In addition, one parcel associated with the Redwood Empire Little League (APN 017-073-008) owned by Field Committee Corporation is proposed for annexation due to the proximity of the land entirely surrounded by the North McKay Ranch Subdivision Project. All parcels proposed for annexation are within the HCSD's Sphere of Influence.

4. Does the proposal have 100 percent consent of all property owners? *(If so, please submit a letter of consent from each property owner to process the application without public notice or hearing.)*

Yes

No

5. Applicant:

City/District/Chief Petitioner	Humboldt Community Services District
Street Address	5055 Walnut Dr.
City/State/Zip	Eureka CA 95503

6. Designated Contact Person:

Name	Brian McNeill
Telephone	707-443-4559
E-mail	bmcneill@humboldtcsd.org

### General Information

1. Explain in detail the reasons for the proposal and why it is necessary.

To obtain services for water, sewer and street lighting.

2. Describe any terms and conditions that are requested as part of the proposed action by LAFCo.

Prior to the issuance of a building permit for any residential or commercial structures, the Building Permit for the installation of a new 250,000 gallon water tank at the Ridgewood Tank Site or HCSD approved alternative shall be issued. Furthermore, prior to the final inspection sign-off and/or final approval of an occupancy permit of any residential or commercial structures, the water tank shall be installed and operational. This condition does not apply to Phase 1 development along the extension of Manzanita Street.

All costs associated with the North McKay Ranch Subdivision Project shall be privately funded or come from other sources at no cost to HCSD including all onsite and offsite improvements.

The Developer will enter into and comply with the terms of mainline extension agreement(s) for each phase of the Subdivision Project.

If street lighting services will be provided by the Humboldt Community Services District, a streetlighting assessment zone or zones will be established at no cost to HCSD

3. Describe the general location and physical features of the subject territory.

See attached map.

4. What is the current population of the subject territory?

1 SFH

5. If the proposal includes development, what is the estimated population of the subject territory?

320 dwelling units

6. Number of registered voters within the subject territory.

Unknown.

7. Number of parcels within the subject territory.

See Map

### **Proposal Boundaries**

1. A map and geographic description of the proposal area meeting State Board of Equalization requirements must be submitted.

The following is attached to this application form:

Vicinity Map

Boundary Map

Boundary Description

2. Describe how the boundaries of the proposal were determined.

The boundaries of the proposal were determined by the North McKay Ranch Subdivision project proponent; Kramer Properties.

3. Would this proposal create an island of non-agency territory? If yes, please explain.

No

4. Total land area included in proposal:

(90+ Acres)

### **Land Use Information**

1. What is the total assessed value of properties (land and improvements) within the subject territory? (Note: you are encouraged to provide this information along with any existing assessments in a separate spreadsheet).

APN	Land	Structural Impr	Total
017-032-003	258,552	310,097	568,649
017-072-003	145,104	-	145,104
017-073-007	231,952	-	231,952
017-071-009	115,349	-	115,349
017-073-008	244,013	255,189	499,202
	994,970.00	565,286.00	1,560,256.00

2. Describe the existing uses within and surrounding the subject territory. Be specific regarding existing commercial corridors, residential communities, relevant structures, etc.

- North: Timber forests, gulch occupied by Ryan Creek, and residential development at the end of Manzanita Avenue,
- East: Ryan Slough, Pacific Gas and Electric (PG&E) powerline, the McKay Community Forest (owned by Humboldt County), and Green Diamond Industrial Timberland,
- South: Timber forests and Glen Paul School, and
- West: Redwood Fields Ballpark and residential development farther east.

3. What is the current land use and zoning designation(s) within the subject territory?

The proposed project parcels are zoned Residential Single Family (R-1), with combining zones indicating Planned Unit Development (P), Recreation (R), and Greenway with Open Space (GO).

4. Describe any proposed change in land use or zoning as a result of the proposal. (For city annexations, attach a copy of the adopted pre-zoning ordinance).

- **Humboldt County General Plan:** A General Plan Amendment would be proposed to change the land use designation from RL 1-7 units/acre to Residential Medium Density (RM) 7-16 units/acre, and Commercial General (CG).
- **Zoning:** The project site would require rezoning from R-1, to R-1, R, GO, Apartment Professional (R-4), and Neighborhood Commercial (C-1) with a P overlay.

