



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

**AGENDA**

**DATE:** Tuesday, July 25, 2023

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

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

This meeting will also be held by Zoom video/teleconference, per Government Code Section 54953(b)

Teleconference locations: 5055 Walnut Drive, Eureka, CA and 20 Via Ravello, Henderson, NV

*The HCSD Boardroom is open to the public during open session segment(s) of the meeting. This meeting will also be held by Zoom video/teleconference, per Government Code Section 54953(b). If members 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>) entering Meeting ID 867 4479 5850 and Passcode 197244. Access may also be achieved via telephone only by dialing 1-669-900-9128.*

**A. ROLL CALL**

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

**B. PLEDGE OF ALLEGIANCE**

**C. CONSENT CALENDAR**

1. Approval of July 25, 2023 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of July 11, 2023 *Pgs 3-6*

**D. REPORTS**

1. General Manager
  - a) District Update *Pgs 7-9*
2. Superintendent
  - a) June 2023 Construction *Pg 11*
  - b) June 2023 Operations/Maintenance *Pg 13*
3. Finance Department

4. Legal Counsel
5. Director Reports
6. Other

**E. PUBLIC PARTICIPATION \*\***

\*\*Members of the public will be given the opportunity to comment on items not on the agenda. Please use the information set forth above to participate via Zoom. The Board requests that speakers please state their name and where they are from, be clear, concise and limit their communications to 3 to 5 minutes. At the conclusion of all oral communications, the Board or staff may choose to briefly respond with information in response to comments; however, the Brown Act prohibits discussion of matters not on the published agenda. Matters requiring discussion, or action, will be placed on a future agenda.

**F. NEW BUSINESS**

**G. OLD BUSINESS**

1. Consideration of Revised Ordinance 2023-01 Modifying District Code Section 7.02.010 Water Capacity Charges and 7.05.010 Sewer Capacity Charges; First (Revised) Reading Pgs 25-38
2. Consideration Adopting Resolution 2023-11 Authorizing an Update to the Fiscal Year 2023/2024 Master Rate and Charges Schedule Pgs 39-48

**H. ADJOURNMENT**

Next Res: 2023-12  
Next Ord: 2023-02

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

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

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, July 11, 2023, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

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

The meeting was called to order at 5:03 p.m. Present upon roll call were Directors Benzonelli, Gardiner, Matteoli, and Ryan. Director Hansen participated via teleconference from 6661 Catalina Drive, Riverside, CA. Staff in attendance: General Manager Williams (GM) and Finance Manager Montag (FM).

**B. PLEDGE OF ALLEGIANCE**

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

**C. CONSENT CALENDAR**

1. Approval of the July 11, 2023 Agenda
2. Approval of Minutes of the Regular Meeting of June 27, 2023

Public Comment: None

DIRECTOR GARDINER MOVED, DIRECTOR MATTEOLI SECONDED, TO ACCEPT AND APPROVE THE JULY 11, 2023 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**D. REPORTS**

1. General Manager

a) District Update

- Healthy Staff – The preceding week eight District staff experienced an illness. Most staff have returned and a couple more now out. Absences continue to be an issue.
- Maintenance Department – After more than 21 years of service to the District, Chris Naughton is retiring. Recruitment is in process and it is hoped that the two vacancies in the Maintenance Department will be filled soon.

2. Finance Department

a) June 2023 Check Register

FM reviewed the report affirming no unusual expenditures for the month.

**E. PUBLIC PARTICIPATION**

None

**F. OLD BUSINESS**

1. Public Hearing – Consideration of Adopting Resolution 2023-08 Modifying Water Rates and Resolution 2023-09 Modifying Sewer Rates

GM summarized the final steps of the nearly three-year long Prop. 218 process advising that at least 3,700 water rate protests and 3,200 sewer rate protests were needed to prevent the Board from adopting the updated rate recommendations. New rates are projected to increase water revenue by \$361,992 and sewer revenue by \$989,572 during Fiscal Year 2023/24. Official notices advising of the June 13 Public Workshop and subsequent Public Hearing for July 11 were mailed to customers of record in mid-May, with legal advertising in the North Coast Journal as well as numerous radio Public Service Announcements.

**PUBLIC HEARING:** Director Benzonelli opened the Public Hearing at 5:12 p.m. Approximately ten members of the public addressed the Board voicing their concern the proposed rate increases were too high on top of all the other rate increases imposed by for profit utilities and entities during the past several years as the impact will be felt mostly by those on fixed income, disabled, and affecting the community at large.

Each Director expressed their individual sympathy to the public's concern and assured them they too have felt the effects of the inflation surge. Directors Benzonelli, Hansen, and Ryan summarized the responsibility the Board has to implement rate increases in order to address significantly deferred maintenance of critical infrastructure, the desire not to continue placing debt on the backs of future customers, the struggle to balance these items and more, and emphasized the analyzed rates are prohibited by law to exceed the actual costs associated with providing the water and sewer services. Director Gardiner elaborated upon the GM's efforts currently underway to obtain grant funding that may ultimately reduce future rate increases and that he has not agreed with the majority of the Board that the District should be so aggressive in its infrastructure updates if it would result in reduced rates. Director Matteoli commented how challenging it is to balance all the demands and keep rates affordable but would like to consider alternatives that would lean toward lower rates. GM clarified the combined projected increases over the next five years total 88%, during the past three years the District has received grants for \$4 Million with another \$9 Million approved and \$5 Million currently in the application process. The GM continued with elaboration that the sewer CIP increases significantly after the five-year period mostly due to the City of

Eureka Wastewater Treatment Plant improvements and State mandated retrofitting.  
The Public Hearing closed at 6:21 p.m.

Collected protest votes were presented to the Board wherein the GM advised the District had received 117 protest votes related to water rate increases and 103 protest votes related to sewer rate increases votes. The total protest votes received did not meet the minimum threshold of 3700 against water and 3200 against sewer rate increases.

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR BENZONELLI TO ADOPT RESOLUTION NO. 2023-08 ADOPTING WATER RATES FOR FISCAL YEAR 2023/24 THROUGH 2027/28. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN TO ADOPT RESOLUTION NO. 2023-09 ADOPTING SANITARY SEWER RATES FOR FISCAL YEAR 2023/24 THROUGH 2027/28. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Public Hearing - Consideration of Adopting Resolution 2023-10 Modifying Water and Sewer Capacity Charges

GM reviewed the study recommendations for Water and Sewer Capacity Charges the Board previously accepted at its March 28, 2023 regular meeting adding that Prop 218 guidelines do not apply to the process and the new charges will go into effect sixty days after adoption. It is projected that over a ten-year period the new Water Capacity Charge will collect \$660,968 over the current charges and \$1,690,856 more in Sewer Capacity Charges than the current charges.

PUBLIC HEARING: Director Benzonelli opened the Public Hearing at 6:27 p.m. There being no public the Public Hearing closed at 6:28 p.m.

Board discussion ensued with alternate views of the effects of increasing the water and sewer capacity charges; from – increasing the costs to builders by roughly \$10,000 per connection makes new development prohibitive, to – the increases will help to keep consumer expenses down and ensure developers pay their full share. All agreed the

area needs more affordable housing and the only consistent building of late has been government subsidized for low-income development.

During the Board’s discussion, a member of the public did come forward to vehemently support the capacity charge increases stating that they don’t want to subsidize new housing for anybody and that if anybody wants to build a house, they better pay for it.

IT WAS THEN MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR HANSEN TO ADOPT RESOLUTION 2023-10 ADOPTING WATER AND SEWER CAPACITY CHARGES. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

#### **H. ADJOURNMENT**

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF JULY 11, 2023 AT 6:43 P.M.

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Submitted, Board Secretary

# Humboldt Community Services District

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

## MEMORANDUM

TO: Board of Directors  
FROM: Terrence Williams, General Manager  
DATE: July 21, 2023  
SUBJECT: General Manager Report for July 25, 2023 Board Meeting

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### Staffing

District staff have been conducting interviews seeking to fill yet another vacancy in the Customer Service Department. Several promising candidates have been interviewed. Interviews to fill two vacancies in the maintenance department will be held on Tuesday July 25. There are several qualified applicants that we are excited to talk to for those roles. The solicitation to fill the vacancy in the Engineering Department closes August 15, 2023. We hope to see qualified applicants for that role and we hope that all new hires go on to happily serve the District for many years to come.

### City of Eureka

The District purchases water from the City of Eureka through the Hubbard Booster Station to serve Mitchell Road, Pigeon Point and Freshwater. Water is delivered to the Hubbard Booster station via transmission mains that are routed along old Arcata Road. The City initiated a project to repair leaks in those mains during the week of July 10, 2023. The repair activity required the transmission mains to be shut down and therefore prohibited the District from drawing water at the Hubbard Booster Station. The District was able to route water from the Truesdale Booster Station, through the tanks at the Walnut Drive location and out to serve Mitchell Road, Pigeon Point and Freshwater. The transmission main repair project has been completed and the Hubbard Booster Station is back online.

During the past couple of weeks, the City of Eureka has been working on repaving Fairway Drive where it wraps around the golf course. During the effort to remove the old pavement, the City's contractor dropped a significant amount of broken concrete into the District's sewer main that runs along fairway drive. The concrete caused the line to become plugged which caused a sewer spill. District staff was able to clean up the spill and remove the broken concrete from the sewer line restoring service.

Traffic in the City will continue to be congested, at least through the end of summer. The City is planning to install more bulb outs and fiber optic internet lines along H and I streets during the month of August. So, expect delays.

**HBMWD**

Humboldt Bay Municipal Water District is co-sponsoring a cleanup event at the regional reservoir, Ruth Lake. The co-sponsors include Six Rivers National Forest, Ruth Lake CSD, HBMWD and Van Duzen Elementary School. The cleanup event coincides with National Public Lands Day, September 23, 2023. A flyer for the cleanup event is included in this board packet. If you are so inclined, get out and "Get the Trash out of the Splash!"

2nd  
Annual!

# Ruth Lake Cleanup

Saturday, September 23, 9am-2pm

*Get the Trash out of the Splash!*

Ruth Lake is a beautiful recreation resource,  
but years of visitor use have left a ring of litter lining its shores.  
Let's clean it up and take pride in our beautiful lake.