5. Is the proposal consistent with city or county general plans, specific plans, and or other adopted land use policies?

Yes

6. Will the proposal result in development of property now or in the near future? Describe the type of development proposed (type of business or industry, single-family or multi-family residential, etc., and the number of units or facilities).

Yes. This project site is in the unincorporated community of Cutten, California. The proposed project would include the subdivision of seven parcels, for a total of approximately 81 acres, into mixed-use lots to develop up to 320 residential units and approximately 22,000 square feet of commercial. The proposed land uses would include single-family dwellings, multifamily dwellings, and neighborhood commercial. The residential mix could include 146 single-family houses and 174 multi-family units. Two commercial parcels are also proposed as part of the proposed project, which would contain approximately 22,000 square feet of commercial space. Approximately 21.73 acres would be left as undeveloped open space that would be dedicated to the County for future trail management. The proposed project is anticipated to be developed in nine phases over a period of 20 years, but a final phasing plan will be based on market conditions. Several on-site and off-site improvements are planned as part of the proposed project development.

7. If development is proposed, what discretionary approvals are needed? Be specific regarding subdivision maps, conditional use permits or other entitlements.

The project proponent has a subdivision plan approved by the County of Humboldt.

8. What is the effect of this proposal on agricultural or open-space lands within and adjacent to the subject territory? If the subject territory is subject to a Williamson Act contract, please provide a copy of the contract(s) along with any amendments.

The development provides public trail access as the phases are built out.

## Public Services

1. List which agencies presently provide public services to the subject territory, and which are proposed to provide service. If not applicable or no change, please indicate accordingly.

	<i>Present Provider</i>	<i>Proposed Provider</i>
<i>Sewer</i>		<b>HCSD</b>
<i>Water</i>		<b>HCSD</b>
<i>Fire</i>		<b>Humboldt Bay Fire/ Cal Fire</b>
<i>Police</i>		<b>Humboldt County Sheriff's Office</b>
<i>Recreation</i>		<b>County of Humboldt</b>
<i>Roads</i>		<b>County of Humboldt</b>
<i>Drainage</i>		<b>County of Humboldt</b>
<i>Street Lighting</i>		<b>HCSD</b>
<i>Other</i>	<b>Open Space</b>	<b>County of Humboldt</b>

2. How would the proposal affect the type or level of services within the subject territory?

Little or no impact. (In-fill development) See subdivision approval for cumulative impacts.

3. If, as a result of this proposal, increased service demand exceeds the existing capacity, describe what will be done by the service provider to increase capacity of services.

As identified in the Water Supply Assessment, a new 250,000 gallon water storage tank as well as upsizing the water main on Walnut Drive, between Holly Street and Cypress Avenue, to 12-inch diameter, or HCSD approved alternative, will be required to meet the increased capacity demands. Funding for these items will come from the Developer, or other sources, and will be at no cost to the District and are included as Conditions of Approval.

A new sewer lift station will also need to be added to the northeastern portion of the project site which is planned by the North McKay Ranch Subdivision project proponent.

The Humboldt Community Services District is undertaking a project to increase sewer transmission capacity from the Cutten area by connecting the Hemlock Sewer Main to the Martin Slough Interceptor at the City's O Street metering station. This project must be completed before the collection system from phase 2 and all subsequent phases of the North McKay Ranch Subdivision Project can be connected to the Humboldt Community Services District system.

4. Will the future delivery of services by any other public agency or service provider be affected by this proposal? If yes, list the agencies and indicate any comments received from these agencies. (Note: applicants must contact affected agencies prior to filing an application with LAFCo)

No.

5. For proposals submitted by resolution of application by a local agency, a plan for providing services within the affected territory must be prepared pursuant to Government Code Section 56653.

A Plan for Services is attached to this application form:

Yes

Not applicable

## Financial Information

1. How will public services be financed? List any assessments, taxes, fees or other charges to be levied as part of this proposal, or levied in the near future. (Note: a fiscal analysis and/or budget may be required).

Privately funded – current plans. All costs associated with this project will be funded by the Developer. Water and sewer services will be provided per the current Humboldt Community Services District rate and charge schedule. All new construction will be subject to Humboldt Community Services District's capacity charges for water and sewer services. Street lighting services can be provided by Humboldt Community Services District if the developer establishes



street lighting assessment zone(s).

2. Does any affected agency have existing bonded indebtedness for which the subject territory will become/remain liable? If so, please indicate taxpayer cost.

No.

3. Does the resolution of application by a local agency include documentation that the agency is in agreement with a standing Master Tax Exchange Agreement, has negotiated a tax exchange agreement pursuant to [Section 99](#) of the Revenue and Taxation Code, or has made a determination that the proposal is revenue neutral?

Yes

### Sphere of Influence

1. Is the subject territory within the existing sphere of influence of the affected agency?

Yes

No

2. If the proposal includes a request for a city or district sphere of influence amendment/update, justify the proposed changes with respect to the five sphere criteria listed in Government Code Section 56425(e):

- a. "The present and planned land uses in the area, including agricultural and open-space lands."

N/A

- b. "The present and probable need for public facilities and services in the area."

N/A

- c. "The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide."

N/A

- d. "The existence of any social or economic communities of interest in the area."

N/A

- e. "For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection...the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence."

N/A

3. If the proposal includes a city sphere of influence amendment/update, provide a written statement that describes whether an agreement on the sphere change between the city and county was achieved pursuant to Government Code Section 56425(b-d). Describe the elements of the agreement (such as, development standards, boundaries, and zoning requirements) and provide a copy of the written agreement.

N/A

4. If the proposal includes a special district sphere of influence amendment/update, provide a written statement, pursuant to Government Code Section 56425(i-j), that specifies the following: (a) the functions or classes of services provided by those districts; and (b) the nature, location, and extent of any functions or classes of services provided by existing districts.

N/A

### Environmental Determination

1. Copies of environmental documentation, pursuant to the California Environmental Quality Act (CEQA), prepared by the lead agency (including an initial study, technical reports, and written comments or recorded public testimony relative to the environmental documents) should be submitted with the application. Please include a copy of the Notice of Determination/Notice of Exemption showing the date filed with the County Clerk, and the environmental filing fee receipt from the California Department of Fish and Wildlife.

The following environmental document has been prepared:

Statutory or Categorical Exemption

Negative Declaration

Mitigated Negative Declaration

Environmental Impact Report

Other:

2. Was the environmental documentation (Notice of Preparation/Notice of Intent) circulated to LAFCo prior to adoption by the Lead Agency?

Yes

No

### Notification

Provide the names and contact information of the primary persons or agents who are to

receive information requests, staff reports and notices:

Name	Telephone	E-mail Address
Travis Green	707-599-7206	travis@kkramer.com
Rex Bohn	707-498-2228	<a href="mailto:rbohn@co.humboldt.ca.us">rbohn@co.humboldt.ca.us</a>

### Indemnification Agreement

LAFCo policy requires that all applicants sign a volunteer indemnification agreement specifying whether they agree to indemnify LAFCo in the event of litigation concerning the approval of an application.

The following is included with this application form:

Signed Voluntary Indemnification Agreement

### Filing Fees

Applicants are required to pay fees in accordance with LAFCo's adopted fee schedule to cover the administrative and staff costs required to evaluate proposals. Checks must be made payable to: "Humboldt LAFCo".

The following is included with this application form:

Check for Filing Fees  
Signed Fee Agreement  
Other (please explain):

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### Certification

The undersigned hereby certifies that all LAFCo filing requirements will be met and that the statements made in this application are complete and accurate to the best of their knowledge.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

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## **RESOLUTION 2025-04**

### **A RESOLUTION OF APPLICATION BY THE HUMBOLDT COMMUNITY SERVICES DISTRICT REQUESTING THE HUMBOLDT LOCAL AGENCY FORMATION COMMISSION INITIATE PROCEEDINGS FOR THE ANNEXATION OF THE NORTH MCKAY RANCH SUBDIVISION PROJECT**

**WHEREAS**, the Humboldt Community Services District (herein referred to as “HCSD” or “District”) provides water, wastewater, and street lighting services pursuant to Community Services District Law (Government Code Section 61000 et seq.);

**WHEREAS**, the HCSD Board of Directors desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California Government Code, for a change of organization consisting of annexation of the North McKay Ranch area to the District; and

**WHEREAS**, pursuant to California Government Code Section 56654, notice of intent to adopt this resolution of application was given to the Humboldt Local Agency Formation Commission (herein referred to as “LAFCo”), interested agencies and subject agencies at least twenty-one (21) days before the adoption of this resolution; and

**WHEREAS**, the annexation area consists of nine parcels total, including five parcels associated with the North McKay Ranch Subdivision Project (APNs 017-032-003, 017-071-009, 017-072-003, 017-073-007, and one parcel associated with the Redwood Empire Little League 017-073-008, owned by Field Committee Corp all of which are located within the District’s adopted sphere of influence; and

**WHEREAS**, the principal reasons for the proposed annexation are as follows:

1. The proposed annexation of the North McKay Ranch Subdivision Project was initiated by Kramer Properties, Inc. in order to receive District services; and
2. The proposed annexation of the Redwood Empire Little League parcels is necessary due to the proximity of the land entirely surrounded by the North McKay Ranch Subdivision Project; and
3. The proposed annexation would provide for logical boundaries and service provision in the area.