Organized in Partnership with Six Rivers National Forest, Humboldt Bay Municipal Water District,  
Ruth Lake Community Services District, and Van Duzen Elementary School.



We will meet at Ruth Lake Marina, beginning at 9am. From there we will split up and report to zone captains spread around the lake to see how much litter we can clean up!

Boats are welcome but not required; all boats must be inspected at the Marina for Zebra and Quagga mussels. We will meet back at the Marina at 2pm for refreshments.

Ruth Lake Marina: 8990 Mad River Road, Mad River, CA 95552

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# Humboldt Community Services District

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

## **BOARD MEMORANDUM**

To: H.C.S.D. Board of Directors  
From: Tim Latham, District Superintendent  
Date: July 19, 2023  
Subject: June 2023 Construction Operations Report

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General business for the month of June included a water service line leak repair on Purdue Drive, water service line replacements due to leaks on “F” Street, Ridgewood Drive, Viale Avenue, Wellington Street, and Artino Street, a water main line leak repair on Pigeon Point Road, replacing a broken angle meter stop on “E” Street, replacing a leaking water meter on Woodland Way, pouring concrete rings around valve cans at the intersection of Aspen Way and Mesa Avenue and at the end of Cummings Road, and hot asphalt paving on Amigo Court, Tess Court, Walnut Drive at Campton Road, Walnut Drive at Audrey Lane and at the Hidden Meadows sewer lift station.

Other business included performing vehicle and equipment maintenance, water meter reading, customer service orders, landscape maintenance, valve exercising, and continued construction of the District office as part of the District Office Rehabilitation Project.

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# Humboldt Community Services District

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

## **BOARD MEMORANDUM**

To: H.C.S.D. Board of Directors  
From: Tim Latham, District Superintendent  
Date: July 20, 2023  
Subject: June 2023 Operations/Maintenance Report

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The Operations/Maintenance Department was busy in June with a variety of projects. In addition to the standard operation and maintenance of District facilities, crews continued to do station maintenance and assisted with customer service. All of the stationary and portable generators were tested in order to ensure proper operation in the time of need.

Sewer related business included cleaning 1,833 feet of sewer main line in the Humboldt Hill area, filming 1,283 feet of sewer main line in the Myrtle town area, cleaning sewer wet wells at the Maple Lane, Moore Avenue, Cedar Ridge, Liberty Bell, Foxwood, Christine Drive, Pine Hill, Artino, Alder Street, Bailey Street, King Salmon, Buhne Drive, Perch Street and Fields Landing sewer lift stations, and continued work related to the Blackberry Street SLS Rehabilitation Project.

Water related business included the re-installation of several recently calibrated water flow meters at the District wells and water booster stations, and taking required water sampling within the water distribution system and District water wells.

Other business included the completion of the required inspection of the portable and stationary generators by the North Coast Unified Air Quality Management District (NCUAQMD), and the required inspection of the District water system by the State Water Resources Control Board - Division of Drinking Water (SWQRCB-DDW). Both of the above inspections passed without issue.

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

**June 2023**

	Budgeted 2022-23	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	5,449,000	460,338	5,194,810	5,449,000	(254,190)	(4.7)	
Water Charges - Pass Through	-	-	-	-	-	-	
Sewer Service Charges	5,280,000	435,281	5,218,390	5,280,000	(61,610)	(1.2)	
Sewer Service Charges - Pass Through	1,500,000	129,665	1,559,909	1,500,000	59,909	4.0	
Water & Sewer Construction Fees	47,000	10,364	40,050	47,000	(6,950)	(14.8)	
Account Fees	35,000	7,494	80,604	35,000	45,604	130.3	
Reimbursable Maintenance Fees	1,000	-	-	1,000	(1,000)	(100.0)	1
Miscellaneous	2,000	157	1,843	2,000	(157)	(7.8)	1
<b>TOTAL OPERATING REVENUE</b>	<b>12,314,000</b>	<b>1,043,299</b>	<b>12,095,757</b>	<b>12,314,000</b>	<b>(218,243)</b>	<b>(1.8)</b>	
<b>NON-OPERATING REVENUE</b>							
Capital Connection Fees	180,000	11,346	106,100	180,000	(73,900)	(41.1)	1
Interest/General	30,000	-	-	30,000	(30,000)	(100.0)	1
Discounts Earned	2,000	163	1,685	2,000	(315)	(15.7)	1
Sales: Fixed Assets/Scrap Metal	15,700	-	43	15,700	(15,657)	(99.7)	1
Bad Debt Recovery	10,000	38	1,021	10,000	(8,979)	(89.8)	1
Property Taxes & Assessments	354,000	-	-	354,000	(354,000)	(100.0)	1
Insurance Rebate	20,000	-	-	20,000	(20,000)	(100.0)	1
Other Non-Operating Revenue	-	-	237	-	237	-	
<b>TOTAL NON-OPERATING REVENUE</b>	<b>611,700</b>	<b>11,547</b>	<b>109,086</b>	<b>611,700</b>	<b>(502,614)</b>	<b>(82.2)</b>	1
<b>TOTAL DISTRICT REVENUE</b>	<b>12,925,700</b>	<b>1,054,846</b>	<b>12,204,843</b>	<b>12,925,700</b>	<b>(720,857)</b>	<b>(5.6)</b>	
<b>OPERATING EXPENSES</b>							
Wages Direct	1,635,000	138,077	1,514,469	1,635,000	120,531	7.4	
Benefits: PERS	503,000	41,495	493,237	503,000	9,763	1.9	
Group Ins	1,235,000	80,103	1,006,210	1,235,000	228,790	18.5	
Workers Comp Ins	23,500	5,224	25,700	23,500	(2,200)	(9.4)	
FICA/Medicare	117,000	10,686	117,359	117,000	(359)	(0.3)	
Misc Benefits	500	40	600	500	(100)	(20.0)	
<b>Total Wages and Benefits</b>	<b>3,514,000</b>	<b>275,625</b>	<b>3,157,576</b>	<b>3,514,000</b>	<b>356,424</b>	<b>10.1</b>	
Less: wages & ben charged to Capital Proj.	(175,676)	(18,091)	(277,079)	(175,676)	101,403	(57.7)	
<b>Total Operating Wages and benefits</b>	<b>3,338,324</b>	<b>257,534</b>	<b>2,880,497</b>	<b>3,338,324</b>	<b>457,827</b>		
Water Purchase HBMWD	1,075,000	87,026	1,056,338	1,075,000	18,662	1.7	
Water Purchase Eureka	810,000	56,635	799,845	810,000	10,155	1.3	
Sewage Treatment Operations & Maint.	1,495,000	134,733	1,616,796	1,495,000	(121,796)	(8.1)	
Water/Sewer Analysis	15,000	1,699	11,167	15,000	3,833	25.6	
Supplies/ Construction	159,500	14,470	142,524	159,500	16,976	10.6	
Supplies/ Office-Administration	15,000	443	13,584	15,000	1,416	9.4	
Supplies/ Engineering	2,500	-	740	2,500	1,760	70.4	
Supplies/ Maintenance	100,000	11,491	85,246	100,000	14,754	14.8	
Invoicing	57,000	4,853	54,485	57,000	2,515	4.4	
Temporary Labor	61,200	17,976	147,250	61,200	(86,050)	(140.6)	2
Repairs & Maintenance/Trucks	55,000	4,802	49,105	55,000	5,895	10.7	
Equipment Rental	5,000	-	442	5,000	4,558	91.2	
Building & Grounds Maintenance	30,000	2,253	30,094	30,000	(94)	(0.3)	
Electrical Power	295,800	28,691	353,985	295,800	(58,185)	(19.7)	3
Street Lights	70,000	2,343	62,069	70,000	7,931	11.3	3
Telephone	18,000	520	13,309	18,000	4,691	26.1	
Postage	3,000	363	2,883	3,000	117	3.9	
Freight	500	1,235	5,738	500	(5,238)	(1,047.7)	4
Chemicals	10,000	547	9,502	10,000	498	5.0	
Liability Insurance	62,000	-	81,315	62,000	(19,315)	(31.2)	5

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

**June 2023**

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Legal	70,000	304	37,938	70,000	32,062	45.8	
Accounting	13,000	1,250	19,253	13,000	(6,253)	(48.1)	6
Engineering	1,000	-	570	1,000	430	43.0	9
Other Professional Services	118,000	-	10,441	118,000	107,559	91.2	
Bank Service Charges	28,000	745	16,318	28,000	11,682	41.7	
Transportation	75,738	4,891	70,333	75,738	5,405	7.1	
Office Equip. Maintenance	7,000	125	2,969	7,000	4,031	57.6	
Computer Software Maintenance	45,000	2,936	32,456	45,000	12,544	27.9	
Memberships & Subscriptions	24,800	277	21,097	24,800	3,703	14.9	
Bad Debts & Minimum Balance Writeoff	50,000	-	175	50,000	49,825	99.7	
Conference & Continuing Ed	34,500	865	13,049	34,500	21,451	62.2	
Certifications	3,500	-	2,640	3,500	860	24.6	
State/County & LAFCO Fees and Charges	40,000	2,834	37,404	40,000	2,596	6.5	
Hydraulic Water Model Maintenance	6,000	-	1,802	6,000	4,198	70.0	
Elections Expense	15,000	-	-	15,000	15,000	100.0	
Human Resources	21,000	687	7,372	21,000	13,628	64.9	
Miscellaneous	12,000	(688)	7,465	12,000	4,535	37.8	
Director's Fees	16,000	1,250	12,450	16,000	3,550	22.2	
<b>TOTAL OPERATING EXPENSES</b>	<b>8,258,362</b>	<b>643,094</b>	<b>7,710,647</b>	<b>8,258,362</b>	<b>547,715</b>	<b>6.6</b>	
<b>LONG TERM DEBT PAYMENTS</b>							
Safe Drinking Water Bond	177,429	-	177,453	177,429	(24)	(0.0)	7
2012 CIP & Refi.	203,766	-	203,766	203,766	0	0.0	7
Davis-Grunsky Loan	6,049	212	6,049	6,049	(0)	(0.0)	7
VacCon Truck Loan	117,441	-	117,441	117,441	0	0.0	7
2014 Wastewater Revenue Bonds	484,175	-	484,175	484,175	(0)	(0.0)	7
New Long-Term Debt	(340,000)	-	-	(340,000)	(340,000)	100.0	7
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>648,860</b>	<b>212</b>	<b>988,883</b>	<b>648,860</b>	<b>(340,023)</b>	<b>(52.4)</b>	<b>7</b>
<b>CAPITALIZED EXPENDITURES</b>							
Vehicles, Rolling Stock & Equipment	340,000	147	48,283	340,000	291,717	85.8	7
Building, Yard & Paving Improvements	94,000	8,447	107,404	94,000	(13,404)	(14.3)	
Capital Improvements Water	1,617,700	2,838	362,442	1,617,700	1,255,259	77.6	8
Capital Improvements Sewer	865,000	7,343	125,036	865,000	739,964	85.5	8
Engineering & Studies	-	16,656	76,337	-	(76,337)	-	9
District Design Standards	-	-	1,840	-	(1,840)	-	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>2,916,700</b>	<b>35,431</b>	<b>721,342</b>	<b>2,916,700</b>	<b>2,195,358</b>	<b>75.3</b>	<b>8</b>
<b>OTHER</b>							
City of Eureka Projects:							
Treatment Plant	1,135,000	-	-	1,135,000	1,135,000	100.0	8
<b>TOTAL City of Eureka Projects</b>	<b>1,135,000</b>	<b>-</b>	<b>-</b>	<b>1,135,000</b>	<b>1,135,000</b>	<b>100.0</b>	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(33,222)</b>	<b>376,109</b>	<b>2,783,971</b>	<b>(33,222)</b>	<b>2,817,193</b>	<b>8,479.9</b>	