**WHEREAS**, the territory subject to the proposed annexation is uninhabited, and a map of the exterior boundary of the territory is set forth in Exhibit “A” attached hereto and by this reference incorporated herein; and

**WHEREAS**, all property owners have provided written consent to the annexation and for purposes of enabling LAFCo to make determinations on the proposal and to waive protest proceedings entirely in accordance with Government Code Section 56662; and

**WHEREAS**, pursuant to the provisions of the California Environmental Quality Act (CEQA), the Humboldt County Board of Supervisors (County), acting as Lead Agency, certified the North McKay Ranch Subdivision Project (Project) Final Environmental Impact Report (Final EIR, SCH#2019049166), adopted the Findings of Facts (Findings), Statement of Overriding Considerations (SOC) and Mitigation and Monitoring and Reporting Program (MMRP), and approved the Project on March 7, 2022, for the development of the proposed annexation parcels, and the District, as Responsible Agency under

CEQA, is required to review and consider the information contained in the Final EIR and MMRP, and adopt County's findings, SOC, and MMRP, prior to approval of the formal terms and conditions for the annexation;

**WHEREAS**, the Board of Directors has considered all information related to this matter, including any supporting reports by District staff and all oral and/or written testimony made by any interested person or agencies appearing at the public hearing on the Resolution of Application.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Humboldt Community Services District adopts Resolution 2025-04 thereby resolving as follows:

**Section 1:** The Board of Directors, acting as Responsible Agency under CEQA, has independently reviewed and considered the information contained in the Final EIR, Findings, SOC, and MMRP, and hereby adopts the County's Findings, SOC, and MMRP for the annexation and directs staff to file a Notice of Determination ("NOD") with the Humboldt County Clerk and the State of California.

**Section 2:** The Board of Directors hereby approves this Resolution of Application and requests that Humboldt Local Agency Formation Commission (LAFCo) take proceedings for the proposed annexation in the manner provided by the Cortese-Knox-Hertzberg Government Reorganization Act of 2000.

**Section 3:** The proposed annexation is requested to be subject to the following terms and conditions:

1. Per the Water Supply Analysis performed by SHN Consulting Engineers and the Condition of Approval set forth by the County of Humboldt, the developer shall ensure that, prior to the issuance of a building permit for any residential or commercial structures, the Building Permit for the installation of the new 250,000-gallon water tank at the Ridgewood Tank Site shall be issued. This requirement can also be met by entering into a cost sharing arrangement for a larger tank that has sufficient capacity to serve this project if a tank project is initiated by others. Furthermore, prior to the final inspection sign-off and/or final approval of an occupancy permit for any residential or commercial structure, sufficient water storage must be installed and operational. This condition does not apply to Phase 1 development along the extension of Manzanita Street.
2. Per the Water Supply Analysis performed by SHN Consulting Engineers, the developer shall ensure that, prior to the final inspection sign-off and/or final approval of an occupancy permit of any residential or commercial structures the section of watermain within Walnut Drive between Holly Street and Cypress Avenue shall be increased to 12-inch diameter. This condition may be met by constructing adequate water storage within the North McKay Ranch Subdivision capable of providing adequate fire flow. This condition does not apply to Phase 1 development along the extension of Manzanita Street.
3. The developer shall enter into and comply with main line extension agreement(s) with Humboldt Community Services District for water and sewer infrastructure for each phase of the North McKay Ranch Subdivision project.
4. If street lighting services are to be provided by the Humboldt Community Services District, the developer shall install all necessary infrastructure at no cost to HCSD and establish street lighting assessment zones compliant with Article 6 of the Humboldt Community Services District Code

5. Ensure that all existing services are not disrupted by the construction, implementation, and deployment of this development, including but not limited to the service to APN 017-071-002-000.
6. Comply with all conditions of approval set forth by the County of Humboldt
7. Pursuant to Revenue and Taxation Code Section 99.01, prior to a jurisdictional change that will result in a special district providing services to an area where those services have not previously been provided, the special district must negotiate an exchange of property tax increment to be generated in the area subject to the jurisdictional change.
8. Upon effective date of the annexation, the affected territory will be subject to all previously authorized charges, fees, assessments, and taxes that were lawfully enacted by the Humboldt Community Services District. The affected territory will also be subject to all of the rates, rules, regulations, and ordinances of the District.

**Section 4:** Staff is directed to prepare and submit to Humboldt LAFCo an application for annexation that includes the territory as shown in Exhibit "A".

PASSED AND ADOPTED by the Board of Directors of the Humboldt Community Services District on \_\_\_\_\_, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Michael Hansen, Board Vice President

ATTEST:

\_\_\_\_\_  
Robert Christensen, Board Secretary

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# North McKay Ranch Subdivision Project PLAN FOR SERVICES

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## **INTRODUCTION & PURPOSE**

The purpose of this document is to outline a Plan for Services to support an application submitted to the Humboldt Local Agency Formation Commission (Humboldt LAFCo) for the service territory annexation by the Humboldt Community Services District. Humboldt Community Services District (HCSD or District) intends to submit an application to Humboldt LAFCo on behalf of property owner Fairhaven Cottages LLC, a subsidiary of Kramer Properties, inc. (Developer), to approve the extension of the existing HCSD boundary to include the following APNS: 017-032 -003, 017-071-009, 017-072-003, 017-073-007 and 017-073-008, which are currently within the District's Sphere of Influence, so that HCSD can provide street lighting, water and sewer services to the proposed project.

Note: parcel 017-073-008 is part of the sports fields owned by Field Committee Corporation and is not property of Developer. This property is being annexed along with the others listed above so as not to create an "island" within District boundaries.

## **Proposed Development Description**

The proposed subdivision will be accessed by an extension of Redwood Street approximately forming a loop around the Redwood Fields recreation area. The loop will have several cul-de-sacs and a secondary looped road. The development is proposed to commence in phases, with the initial phases centered in the project footprint, and the branched cul-de-sacs progressing afterward. The first phase also includes three units at the end of Manzanita Avenue. See the Appendix for the proposed subdivision and phasing maps. The development consists of a mix of small lot single-family, single-family, multifamily, and commercial units. Additionally, full-sized single-family residential lots are expected to be allowed to develop accessory dwelling units.

In total, 50 small lot single-family units, 96 single-family units, 174 multi-family units, and 2 commercial lots are proposed to be constructed. An additional 34 accessory dwelling units are estimated to be developed at full build out.

## **EXISTING INFRASTRUCTURE/SERVICE**

### **Water**

Water services within the project area will be provided by HCSD. HCSD supplies water to 7,698 active connections, approximately 97 percent of which are residential and 3

percent commercial. Water service is not provided to any industrial users. In 2015, a total of 740.2 million gallons of water were distributed to customers within the HCSD service area. Average daily use for HCSD customers is estimated at 2.03 MGD in 2015, and peak daily use estimated at 3.6 MGD (Humboldt County 2017). HCSD receives approximately 74 percent of its water from Humboldt Bay Municipal Water District (HBMWD) and the City of Eureka. HCSD also maintains two water supply wells that supplement the water supply, with a rated capacity of 1,580 GPM, or 2.28 MGD. HCSD's active connection with the City of Eureka has a capacity of 800 GPM, or 1.15 MGD. The contract with the HBMWD allows for a peak rate allocation of 2.9 MGD. Therefore, the combined source capacity is estimated at 6.33 MGD.

### **Wastewater**

HCSD currently maintains 6,326 sewer service accounts, 97 percent of which are associated with residential users, with the remainder associated with commercial users (SHN Engineers and Geologists 2014). HCSD's wastewater infrastructure includes 28 wastewater pumping stations, and 78 miles of sewer mains. Five of HCSD's lift stations are located in the Pine Hill area, five in the Rosewood area, five in the Cutten and Ridgewood areas, six in the Myrtle town area, three in the King Salmon area, and five in the Humboldt Hill area. HCSD's peak daily wastewater flow is approximately 1.92 MGD, with an average wastewater flow of 0.92 MGD (SHN Engineers and Geologists 2014). HCSD has an agreement with the City of Eureka to purchase approximately 30 percent of the capacity at the City of Eureka Elk River Wastewater Treatment Plant (WWTP), which has a current peak dry weather treatment capacity of 8.6 MGD and peak wet weather treatment capacity of 12 MGD (Order No. RI - 2023-0016 NPDES No. CA0024449) (RWQCB2023).