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

**June 2023**

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL OPERATING REVENUE	12,314,000	1,043,299	12,095,757	12,314,000	(218,243)	(1.8)
TOTAL OPERATING EXPENSES	(8,258,362)	(643,094)	(7,710,647)	(8,258,362)	547,715	6.6
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,055,638	400,204	4,385,110	4,055,638	329,472	8.1
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL NON-OPERATING REVENUE	611,700	11,547	109,086	611,700	(502,614)	(82.2)
TOTAL LONG TERM DEBT SERVICE	(648,860)	(212)	(988,883)	(648,860)	(340,023)	(52.4)
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	4,018,478	411,540	3,505,313	4,018,478	166,882	4.2
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(2,916,700)	(35,431)	(721,342)	(2,916,700)	2,195,358	75.3
CITY of EUREKA PROJECT REIMBURSEMENT	(1,135,000)	-	-	(1,135,000)	1,135,000	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(33,222)</u>	<u>376,109</u>	<u>2,783,971</u>	<u>(33,222)</u>	<u>2,817,193</u>	<u>8,479.9</u>

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

**June 2023**

	Budgeted 2022-23	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	5,449,000	460,338	5,194,810	5,449,000	(254,190)	(4.7)
Water Pass Through	-	-	-	-	-	-
Water Construction Fees	35,000	4,558	30,545	35,000	(4,455)	(12.7)
Account Fees	19,950	4,272	45,944	19,950	25,994	130.3
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	-	-	800	(800)	(100.0)
Miscellaneous	1,000	-	945	1,000	(55)	(5.5)
<b>TOTAL OPERATING REVENUE</b>	<b>5,505,750</b>	<b>469,167</b>	<b>5,272,244</b>	<b>5,505,750</b>	<b>(233,506)</b>	<b>(4.2)</b>
<b>NON-OPERATING REVENUE</b>						
Water Capital Connection Fees	90,000	9,744	77,952	90,000	(12,048)	(13.4)
Interest/General	23,547	-	-	23,547	(23,547)	(100.0)
Discounts Earned	1,280	93	961	1,280	(319)	(25.0)
Sales:Fixed Assets/Scrap Metal	8,844	-	24	8,844	(8,820)	(99.7)
Bad Debt Recovery	5,700	22	582	5,700	(5,118)	(89.8)
FW/MR Assessment	4,000	-	-	4,000	(4,000)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>133,371</b>	<b>9,859</b>	<b>79,519</b>	<b>133,371</b>	<b>(53,852)</b>	<b>(40.4)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>5,639,121</b>	<b>479,026</b>	<b>5,351,763</b>	<b>5,639,121</b>	<b>(287,358)</b>	<b>(5.1)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	768,450	65,185	686,114	768,450	82,336	10.7
Wages & Benefits: Allocated	623,298	48,367	586,779	623,298	36,519	5.9
Benefits: PERS	181,080	8,830	97,157	181,080	83,923	46.3
Group Ins	382,850	26,928	321,018	382,850	61,832	16.2
Workers Comp Ins	12,690	3,099	14,458	12,690	(1,768)	(13.9)
FICA/Medicare	54,990	5,000	52,458	54,990	2,532	4.6
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>2,023,358</b>	<b>157,410</b>	<b>1,757,984</b>	<b>2,023,358</b>	<b>265,374</b>	<b>13.1</b>
Less: wages & ben charged to Capital Proj.	(130,000)	(4,127)	(139,039)	(130,000)	9,039	(7.0)
<b>Total Operating Wages and benefits</b>	<b>1,893,358</b>	<b>153,283</b>	<b>1,618,945</b>	<b>1,893,358</b>	<b>274,413</b>	<b>14.5</b>
Water Purchase HBMWD	1,075,000	87,026	1,056,338	1,075,000	18,662	1.7
Water Purchase Eureka	810,000	56,635	799,845	810,000	10,155	1.3
Water Analysis	7,500	1,699	11,167	7,500	(3,667)	(48.9)
Supplies/ Construction	118,030	11,177	114,545	118,030	3,485	3.0
Supplies/Office-Administration	4,500	243	6,690	4,500	(2,190)	(48.7)
Supplies/ Engineering	1,425	-	415	1,425	1,010	70.9
Supplies/ Maintenance	50,000	7,864	41,509	50,000	8,491	17.0
Temporary Labor	31,744	10,246	83,932	31,744	(52,188)	(164.4)
Repairs & Maintenance/Trucks	30,800	2,737	26,449	30,800	4,351	14.1
Equipment Rental	3,700	-	252	3,700	3,448	93.2
Building & Grounds Maintenance	1,800	435	3,885	1,800	(2,085)	(115.9)
Electrical Power	162,690	17,356	208,912	162,690	(46,222)	(28.4)
Telephone	5,760	-	-	5,760	5,760	100.0
Postage	1,290	201	407	1,290	883	68.4
Freight	285	463	507	285	(222)	(78.0)
Chemicals	10,000	547	9,502	10,000	498	5.0
Engineering	390	-	325	390	65	16.7
Other Professional Services	23,600	-	-	23,600	23,600	100.0
Transportation	43,171	2,788	39,582	43,171	3,589	8.3
Office Equip. Maintenance	1,050	48	417	1,050	633	60.3
Computer Software Maintenance	21,600	1,593	17,415	21,600	4,185	19.4
Memberships & Subscriptions	1,488	-	1,402	1,488	86	5.8
Bad Debts & Minimum Balance Writeoff	28,500	-	100	28,500	28,400	99.7
Conference & Continuing Ed	12,075	315	1,658	12,075	10,417	86.3
Certifications	1,050	-	411	1,050	639	60.8
State/County & LAFCO Fees and Charges	13,600	1,615	30,142	13,600	(16,542)	(121.6)
Hydraulic Water Model Maintenance	6,000	-	1,802	6,000	4,198	70.0

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

**June 2023**

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Human Resources	8,190	-	459	8,190	7,731	94.4
Miscellaneous	2,640	-	68	2,640	2,572	97.4
General & Admin Expense Allocation	262,094	8,548	193,658	262,094	68,436	26.1
<b>TOTAL OPERATING EXPENSES</b>	<b>4,633,330</b>	<b>364,821</b>	<b>4,271,783</b>	<b>4,633,330</b>	<b>361,547</b>	<b>7.8</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Safe Drinking Water Bond	177,429	-	177,453	177,429	(24)	(0.0)
2012 CIP & Refi.	26,166	-	-	26,166	26,166	100.0
Davis-Grunsky Loan	6,049	212	6,049	6,049	(0)	(0.0)
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>209,644</b>	<b>212</b>	<b>183,502</b>	<b>209,644</b>	<b>26,142</b>	<b>12.5</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	1,617,700	81,846	429,107	1,617,700	1,188,593	73.5
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,617,700</b>	<b>81,846</b>	<b>429,107</b>	<b>1,617,700</b>	<b>1,188,593</b>	<b>73.5</b>
INTERFUND TRANSFERS IN	-	-	-	-	-	-
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(821,553)</b>	<b>32,147</b>	<b>467,372</b>	<b>(821,553)</b>	<b>1,288,925</b>	<b>156.9</b>