## **ANTICIPATED SERVICE DEMANDS**

### **Water Supply Study**

A Water Supply Assessment Study was completed by SHN Consulting Engineers and Integral Consulting in October, 2020 as a requirement of the Project's Environmental Impact Report that was used to inform this plan for services.

### **Domestic Water Usage**

Domestic water use estimates were obtained from HCSD's meter data for single-family and multi-family residential units. The meter data was compared against HCSD's usage goal of 113 gallons per capita per day with an estimated 3 persons per equivalent dwelling unit (EDU) or 339 gallons per day per EDU (gpd/ EDU). This data was also compared with meter data from a single-family development in Eureka and a previous water supply assessment in HCSD's sphere of influence, both of which used approximately the same consumption basis per EDU. For the purposes of the Water Supply Assessment Study, small lot single family homes and accessory dwelling units were considered to have the same estimated water usage as a typical single-family unit. For the purpose of modeling demand, a typical single-family residence is estimated to

use 339 gpd on an average day. In total, 180 EDUs are associated with the single-family units. Multi-family residence buildings may be metered separately for each unit. Given that meter data from HCSD does not reflect the number of units per account and the design of the multi-family development has not begun, we assume 2.5 persons per multi-family unit for an average demand of 283 gpd/unit. Therefore, a multifamily unit is estimated to be 83.5% of the demand of a residential EDU. The multi-family count for the development is 145 EDUs (174 multi-family dwelling units x 83.5%).

### **Commercial Water Usage**

The size and type of commercial development has not been determined; therefore, typical commercial usage data from HCSD was utilized in the Water Supply Assessment Study. The two proposed commercial lot sizes are approximately 42,000 and 53,000 square feet. An estimate of the maximum size of each of the building footprints, accounting for setbacks and parking, is approximately 8,000 square feet. For the purposes of the Water Supply Assessment study, it was assumed that each commercial building will include four separate units.

According to HCSD's 2023 rate study, HCSD defines commercial accounts by wastewater strength. According to the study, light-, medium-, and high-strength connections have an average water usage of 615 gpd, 2,092 gpd, and 1,321gpd, respectively. The proposed commercial development is assumed to be a mix of light and medium strength accounts and, for the purposes of modeling, the Water Supply Assessment Study assumes one medium-strength and three light-strength units per commercial lot. Thus, the total combined water usage per day is estimated at 7,874 gpd on average for a total of approximately 23 EDUs. Because the building design and occupancy have not yet been completed, the water usage is a rough estimate that is considered to be conservative, and should be revisited in the planning phase of the commercial units.

## **PROPOSED SERVICE INFRASTRUCTURE**

### **Water Infrastructure**

Underground potable water pipelines will be extended to the project site at no cost to the District, and potable water supplies will be supplied by HCSD. Additionally, the Water Supply Assessment Study has determined that a new 250,000-gallon water storage tank will be required to serve the proposed project. The proposed water storage tank will be located approximately 2.5 miles south of the proposed project, near Ridgewood, California, adjacent to HCSD's existing water storage tank (Ridgewood Tank Site). A water supply study has been completed that identifies the exact size and location of the water storage tank.

The proposed water storage tank will be permitted before any building permits are issued for phase 2 and beyond. Further, the water storage tank will be in service before any of the new construction associated with phase 2 and beyond are certified for

occupancy (phase 1 consists of three single family homes on the extension of Manzanita Ave.).

The development agreement between the Developer and Humboldt County is valid until December 18, 2044. The Ridgewood Tank Site is ideally situated to supply water for future developments in Cutten, Ridgewood, and Elk River. The District estimates that approximately 5,000 undeveloped housing units in the area could be served by water stored at the Ridgewood Tank Site. Between now and when the Developer is ready to proceed with phase 2 of the North McKay Ranch Subdivision, other developers may express interest in developing properties that could rely on water supplied by the Ridgewood Tank Site. The District may also seek outside funding in the form of grants or other funding mechanisms to construct a tank capable of serving future developments near the Ridgewood Tank Site.