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

**June 2023**

	Budgeted 2022-23	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	5,280,000	435,281	5,218,390	5,280,000	(61,610)	(1.2)
Sewer Service Charges - Pass Through	1,500,000	129,665	1,559,909	1,500,000	59,909	4.0
Sewer Construction Fees	12,000	5,805	9,505	12,000	(2,495)	(20.8)
Account Fees	15,050	3,222	34,660	15,050	19,610	130.3
Inspection Fees	-	-	150	-	150	-
Reimbursable Maintenance Fees	200	-	-	200	(200)	(100.0)
Miscellaneous	1,000	-	119	1,000	(881)	(88.1)
<b>TOTAL OPERATING REVENUE</b>	<b>6,808,250</b>	<b>573,974</b>	<b>6,822,733</b>	<b>6,808,250</b>	<b>14,483</b>	<b>0.2</b>
<b>NON-OPERATING REVENUE</b>						
Sewer Capital Connection Fees	90,000	1,602	28,148	90,000	(61,852)	(68.7)
Interest/General	6,453	-	-	6,453	(6,453)	(100.0)
Discounts Earned	720	70	725	720	5	0.6
Sales:Fixed Assets/Scrap Metal	6,856	-	18	6,856	(6,838)	(99.7)
Bad Debt Recovery	4,300	16	439	4,300	(3,861)	(89.8)
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>108,329</b>	<b>1,689</b>	<b>29,330</b>	<b>108,329</b>	<b>(78,999)</b>	<b>(72.9)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>6,916,579</b>	<b>575,663</b>	<b>6,852,063</b>	<b>6,916,579</b>	<b>(64,516)</b>	<b>(0.9)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	474,150	38,616	423,135	474,150	51,015	10.8
Wages & Benefits: Allocated	623,297	48,367	586,779	623,297	36,518	5.9
Benefits: PERS	115,690	4,651	58,164	115,690	57,526	49.7
Group Ins	234,650	14,610	195,453	234,650	39,197	16.7
Workers Comp Ins	7,755	1,553	8,302	7,755	(547)	(7.1)
FICA/Medicare	35,100	2,968	32,417	35,100	2,683	7.6
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,490,642</b>	<b>110,766</b>	<b>1,304,251</b>	<b>1,490,642</b>	<b>186,391</b>	<b>12.5</b>
Less: wages & ben charged to Capital Proj.	(45,676)	(6,514)	(42,699)	(45,676)	(2,977)	6.5
<b>Total Operating Wages and benefits</b>	<b>1,444,966</b>	<b>104,251</b>	<b>1,261,552</b>	<b>1,444,966</b>	<b>183,414</b>	<b>12.7</b>
Sewage Treatment: Operating & Maint.	1,495,000	134,733	1,616,796	1,495,000	(121,796)	(8.1)
Sewer Analysis	7,500	-	-	7,500	7,500	100.0
Supplies/ Construction	41,470	3,293	27,979	41,470	13,491	32.5
Supplies/ Office-Administration	4,500	184	5,047	4,500	(547)	(12.2)
Supplies/ Engineering	1,075	-	313	1,075	762	70.9
Supplies/ Maintenance	50,000	3,628	43,737	50,000	6,263	12.5
Temporary Labor	19,456	7,730	63,317	19,456	(43,861)	(225.4)
Repairs & Maintenance/Trucks	24,200	2,065	22,656	24,200	1,544	6.4
Equipment Rental	1,300	-	190	1,300	1,110	85.4
Building & Grounds Maintenance	1,500	328	2,931	1,500	(1,431)	(95.4)
Electrical Power	70,992	5,450	71,301	70,992	(309)	(0.4)
Telephone	2,880	-	-	2,880	2,880	100.0
Postage	960	152	321	960	639	66.5
Freight	215	772	5,209	215	(4,994)	(2,322.9)
Legal	-	-	-	-	-	-
Engineering	100	-	245	100	(145)	(145.2)
Other Professional Services	23,600	-	3,679	23,600	19,921	84.4
Transportation	32,567	2,103	30,751	32,567	1,816	5.6
Office Equip. Maintenance	770	36	314	770	456	59.2

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

**June 2023**

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Computer Software Maintenance	16,200	1,202	13,138	16,200	3,062	18.9
Memberships & Subscriptions	992	-	1,058	992	(66)	(6.6)
Bad Debts & Minimum Balance Writeoff	21,500	-	-	21,500	21,500	100.0
Conference & Continuing Ed	15,180	237	1,200	15,180	13,980	92.1
Certifications	805	-	186	805	619	76.9
State/County & LAFCO Fees and Charges	7,200	1,219	6,878	7,200	322	4.5
Human Resources	6,090	-	346	6,090	5,744	94.3
Miscellaneous	1,920	-	126	1,920	1,794	93.4
General & Admin Expense Allocation	262,094	8,548	193,658	262,094	68,436	26.1
<b>TOTAL OPERATING EXPENSES</b>	<b>3,555,032</b>	<b>275,930</b>	<b>3,372,930</b>	<b>3,555,032</b>	<b>182,102</b>	<b>5.1</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 Wastewater Revenue Bonds	484,175	-	484,175	484,175	(0)	(0.0)
2012 CIP & Refi.	177,600	-	-	177,600	177,600	100.0
VacCon Truck Loan	117,441	-	117,441	117,441	0	0.0
Debt Service: Allocated	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>779,216</b>	<b>-</b>	<b>601,616</b>	<b>779,216</b>	<b>177,600</b>	<b>22.8</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building, Yard& Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	865,000	7,343	125,036	865,000	739,964	85.5
Engineering & Studies	-	16,189	21,816	-	(21,816)	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>865,000</b>	<b>23,532</b>	<b>146,852</b>	<b>865,000</b>	<b>718,148</b>	<b>83.0</b>
<b>OTHER</b>						
City of Eureka Projects:						
Treatment Plant	1,135,000	-	-	1,135,000	1,135,000	100.0
Martin Slough	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>1,135,000</b>	<b>-</b>	<b>-</b>	<b>1,135,000</b>	<b>1,135,000</b>	<b>100.0</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>582,331</b>	<b>276,200</b>	<b>2,730,664</b>	<b>582,331</b>	<b>2,148,333</b>	<b>(368.9)</b>

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

**June 2023**

	Budgeted 2022-23	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)	-	-	237	-	237	-
Miscellaneous	-	157	779	-	779	-
<b>TOTAL OPERATING REVENUE</b>	<b>-</b>	<b>157</b>	<b>1,017</b>	<b>-</b>	<b>1,017</b>	<b>-</b>
<b>NON-OPERATING REVENUE</b>						
Property Taxes	350,000	-	-	350,000	(350,000)	(100.0)
Insurance Rebate	20,000	-	-	20,000	(20,000)	(100.0)
Miscellaneous Income	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>370,000</b>	<b>-</b>	<b>-</b>	<b>370,000</b>	<b>(370,000)</b>	<b>(100.0)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>370,000</b>	<b>157</b>	<b>1,017</b>	<b>370,000</b>	<b>(368,983)</b>	<b>(99.7)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	392,400	34,275	405,220	392,400	(12,820)	(3.3)
Benefits: PERS	206,230	28,014	337,916	206,230	(131,686)	(63.9)
Group Ins	617,500	38,565	489,739	617,500	127,761	20.7
Workers Comp Ins	3,055	572	2,940	3,055	115	3.8
FICA/Medicare	26,910	2,718	32,485	26,910	(5,575)	(20.7)
Misc Benefits	500	40	600	500	(100)	(20.0)
Total Wages and Benefits	1,246,595	104,184	1,268,899	1,246,595	(22,304)	(1.8)
Less: wages & ben charged to Capital Proj.	-	(7,450)	(95,341)	-	95,341	-
Less: Allocated to Water and Sewer Funds	(1,246,595)	(96,734)	(1,173,559)	(1,246,595)	(73,036)	5.9
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	16	1,848	6,000	4,152	69.2
Supplies/ Engineering	-	-	12	-	(12)	-
Supplies/ Maintenance	-	-	-	-	-	-
Invoicing	57,000	4,853	54,485	57,000	2,515	4.4
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	10,000	-	-	10,000	10,000	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	26,700	1,491	23,278	26,700	3,422	12.8
Electrical Power	62,118	5,885	73,771	62,118	(11,653)	(18.8)
Street Lights	70,000	2,343	62,069	70,000	7,931	11.3
Telephone	9,360	520	13,309	9,360	(3,949)	(42.2)
Postage	750	10	2,155	750	(1,405)	(187.3)
Freight	-	-	22	-	(22)	-
Liability Insurance	62,000	-	80,273	62,000	(18,273)	(29.5)
Legal Services	70,000	304	37,938	70,000	32,062	45.8
Accounting	13,000	1,250	19,253	13,000	(6,253)	(48.1)
Engineering	510	-	-	510	510	100.0
Other Professional Services	70,800	-	6,762	70,800	64,038	90.4
Bank Service Charges	28,000	745	12,453	28,000	15,547	55.5
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	5,180	41	2,238	5,180	2,942	56.8
Computer Software Maintenance	7,200	141	1,903	7,200	5,297	73.6
Memberships & Subscriptions	22,320	277	18,637	22,320	3,683	16.5
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,245	313	10,192	7,245	(2,947)	(40.7)
Certifications	1,645	-	2,043	1,645	(398)	(24.2)

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

**June 2023**

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
State/County & LAFCO Fees and Charges	19,200	-	384	19,200	18,816	98.0
Elections Expense	15,000	-	-	15,000	15,000	100.0
Human Resources	6,720	687	6,567	6,720	153	2.3
Miscellaneous	7,440	(688)	7,346	7,440	94	1.3
Director's Fees	16,000	1,250	12,450	16,000	3,550	22.2
General & Admin Expense Allocation	(524,188)	(17,096)	(387,316)	(524,188)	(136,872)	26.1
<b>TOTAL OPERATING EXPENSES</b>	<b>70,000</b>	<b>2,343</b>	<b>62,069</b>	<b>70,000</b>	<b>7,931</b>	<b>11.3</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	203,766	-	(203,766)	-
New Financing	(340,000)	-	-	(340,000)	(340,000)	100.0
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>(340,000)</b>	<b>-</b>	<b>203,766</b>	<b>(340,000)</b>	<b>(543,766)</b>	<b>159.9</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	340,000	147	48,283	340,000	291,717	85.8
Building, Yard & Paving Improvements	94,000	8,447	107,404	94,000	(13,404)	(14.3)
Engineering & Studies	-	467	54,521	-	(54,521)	-
District Design Standards	-	-	1,840	-	(1,840)	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>434,000</b>	<b>9,061</b>	<b>212,048</b>	<b>434,000</b>	<b>221,952</b>	
<b>INTERFUND TRANSFER OUT</b>		<b>-</b>	<b>-</b>	<b>-</b>		
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>206,000</b>	<b>(11,246)</b>	<b>(476,865)</b>	<b>206,000</b>	<b>(682,865)</b>	<b>(331.5)</b>

# Humboldt Community Services District

## Notes June 2023

Note 1 - Non Operating and Miscellaneous Revenue

Most non-operating and Miscellaneous income occurs occasionally throughout the year, or at the very end of the fiscal year.

Note 2 - Temprary Labor

Temporary labor costs have increased due to difficulties in finding suitable permanent applicants. Increased temprary labor costs have been more than offset by reductions in regular District wage expenses

Note 3 - Electrical Power (District use and Street Ligting)

District electrical usage is consistant with previous annual usage (2.2% increase in power consumed). Increase in costs are due to rates increases from PGE.

Note 4 - Freight

Shipping cost for sewer pumps for testing and repair. Not anticipated in budget

Note 5 - Liability Insurance

While The District has anticipated an increase in Liability insurance premiums due to general inflationary and COLA increses, insurance premiums have increased more than originally anticipated. In a letter sent by ACWA/JPIA in October, it was explained that ACWA/JPIA has been able to keep such insurance increases to a minimum over the years, cost increases have necessitated an increase in rates at this time. Staff has confirmed that Liabililty insurance costs from ACWA/JPIA have remainig suprisingly stable over the past 15 years, even at times when increases would be expected.