If either of these scenarios occurs, the storage tank requirement tied to the Water Supply Assessment Study will be reevaluated. The Developer may then meet the requirement for a water storage tank identified in the Water Supply Assessment Study by participating in a cost-sharing arrangement for a tank appropriately sized to supply all projects.

The District must act as stewards of its real property and assets. The Ridgewood tank site has a limited amount of space for the development of additional water storage. The District must implement a plan that does not restrict future capacity at the Ridgewood Tank Site to a single development. If funding for a water storage project at the Ridgewood Tank Site becomes available from other sources, the Developer will participate in a cost sharing agreement at that time or relinquish any claim to access water storage capacity resulting from the project or any claim to District property.

Alternatively, the Developer may choose to forgo using the Ridgewood Tank Site and construct an adequately sized water storage tower at a different location (either within the subdivision or on other land owned by the Developer) to meet the water supply requirements outlined in the Water Supply Assessment Study.

To provide additional flexibility, this Plan for Services allows for the possibility of adjusting timelines and responsibilities as the development landscape evolves. In the event that unforeseen changes arise, such as alterations in the timeline for the North McKay Ranch Subdivision or shifts in the region's development priorities, the parties may renegotiate the terms of the water supply and storage solutions. This could include the option for the Developer to collaborate with other stakeholders or pursue alternative strategies that align with the needs of the District and the broader community. If new development proposals emerge, the District and the Developer may explore various avenues for sharing resources, including but not limited to grants, enhanced infrastructure financing district(s), joint ventures, partnerships, or phased construction to ensure the efficient use of the Ridgewood Tank Site or an alternative location. Both parties agree to remain open to these possibilities and will work together in good faith to

address future challenges in a way that benefits the area's long-term water infrastructure and growth.

The Water Supply Assessment Study has also determined that the main on Walnut Drive between Holly Avenue and Cypress will need to be upsized to 12 inches to accommodate the proposed development and fire flow requirements. This condition of approval will be implemented before any new construction associated with phase 2 and beyond will be certified for final occupancy.

Due to the determination by SHN Consulting Engineers and Integral Consulting during the Water Supply Assessment that the water main within Walnut Drive will require upsizing to service the project, all associated costs of implementation will be funded privately or come from other sources and shall be at no cost to District. Given that the replacement of the line will be less than 1000 feet and will replace an existing facility, impacts associated with temporary service interruptions, noise, air quality and dust emissions from construction activities were estimated to account for this line replacement. As such, the previously circulated EIR sections accounted for a range of construction-based impacts, including utility replacements.

The Developer will enter into and comply with the terms of the mainline extension agreement(s) with HCSD to extend water service to the proposed North McKay Ranch subdivision project.

The developer or others will install all infrastructure required to provide drinking water services for this project at no cost to the District.

### **Wastewater**

Underground wastewater pipelines will be extended to the project site at no cost to the District, and wastewater collection and treatment services will be provided by HCSD. A new sewer lift station will be constructed by the developer at the northeastern portion of the subdivision that is planned to remain open space. The lift station will be designed and constructed by the Developer to the District's standards and specifications. All sewage within the subdivision will gravity flow to the low point at the north end of the subdivision to the new sewage lift station. The sewage will be pumped to the existing sanitary sewer manhole located on Hemlock Street at the intersection of Hemlock and Walnut Street via a new sewer line (forcemain) to be installed between the project site and the intersection of Walnut Drive and Hemlock Street by the Developer. The new sewer line will extend west onto Redwood Street, turning north onto Walnut Drive, and then connect to the existing sewer system manhole located on Hemlock Street at the intersection of Hemlock and Walnut Street. All utility work will occur in the existing right-of-way. All costs associated with wastewater improvements in relation to this project, will be funded privately or come from other sources and shall be at no cost to District. The Developer will enter into and comply with the terms of (a) main line extension agreement(s) with HCSD for extension of wastewater service to the proposed North McKay Ranch subdivision project.



All infrastructure required to provide wastewater services for this project will be designed and constructed to the District's standards and specifications by the Developer or others at no cost to the District.

### **Hemlock Sewer Transmission Line**

The Humboldt Community Services District is undertaking a project to increase sewer transmission capacity from the Cutten area by connecting the Hemlock Sewer Main to the Martin Slough Interceptor at the City's O Street metering station. This project must be completed before the collection system from phases 2 and beyond of the North McKay Ranch Subdivision Project can be connected to the Humboldt Community Services District system (phase 1 consists of three single family homes on the extension of Manzanita Ave.). The Hemlock Sewer Transmission Line project will be funded by HCSD.

### **Street Lighting**

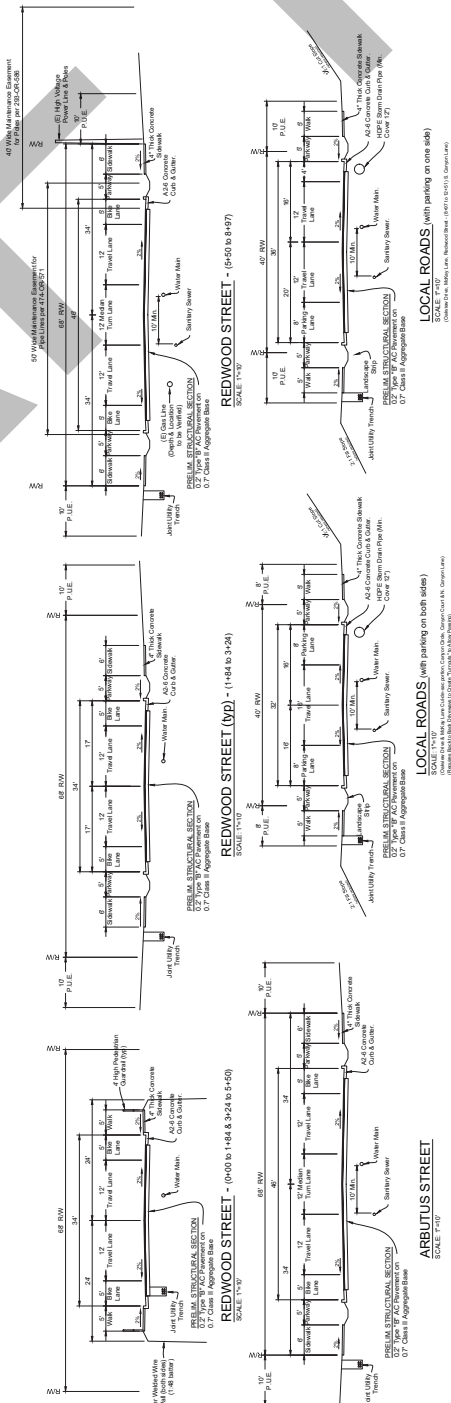
Consistent with County Code Section 314-31.1.6.5.4, all utilities associated with the proposed project will be placed underground (Humboldt County 2017b). Lots are to be served by community water, wastewater, and street lighting services, which will be extended from HCSD. The HCSD prepared a Municipal Services Review (MSR) for expansion of its SOI that includes the project site. The developer will establish street lighting assessment zone(s) if street lighting services are to be provided by HCSD, funding for these services and all associated street lighting costs may be done privately or come from other sources and shall be at no cost to District.

Lighting of the project site currently contains existing outdoor lighting around Redwood Fields Park and its associated parking areas. The new roadways and commercial buildings will have street lighting installed for security purposes. All new outdoor lighting will be the minimum lumens required for security purposes, directed downward, and shielded to prevent light spillover onto adjacent properties.

All infrastructure required to provide street lighting services for this project will be installed by the Developer or others through private funding or other sources and shall be at no cost to the District.

Services for the proposed project will be extended to the affected territory within the twenty-year period established in the executed Development Agreement by and between the County of Humboldt and Fairhaven Cottages LLC./Kramer Properties, Inc. relating to the North McKay Subdivision Project that extends until December 18, 2044, or ninety (90) days following the Project Build-out, whichever is earlier. Funding for these services may be done privately or come from other sources and shall be at no cost to the District.

LOCATED IN THE NORTHWEST QUARTER OF SECTION 36,  
TOWNSHIP 5 NORTH, RANGE 1 WEST, H.M.,  
IN THE UNINCORPORATED AREA OF  
HUMBOLDT COUNTY, CALIFORNIA  
(APNs: 017-0532-003, 017-071-004 & 009, 017-072-002 & 003, 017-073-007 & 009)

[illegible][illegible][illegible]

SHEET LIST	
	TITLE SHEET WITH PHASING PLAN AND ROAD SECTIONS
C1.0	PROPOSED LAND USE DESIGNATIONS
C2.0	TENTATIVE MAP SITE PLAN
C3.0	PRELIMINARY GRADING AND DRAINAGE PLAN
C4.0	PRELIMINARY UTILITY PLAN