Note 6 - Accounting

Accounting expenses are due to expenses from the regualr annual audit..

Note 7 - Debt Service

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

Budgeted amount for new Vehicle loans will not occur. Purchases will be paid with available funds.

Note 8 - Capital Improvements

Some capital improvements originally scheudled for FY 2022-2023 will take place in FY 2023-2024 instead. These items are detailed on the Draft CIP and Draft Budget for FY 2023-2024. City of Eureka WWTP CIP billing will be received and processed after the end of the current FY, but will be attributed to the current FY.

Note 9 - Engineering

<b>Engineering Expense - a/c 6810 - Operating Expense</b>	Note 1 - Non Operating and Misi	YTD
Water Fund		
Eng Bid Advertising		
Times Standard		570
<b>Total posted to 6810</b>	<b>-</b>	<b>570</b>
<hr style="border-top: 3px double #000;"/>		
<b>Engineering &amp; Studies - a/c 9040 - Capital Improvement Projects</b>		
Non Engineering Costs Posted to 9040		
Rate Study	467	54,521
Hartman SLS	132	5,759
S Broadway FM	16,057	16,057
<b>Grand Total posted to 9040</b>	<b>16,656</b>	<b>76,337</b>
<hr style="border-top: 3px double #000;"/>		

# 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:** July 25, 2023

**AGENDA ITEM:** G.1.

**TITLE:** Consideration of Ordinance 2023-01 Modifying District Code Section 7.02.010 Water Capacity Charges and 7.05.010 Sewer Capacity Charges; First Reading

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

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### Recommendation:

Open public hearing for first reading of Ordinance 2023-01 Modifying District Code Section 7.02.010 Water Capacity Charges and 7.05.010 Sewer Capacity Charges. Hear public comments. Close public hearing. Motion and roll call vote to accept modifications to District Code Sections and establish second reading public hearing for August 8, 2023 to adopt changes to District Code sections.

### Summary:

On May 23, a modification to the code sections describing how capacity charges are calculated was presented to the Board. The concept of the changes was accepted unanimously but there were several instances of the phrase "Connection Fee" that were not changed to "Capacity Charge" as they should have been. Additionally, the language within code section 7.05.010 Sewer Capacity Charges was found to be lacking with regard to new multifamily construction where the developer elects to include separate water meters (and therefore separate accounts) for each individual living unit.

The original impetus for these changes is that California law is becoming more stringent regarding Capacity Charges, Connection Fees, and Development Impact Fees. One thing that is being tightened up is the definitions of each. To comply with state law and the way the District charges for new construction, it is necessary to use the phrase Capacity Charges in our Code and not reference Connection Fees, Development Fees or Impact Fees. Language in both of the referenced Code Sections has been adjusted to comply.

The rate study that was recently adopted includes Water Capacity Charges for new construction that are based on the meter size necessary to supply the actual demand that the new development will place on the system based on the Water Supply Fixture Unit Count; and not based on the meter size required for fire flow. Language in Code Section 7.02.010 Water Capacity Charges has been adjusted to accommodate that change in policy.

**Fiscal Impact:**

The modifications to the District's Code support the policy to charge new single-family connections a capacity charge based on their actual usage demands on the system and not the meter size required for fire flow. The current Rate Study that was recently adopted, also supports this policy. Therefore, the fiscal impact to the District is nominal.

**ORDINANCE NO. 2023-01**

**AN ORDINANCE OF  
THE HUMBOLDT COMMUNITY SERVICES DISTRICT  
REVISING THE HUMBOLDT COMMUNITY SERVICES DISTRICT CODE  
CHAPTERS 3.01, 4.02, 5.07, 7.02, AND 7.05 RELATED TO WATER AND SEWER  
CAPACITY CHARGES**

**WHEREAS**, the Humboldt Community Services District provides water and sewer services to the residents of the District, and

**WHEREAS**, the Board of Directors of the Humboldt Community Services District has the authority to set water and sewer capacity charges for water and sewer services provided by the District; and

**WHEREAS**, the Board of Directors of the Humboldt Community Services District declares the water capacity charges for all classes of customers shall be based upon the number of meters per lot as well as the size of meter required to supply the property's demand based on the water supply fixture unit count; and

**WHEREAS**, the Board of Directors of the Humboldt Community Services District declare the sewer capacity charge for all customer classes shall be based upon the number of Equivalent Dwelling Units (EDUs) the connection will serve; and

**WHEREAS**, the Board of Directors of the Humboldt Community Services District desires to define one Equivalent Dwelling Unit (EDU) as 24 drainage fixture units as defined by the most recent Uniform Plumbing Code for calculating sewer capacity charges for single residential lots with more than one living unit and all other classifications; and

**WHEREAS**, the Board of Directors of the Humboldt Community Services District desires to define the capacity of one 5/8" meter as 24 water supply fixture units as defined by the most recent Uniform Plumbing Code for calculating water capacity charges for single residential lots and all other classifications; and

**WHEREAS**, the Board of Directors of the Humboldt Community Services District declares that when drainage fixture unit count of the proposed development is greater than 24, the additional drainage fixture units shall be pro-rated against the prevailing EDU sewer capacity charge and added to the single EDU sewer capacity charge; and

**WHEREAS**, the Board of Directors of the Humboldt Community Services District declares that when water supply fixture unit count of the proposed development is greater than 24, the meter size necessary to supply the demand based on the water supply fixture unit count will be used as the basis of the water capacity charge regardless of the size meter required to supply fire flow; and

**WHEREAS**, the Board of Directors of the Humboldt Community Services District declares that if a customer/developer requests a meter larger than necessary to supply the demand based on the water supply fixture unit count for reasons other than fire flow, the water capacity charge will be based on the size meter requested; and

**WHEREAS**, The Board of Directors of the Humboldt Community Services District has considered this Ordinance at a duly noticed Public Hearing,

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT TO ADOPT, REPLACE AND INCORPORATE EXHIBIT A (PAGES 3-6) ATTACHED HERETO INTO THE HUMBOLDT COMMUNITY SERVICES DISTRICT CODE BY ITS REFERENCE MADE A PART HEREOF.**

**Effective Date.** All rules and regulations as amended or established by this Ordinance shall become effective on September 12, 2023.

**Separability.** If a section, subsection, sentence, clause, or phrase of this Ordinance is held to be unconstitutional, or contrary to the general or special laws of the United States or the State of California, the invalidity of such section, subsection, sentence, clause, or phrase shall not affect the remaining portions of this Ordinance.

**Further Action.** The Board of Directors of the District is hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Ordinance.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT ON THIS \_\_\_\_\_ day of \_\_\_\_\_ 2023 by the following roll call vote:**

AYES:  
NOES:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Heidi Benzonnelli, President  
Board of Directors

ATTEST:

\_\_\_\_\_  
Brenda K. Franklin, Board Secretary

# ORDINANCE 2023-01

## EXHIBIT A

### Chapter 7.02: Water Capacity Charges

#### MODIFY:

7.02.010 Water Capacity Charges. Capacity charges are one-time charges intended to reflect the cost of existing infrastructure and planned improvements available to new services. The charges for a permit to connect a new water service to the District's water system (Capacity Charge Buy-In), shall be adopted by resolution following a public hearing by the Board of Directors. Notice of the public hearing shall be published at least ten days in advance in a newspaper of general circulation.

#### A. Water Capacity Charge Buy-In

Capacity Charges for all classes of customer shall be based on the number of meters per lot and vary depending on the size of the water meter required to serve the customer/parcel based on the water supply fixture unit count, regardless of the meter size required to accommodate fire flow. If the customer elects to install a larger meter than required to support the water supply fixture unit count for reasons other than to accommodate fire flow demand, the capacity charge will be based solely on the meter size installed.

The size of the water meter required to serve the customer/parcel shall be calculated based on the water supply fixture unit count served. A 5/8" meter shall be required for less than, or equal to, 24 water supply fixture units. Should the calculated water supply fixture unit count exceed 24, the meter size required to accommodate that demand shall be used to determine the additional capacity charges. Water supply fixture unit counts are defined by the most current Uniform Plumbing Code Edition.

Meter size is proportionate to the demands a parcel places on the water utility system, specifically the peaking requirements related to the meter size. The capacity charge shall be charged based on measured flow equivalents of a 5/8" meter as detailed in the latest adopted Master Rate and Charges Schedule. Capacity charges will not be prorated between available meter sizes.

For example, if the Master Rate and Charges Schedule shows that a 3/4" meter is equivalent to 1.40, 5/8" meters then a 3/4" meter would support up to 34 fixture units (24 fixture units times the equivalency factor of 1.40 equals 33.6 rounded to the nearest whole fixture unit is 34 fixture units).

#### 1. Accessory Dwelling Units (ADU)

An accessory dwelling unit shall not be considered to be a new residential use for the purposes of calculating capacity charges for utilities, except for water services as set forth below;

- a. Capacity charges may be assessed if the owner requests a new or separate utility service between the accessory dwelling unit and the utility.
  - b. For an accessory dwelling unit that is not contained within the existing space of a single-family residence or accessory structure (detached) or an accessory dwelling unit which is contained within the existing single-family dwelling (attached) and does not meet the conditions listed below in numbers I-IV, a new or separate utility service directly between the accessory dwelling unit and the utility may be required. Consistent with Government Code Section 66013, the connection may be subject to a capacity charge that is proportionate to the burden of the proposed accessory dwelling unit upon the water system, based upon water meter size. The rate or charge shall not exceed the reasonable cost of providing the service.
- I. The accessory dwelling unit or junior accessory dwelling unit (JADU) is within the proposed footprint of an existing or proposed single family dwelling or accessory structure, and may include an expansion of not more than 150 square feet beyond the same physical dimension as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.
  - II. The accessory dwelling unit or junior accessory dwelling unit has separate exterior access from the proposed or existing single-family dwelling.
  - III. The side and rear setbacks are sufficient for fire and safety as established by the local fire authority.
  - IV. The junior accessory dwelling unit complies with the requirements of section 65852.22 of the Government Code.
2. Capacity charges are in addition to the actual cost of installing a service including main line tap, service line, meter and box. Does not include permanent paving or sidewalk replacement.
    - a. District Installed Water Service Line and Meter from Existing Mains. Where the District will be installing a new water meter and service line the charges shall be dependent on the size of the meter required and shall be per current adopted resolution setting District installed water service line and meter charges.
    - b. Existing Service Line, District Installed Meter. Where the Developer has installed the new water service line and the District will merely be installing a new meter, the charge shall be per current adopted resolution setting existing water service meter charges.

## Chapter 7.05: Sewer Capacity Charges

### MODIFY:

7.05.010 Sewer Capacity Charges. Capacity Charges) are one-time charges intended to reflect the cost of existing infrastructure and planned improvements available to new services. The Capacity Charge Buy-in for a permit to connect a new sewer service to the District's sewer system shall be per current adopted resolution setting sewer capacity charges. Resolution shall be adopted following a public hearing by the Board of Directors. Notice of the public hearing shall be published at least ten days in advance in a newspaper of general circulation.

#### A. Sewer Capacity Charge Buy-In

1. One, Two to Three Single Family Residential (SFR) including Accessory Dwelling Unit (ADUs) on one legal parcel if applicable

The Capacity Charge shall be calculated on the drainage fixture unit count converted to EDU's. The first EDU shall be less than, or equal to, 24 drainage fixture units. Should the calculated drainage fixture count exceed 24, the excess amount shall be pro-rated to determine additional capacity charges. Drainage fixture unit counts are defined by the most current Uniform Plumbing Code Edition.

2. For Multiple Family Residential (MFR) units (four or more living units), Including Accessory Dwelling Units on one legal parcel if applicable.

Where the property owner requests a single water meter to serve all units on the parcel or development, the Capacity Charge shall be calculated on the drainage fixture unit count converted to EDU's. The first EDU shall be less than, or equal to, 24 drainage fixture units. Should the calculated drainage fixture count exceed 24, the excess amount shall be pro-rated to determine additional capacity charges.

Where the property owner requests individual water meters for each living unit, each separately metered service will be treated as a separate full EDU, with an allowance of 24 drainage fixture units each. Should the calculated drainage fixture count exceed 24, the excess amount shall be pro-rated to determine additional capacity charges for each EDU.

Drainage fixture unit counts are defined by the most current Uniform Plumbing Code Edition.

3. Commercial on one legal parcel

Capacity Charges for Commercial developments shall be calculated on the drainage fixture unit count converted to EDU's. The first EDU shall be less than, or equal to, 24 drainage fixture units. Should the calculated drainage fixture count exceed 24, the excess amount shall be pro-rated to determine additional capacity charges. Drainage fixture unit counts are defined by the most current Uniform Plumbing Code Edition.

#### 4. Accessory Dwelling Units (ADU)

An accessory dwelling unit shall not be considered to be a new residential use for the purposes of calculating capacity charges for utilities, except for sewer services as set forth below;

- a. Capacity charges may apply if the accessory dwelling unit was constructed with a new single-family dwelling
  - b. For an accessory dwelling unit that is not contained within the existing space of a single-family residence or accessory structure (detached) or an accessory dwelling unit which is contained within the existing single-family dwelling (attached) and does not meet the conditions listed below in numbers I-IV, a new or separate utility connection directly between the accessory dwelling unit and the utility may be required. Consistent with Government Code Section 66013, the connection may be subject to a capacity charge that is proportionate to the burden of the proposed accessory dwelling unit upon the water system, based upon drainage fixture unit values as defined in the latest Uniform Plumbing Code Edition. This charge shall not exceed the reasonable cost of providing this service.
    - I. The accessory dwelling unit or junior accessory dwelling unit (JADU) is within the proposed footprint of an existing or proposed single family dwelling or accessory structure, and may include an expansion of not more than 150 square feet beyond the same physical dimension as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.
    - II. The accessory dwelling unit or junior accessory dwelling unit has separate exterior access from the proposed or existing single-family dwelling.
    - III. The side and rear setbacks are sufficient for fire and safety as established by the local fire authority.
    - IV. The junior accessory dwelling unit complies with the requirements of section 65852.22 of the Government Code.
5. Capacity Charges are in addition to the actual cost of installing a service including main line tap, lateral line, and cleanout. Does not include permanent pavement or sidewalk replacement.
- B. District Installed Lateral from Existing Mains. Where the District will be installing a new sewer service lateral, the charge shall be per current adopted resolution setting District installed sewer lateral charges.
- C. Existing Lateral. Where the Developer has installed the new sewer service lateral and the District will merely be issuing a permit and inspecting the building sewer connection, no additional charge beyond the capacity charge buy-in will be due. (Ord. 2012-02, §1, 2012)

**Chapter 7.02: Water ~~Connection Fees~~ Capacity Charges**

**MODIFY:**

7.02.010 Water ~~Connection Fees~~ Capacity Charges. ~~Connection fees (Capacity charges)~~ are one-time ~~fees~~ charges intended to reflect the cost of existing infrastructure and planned improvements available to new services. The ~~fees~~ charges for a permit to connect a new water service to the District's water system (Capacity Charge Buy-In), ~~except for the Freshwater/Mitchell Rd. assessment area,~~ shall be adopted by resolution following a public hearing by the Board of Directors. Notice of the public hearing shall be published at least ~~ten~~ ten days in advance in a newspaper of general circulation. ~~(See Section D. below, for Freshwater/Mitchell Rd. assessment area).~~

A. Water ~~Connection Fees~~ (Capacity Charge Buy-In)

~~Connection fees (capacity charges~~ Charges) for all classes of customer shall be based on the number of meters per lot and vary depending on the size of the water meter required to serve the customer/parcel based on the water supply fixture unit count, regardless of the meter size required to accommodate fire flow. If the customer elects to install a larger meter than required to support the water supply fixture unit count for reasons other than to accommodate fire flow demand, the capacity charge will be based solely on the meter size installed.

The size of the water meter required to serve the customer/parcel shall be calculated based on the water supply fixture unit count served. A 5/8" meter shall be required for less than, or equal to, 24 water supply fixture units. Should the calculated water supply fixture unit count exceed 24, the meter size required to accommodate that demand shall be used to determine the additional capacity charges. Water supply fixture unit counts are defined by the most current Uniform Plumbing Code Edition.

Meter size is ~~generally~~ proportionate to the demands a parcel places on the water utility system, specifically the peaking requirements related to the meter size. The ~~connection fee~~ capacity charge shall be charged based on measured flow equivalents of a 5/8" meter as detailed in the latest adopted Master Fee Rate and Charges Schedule. Capacity charges will not be prorated between available meter sizes.

For example, if the Master ~~Fee~~Rate and Charges Schedule shows that a 3/4" meter is equivalent to 1.40, 5/8" meters then a 3/4" meter would support up to 34 fixture units (24 fixture units times the equivalency factor of 1.40 equals 33.6 rounded to the nearest whole fixture unit is 34 fixture units).

1. Accessory Dwelling Units (ADU)

REDLINE EXISTING VERSION/PROPOSED VERSION

An accessory dwelling unit shall not be considered to be a new residential use for the purposes of calculating ~~connection fees~~ (capacity charges) for utilities, except for water services as set forth below;

- a. ~~Connection fees~~Capacity charges may be ~~charged~~assessed if the owner requests a new or separate utility ~~connection~~service between the accessory dwelling unit and the utility.
  - b. For an accessory dwelling unit that is not contained within the existing space of a single-family residence or accessory structure (detached) or an accessory dwelling unit which is contained within the existing single-family dwelling (attached) and does not meet the conditions listed below in numbers ~~1-4~~I-IV, a new or separate utility ~~connection~~service directly between the accessory dwelling unit and the utility may be required. Consistent with Government Code Section 66013, the connection may be subject to a ~~connection fee~~ (capacity charge) that is proportionate to the burden of the proposed accessory dwelling unit upon the water system, based upon water meter size. The ~~fee rate~~ or charge shall not exceed the reasonable cost of providing the service.
    - I. The accessory dwelling unit or junior accessory dwelling unit (JADU) is within the proposed footprint of an existing or proposed single family dwelling or accessory structure, and may include an expansion of not more than 150 square feet beyond the same physical dimension as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.
    - II. The accessory dwelling unit or junior accessory dwelling unit has separate exterior access from the proposed or existing single-family dwelling.
    - III. The side and rear setbacks are sufficient for fire and safety as established by the local fire authority.
    - IV. The junior accessory dwelling unit complies with the requirements of section 65852.22 of the Government Code.
2. ~~Connection fees~~ (Capacity charges) are in addition to the actual cost of installing a service including main line tap, service line, meter and box. Does not include permanent paving or sidewalk replacement.

REDLINE EXISTING VERSION/PROPOSED VERSION

- a. District Installed Water Service Line and Meter from Existing Mains. Where the District will be installing a new water meter and service line the ~~fee~~charges shall be dependent on the size of the meter required and shall be per current adopted resolution setting District installed water service line and meter connection feescharges.
  - b. Existing Service ConnectionLine, District Installed Meter. Where the Developer has installed the new water service line and the District will merely be installing a new meter, the ~~fee~~charge shall be per current adopted resolution setting existing water service meter connection feescapacity charges.
3. ~~Connections in the Freshwater/Mitchell Rd. Assessment Area.~~ Charges for connections in the Freshwater/Mitchell Rd. assessment area shall per current adopted resolution setting  
Freshwater/Mitchell Rd Assessment area connection fees. ~~(b)(4)~~

**Chapter 7.05: Sewer ~~Connection Fees~~ Capacity Charges**

**MODIFY:**

7.05.010 Sewer ~~Connection Fees~~ Capacity Charges. ~~Connection Fees (Capacity charges)~~ Charges are one-time ~~fees~~ charges intended to reflect the cost of existing infrastructure and planned improvements available to new services. The ~~fee~~ (Capacity Charge Buy-in) for a permit to connect a new sewer service to the District's sewer system shall be per current adopted resolution setting sewer ~~connection~~ capacity fees ~~charges~~. Resolution shall be adopted following a public hearing by the Board of Directors. Notice of the public hearing shall be published at least ~~ten~~ sixty ~~ten~~ days in advance in a newspaper of general circulation.

A. ~~Sewer Connection Fees (Capacity Charge Buy-In)~~

~~1. One Single Family Residential (SFR) on one legal parcel~~

~~The fee shall be equal to one Equivalent Dwelling Unit (EDU) without consideration of the number of fixture units.~~

~~2.1. One, Two to Three Single Family Residential (SFR) including Accessory Dwelling Unit (ADUs) on one legal parcel if applicable~~

The ~~fee~~ Capacity Charge shall be calculated on the drainage fixture unit count converted to EDU's. The first EDU shall be less than, or equal to, 24 drainage fixture units. Should the calculated drainage fixture count exceed 24, the excess amount shall be pro-rated to determine additional capacity ~~charges~~ fees. ~~Fixture Drainage fixture~~ unit counts are defined by the most current Uniform Plumbing Code Edition.

~~3.2. For Multiple Family Residential (MFR) units (four or more living units), Including Accessory Dwelling Units on one legal parcel if applicable.~~

Where the property owner requests a single water meter to serve all units on the parcel or development, the fee Capacity Charge shall be calculated on the drainage fixture unit count converted to EDU's. The first EDU shall be less than, or equal to, 24 drainage fixture units. Should the calculated drainage fixture count exceed 24, the excess amount shall be pro-rated to determine additional capacity charges fees. Fixture unit counts are defined by the most current Uniform Plumbing Code Edition.

Where the property owner requests individual water meters for each living unit, each separately metered service will be treated as a separate full EDU, with an allowance of 24 drainage fixture units each. Should the calculated drainage fixture count exceed 24, the excess amount shall be pro-rated to determine additional capacity charges for each EDU.

Drainage fixture unit counts are defined by the most current Uniform Plumbing Code Edition.

4.3. Commercial on one legal parcel

~~Connection fees (capacity charge~~Charges) for Commercial developments shall be calculated on the drainage fixture unit count converted to EDU's. The first EDU shall be less than, or equal to, 24 drainage fixture units. Should the calculated drainage fixture count exceed 24, the excess amount shall be prorated to determine additional capacity ~~fees~~charges. ~~Fixture~~Drainage fixture unit counts are defined by the most current Uniform Plumbing Code Edition.

5.4. Accessory Dwelling Units (ADU)

An accessory dwelling unit shall not be considered to be a new residential use for the purposes of calculating ~~connection fees or~~ capacity charges for utilities, except for sewer services as set forth below;

- a. ~~Connection fees~~Capacity charges may apply if the accessory dwelling unit was constructed with a new single-family dwelling
- b. For an accessory dwelling unit that is not contained within the existing space of a single-family residence or accessory structure (detached) or an accessory dwelling unit which is contained within the existing single-family dwelling (attached) and does not meet the conditions listed below in numbers 1-4I-IV, a new or separate utility connection directly between the accessory dwelling unit and the utility may be required. Consistent with Government Code Section 66013, the connection may be subject to a ~~connection fee or~~ capacity charge that is proportionate to the burden of the proposed accessory dwelling unit upon the water system, based upon drainage fixture unit values as defined in the latest Uniform Plumbing Code Edition. This ~~fee or~~ charge shall not exceed the reasonable cost of providing this service.
  - I. The accessory dwelling unit or junior accessory dwelling unit (JADU) is within the proposed footprint of an existing or proposed single family dwelling or accessory structure, and may include an expansion of not more than 150 square feet beyond the same physical dimension as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.
  - II. The accessory dwelling unit or junior accessory dwelling unit has separate exterior access from the proposed or existing single-family dwelling.
  - III. The side and rear setbacks are sufficient for fire and safety as established by the local fire authority.
  - IV. The junior accessory dwelling unit complies with the requirements of section 65852.22 of the Government Code.

REDLINE EXISTING VERSION/PROPOSED VERSION

~~6.5.~~ Connection fees (~~capacity charges~~ Charges) are in addition to the actual cost of installing a service including main line tap, lateral line, and cleanout. Does not include permanent pavement or sidewalk replacement.

- B. District Installed Lateral from Existing Mains. Where the District will be installing a new sewer service lateral, the ~~fee-charge~~ shall be per current adopted resolution setting District installed sewer lateral ~~fees~~ charges.
- C. Existing Lateral. Where the Developer has installed the new sewer service lateral and the District will merely be issuing a permit and inspecting the building sewer connection, no additional charge beyond the capacity charge buy-in will be due. (Ord. 2012-02, §1, 2012)

# 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: **July 25, 2023**

**Agenda Item:** **G.2.** (Old Business)

**TITLE:** **Consideration of Adopting Resolution 2023-11 Authorizing an Update to the Master Rate and Charge Schedule for Fiscal Year 2023-2024.**

**Presented by:** Michael Montag, Finance Manager/District Treasurer

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**Recommendation:** Staff recommends the Board of Directors:

1. Review and discuss proposed updates to Master Rate and Charge schedule for FY 2023/2024
2. Motion and roll call vote to approve Resolution 2023-11 Adopting an Update to the Master Rate and Charge Schedule for Fiscal Year 2023-2024.

### Summary:

Attached for the Board's review and consideration is an update to the District's master rate and charge schedule. The proposed changes include:

- Updates to monthly Water Flat charges and Consumption rates. Rates reflected are in accordance with the District's Rate study adopted at the Board Meeting of July 11, 2023.
- Updates to monthly Sewer Flat charges and Volumetric rates. Rates reflected are in accordance with the District's Rate study adopted at the Board Meeting of July 11<sup>th</sup> 2023.
- Updates to Water and Sewer Installation charges. Proposed Charge updates to installation charges are in accordance with changes to labor and equipment charges adopted at the Board Meeting of June 27, 2023.
- The revised Master Rate and Charge Schedule shall become effective August 1, 2023

**RESOLUTION NO. 2023-11**

**A RESOLUTION OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
ADOPTING AN UPDATE TO THE MASTER RATE AND CHARGE SCHEDULE  
FOR FISCAL YEAR 2023-2024**

**WHEREAS**, the Humboldt Community Services District is a community services district, duly formed as authorized by Government Code Sections 61000 through 61802; and

**WHEREAS**, the Humboldt Community Services District operates on a Fiscal Year beginning on July 1, and ending on June 30, of each year; and,

**WHEREAS**, the Humboldt Community Services District desires to prepare and adopt a Master Rate and Charge Schedule; and,

**WHEREAS**, the Master Rate and Charge Schedule adopted via Resolution 2023-07 with the Fiscal Year 2023-2024 Budget requires an update to accommodate rate increases resulting from the adoption of the Rate Study via Resolutions 2023-09 and 2023-10; and

**WHEREAS**, the Master Rate and Charge Schedule adopted via Resolution 2023-07 with the Fiscal Year 2023-2024 Budget requires an update to accommodate increased Installation Charges to be consistent with associated Labor and Equipment Charges established by CalTrans and previously adopted via Resolution 2023-07.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Humboldt Community Services District adopts the following Master Rate and Charge Schedule for Fiscal Year 2023-2024 which is attached hereto and by its reference made a part hereof which will become effective August 1, 2023.

**PASSED, APPROVED, and ADOPTED** this 25<sup>th</sup> day of July 2023, on the following roll call vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Heidi Benzonelli, Board President

ATTEST:

\_\_\_\_\_  
Brenda K. Franklin, Board Secretary

HUMBOLDT COMMUNITY SERVICES DISTRICT  
 FY 2023/2024 MASTER RATE AND CHARGE SCHEDULE  
 Effective August 1, 2023

**Customer Service Account Charges**

	<u>Current Charge</u>
<b>Activation, Deposits and Miscellaneous Charges</b>	
Credit Card Convenience Charge	\$4.06
Establish Water & Sewer Accounts (Admin)	\$35.00
Initial Residential Deposits:	
Water & Sewer	\$200.00
Water Only	\$100.00
Sewer Only	\$100.00
Increase in Deposit due to non-payment per occurrence:	\$50.00
Maximum Deposit:	\$300.00
Multi-Family Units:	
Water & Sewer (1 <sup>st</sup> unit)	\$200.00
2 <sup>nd</sup> Unit	\$100.00
Each Additional Unit	\$50.00
Water Only (1 <sup>st</sup> Unit)	\$100.00
2 <sup>nd</sup> Unit	\$50.00
Each Additional Unit	\$25.00
Commercial Deposits	2.5 x Mo Base Rate
When considering collection of a security deposit, deposit requirements may be waived if customer meets any of the following District guidelines for creditworthiness:	
(a) Prior service within the District showing timely payments within the previous two (2) years, or	
(b) Produce a letter of credit from PG&E, or other recognized utility showing timely payments for a period of one (1) year	
(c) Produce a positive rating report from a recognized credit reporting agency. (Ref. Code §7.06.030)	
(d) Participation in Automatic Payment Program	
Returned Checks	\$25.00
Reinstatement of Service after discontinuance for nonpayment	1 <sup>st</sup> time = \$40.00 \$65.00 + penalties thereafter
Tow Truck Call Charge	\$25.00 + actual tow costs
Broken Lock Charge	\$25.00
Tampering Charge (unauthorized operation of meters, valves, etc.)	\$260.00
Meter Test Deposit – refunded if test fails	\$147.00
After-hours Service Call	\$84.00

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**WATER – MONTHLY SERVICE RATES**

Rates and Charges below are effective August 1, 2023. The monthly fixed charge shall depend on the meter size. Volumetric rates are for units of 100 cubic-feet (HCF).

	<u>Fixed Monthly Service Charges</u>		<u>Volumetric Consumption Rate</u>	
	<u>Current</u>	<u>Adopted</u>	<u>Current</u>	<u>Adopted</u>
SFR <1 inch and <24 Fixture Units	26.46	<u>\$23.55</u>	\$4.06 per HCF	<u>\$5.31 per HCF</u>
5/8 inch meter	\$26.46	<u>\$23.55</u>	\$4.06 per HCF	<u>\$5.31 per HCF</u>
3/4 inch meter	\$38.42	<u>\$33.90</u>	\$4.06 per HCF	<u>\$5.31 per HCF</u>
1 inch meter	\$62.34	<u>\$54.59</u>	\$4.06 per HCF	<u>\$5.31 per HCF</u>
1-1/2 inch meter	\$122.13	<u>\$106.32</u>	\$4.06 per HCF	<u>\$5.31 per HCF</u>
2 inch meter	\$193.89	<u>\$168.39</u>	\$4.06 per HCF	<u>\$5.31 per HCF</u>
3 inch meter	\$385.23	<u>\$333.93</u>	\$4.06 per HCF	<u>\$5.31 per HCF</u>
4 inch meter	\$600.49	<u>\$1,037.45</u>	\$4.06 per HCF	<u>\$5.31 per HCF</u>
6 inch meter	\$1,198.44	<u>\$1,658.20</u>	\$4.06 per HCF	<u>\$5.31 per HCF</u>

**Other Miscellaneous Water Charges:**

	<u>Current Charge</u>	<u>Proposed Charge</u>
Temporary Construction Meter – Installation	\$40.00	<u>\$50.00</u>
Monthly Rate	\$92.95 + \$5.31 per HCF	\$92.95 + \$5.31 per HCF
Private Fire Protection Services	\$3.00 times diameter (inches) of service line	\$3.00 times diameter (inches) of service line

**Water Hauler Program:**

	<u>Charge</u>
<600 gallons	\$20
>600 gallons	\$0.03/gallon

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**SEWER - MONTHLY SERVICE RATES:**

Rates below are effective August 1, 2023. The rates and minimum sewer service charges billed monthly to customers within the service area of the District shall be as follows:

Monthly Fixed Service Charge per Account		Plus Monthly Fixed Service Charge Per Living Unit (LU)/Equivalent Dwelling Unit (EDU)*	Plus Winter Average - Volumetric Charge per HCF			
Current	<u>Adopted</u>		Current	<u>Adopted</u>		
\$4.28	<u>\$3.84</u>	Single Family Residential (1-3 LU)	\$19.09	<u>\$30.43</u>	\$5.94	<u>\$10.09</u>
\$4.28	<u>\$3.84</u>	Multi-Family (4 or more LU)	\$15.27	<u>\$22.42</u>	\$5.94	<u>\$10.09</u>
\$4.28	<u>\$3.84</u>	Mobile Homes	\$16.61	<u>\$18.26</u>	\$5.94	<u>\$10.09</u>
\$4.28	<u>\$3.84</u>	Trailer Parks	\$16.61	<u>\$18.26</u>	\$5.94	<u>\$10.09</u>
\$4.28	<u>\$3.84</u>	Commercial – Light Strength (<370 mg/liter)	\$19.09	<u>\$30.43</u>	\$7.10	<u>\$10.10</u>
\$4.28	<u>\$3.84</u>	Commercial – Med. Strength (370-500 mg/liter)	\$19.09	<u>\$30.43</u>	\$9.41	<u>\$17.63</u>
\$4.28	<u>\$3.84</u>	Commercial – Heavy Strength (>500 mg/liter)	\$19.09	<u>\$30.43</u>	\$11.89	<u>\$22.50</u>

\* Fixed monthly service charges for Residential accounts shall be based on the number of Living Units (LU) at the Service Address. Fixed Monthly Service Charges for Commercial accounts shall be based on Equivalent Dwelling units (EDU).

**Sewer Pass Through Rate:**

Approved “pass-through” rate to recover City of Eureka charges for wastewater treatment and Capital Improvement Projects (within HCSD responsibility) in excess of calculated sewer charges for current rates. Charges per HCF		
	Current	<u>Adopted</u>
Single Family/Multi Family/Mobile Homes/Trailer Parks	\$3.08	<u>\$0.00</u>
Commercial Light Strength	\$3.69	<u>\$0.00</u>
Commercial Medium Strength	\$4.87	<u>\$0.00</u>
Commercial Heavy Strength	\$6.16	<u>\$0.00</u>

**Sewer – Other Miscellaneous Charges**

	<u>Charge</u>
Special Sewer Discharge Permit:	\$250 plus an additional charge for actual gallons discharged to the public sewer system based on strength of discharged wastewater

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**Waste Water Hauler Program:**

Wastewater shall meet the District's Specific Pollutant Limits prior to discharge. No wastewater from a septic tank, portable bathroom, or recreational vehicle is allowed to be discharged to the District's sewage collection system. Discharge shall not exceed 1000 gallons a day.	
<500 gallons	\$20.00
501-1000 gallons	\$30.00

**WATER SYSTEM CAPACITY CHARGES AND CONSTRUCTION CHARGES**

**Water Capacity Charge.**

The water capital Capacity Charge is \$3,045 per 5/8” meter equivalency. See table below for additional meter sizes.

Water connection capacity charge for all classes of customers shall be based upon the number of meters per lot as well as the size of meter connected to the system as detailed in the following table; Capacity Charges are in addition to the actual cost of installing a service including main line tap, service line, meter, and box.

**Figure 1: Water Capital Capacity Charges**

Meter Size	Equivalency Factor		Max. Water Capacity Charge Per Meter
	Max. Continuous Flow (gpm) <sup>(1)</sup>	Equivalency to 5/8-inch Base Meter Size	Current
5/8 inch	25	1.00	\$3,045.00
3/4 inch	35	1.40	\$4,263.00
1 inch	55	2.20	\$6,699.00
1-1/2 inch	100	4.00	\$12,180.00
2 inch	160	6.40	\$19,488.00
3 inch	320	12.80	\$38,976.00
4 inch	500	20.00	\$60,900.00
6 inch	1,000	40.00	\$121,800.00

<sup>(1)</sup> Source: AWWA M1, Table B-2. Assumes displacement meters for 5/8” through 2”, Compound Class I for 3” through 6”

**WATER METER PURCHASE AND INSTALLATION:** In addition to the capital Capacity Charge, where the District installs a new water meter and service line, the meter charge and installation charge shall be dependent on the size of the meter required. All costs are based upon actual time and materials. Where the Developer has installed the new water service line, the District shall install the meter upon payment of the corresponding meter charge, installation charge and appropriate Capacity Charge. Charges within and without the limits of the District boundaries are payable in advance for the installation of new services and meters when work is performed by

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District forces. Charges shall be as indicated in the table below. Costs do not include permanent pavement or sidewalk replacement.		
	<u>Current Charges</u>	<u>Proposed Charges</u>
5/8" Meter Charge Installation	\$273.12 \$2,500.00	\$273.12 <u>\$2,915.00</u>
3/4" Meter Charge Installation	\$308.12 \$2,575.00	\$308.12 <u>\$2,950.00</u>
1" Meter Charge Installation	\$396.37 \$2,831.00	\$396.37 <u>\$3,115.00</u>
1 1/2" and larger Meter Charge Installation	Special Quote Special Quote	Special Quote Special Quote
Split Water Service on 1" Service Line (New) (Does not include permanent pavement or sidewalk replacement)	2 ea 5/8" \$3,065.00 3+ Special Quote 2 ea 3/4" \$3,155.00 3+ Special Quote	2 ea 5/8" <u>\$4,260.00</u> 3+ Special Quote Special Quote Special Quote
Split Water Service in 2" Service Line (New) (Does not include permanent pavement or sidewalk replacement)	2 ea 5/8" \$3,065.00 3+ Special Quote 2 ea 3/4" \$3,155.00 3+ Special Quote	2 ea 5/8" <u>\$4,260.00</u> 3+ Special Quote 2 ea 3/4" <u>\$4,330.00</u> 3+ Special Quote
Splitting an Existing Water Service	Actual cost. Not to exceed charges for a new service	Actual cost. Not to exceed charges for a new service
Temporary Construction Meter	\$40.00	<u>\$50.00</u>
<b>Additional Charges for freshwater/Mitchell Road assessment area:</b> Charges for connections in the Freshwater/Mitchell Rd. assessment area shall be based on the Assessment District formula of said area as follows:		
<u>Assessment Criteria</u>	<u>Charge</u>	
Acreage – per acre all zones	\$300.00	
Parcel –		
per parcel (zone A)	\$1,545.00	
per parcel (zone B&C)	\$2,575.00	
Capacity –		
Existing SFRE (zone A)	\$9,365.00	
Existing SFRE (zone B)	\$8,526.00	
Existing SFRE (zone C)	\$4,659.00	
Existing 2 <sup>nd</sup> Unit (zone A)	\$4,683.00	
Existing 2 <sup>nd</sup> Unit (zone B)	\$4,265.00	
Existing 2 <sup>nd</sup> Unit (zone C)	\$2,330.00	

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**SEWER CAPACITY AND CONSTRUCTION CHARGES**

This charge is in addition to the actual cost of installing a service including main line tap, lateral line and cleanout. Does not include permanent pavement or sidewalk replacement.

**Sewer Capital Capacity Charge**

**The sewer capital Capacity Charge is \$2,958.00/Equivalent Dwelling Unit (EDU)**

**A. Residential:** The charge is based on the number of EDUs.

- Single residential units equal one EDU without consideration of the number of fixture units.
- Multiple residential units: The charge is calculated on the total fixture unit count converted to EDU and pro-rated for the second and subsequent EDU's based on a percentage calculation as compared to one EDU. One EDU shall equal 24 fixture units.

**Commercial** The charge is calculated on the total fixture unit count converted to EDU and pro-rated for the second and subsequent EDU's based on a percentage calculation as compared to one EDU. One EDU shall equal 24 fixture units.

	<u>Charge</u>
Sewer Installation *if installed with water service, charge (current) \$3,000 <b>(proposed) \$3,570</b>	< 10 ft deep (current) \$3,700.00* <b>(proposed) \$4,425*</b> > 10 ft deep special quote
Sewer Capital Capacity Charge - Residential	\$2,958.00 per EDU
Sewer Capital Capacity Charge – Commercial/ Industrial	\$2,958.00 per EDU
Sewer Lateral Inspection Charge	(current) \$150.00 <b>(proposed) \$205.00</b> refundable

**Water Conservation Fines & Penalties**

	<u>Charge</u>
1 <sup>st</sup> Violation (infraction)	\$25.00
2 <sup>nd</sup> Violation (Infraction)	\$50.00
3 <sup>rd</sup> Violation & subsequent violations within a 6-month period (misdemeanor)	\$100.00

**Labor & Equipment Rates** (rates listed are hourly unless otherwise denoted)

	Current Charge
General Labor	\$62.19
Foreman	\$92.59
Inspector	\$102.00
Plan Checker	\$81.04
Engineering Technician	\$81.04
Clerk	\$62.19
Backhoe	\$69.96
Bobcat	\$46.72
Compressor	\$28.53
Concrete Saw	\$20.14

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	Current Charge
Light Tower	\$5.76
Dump Truck <5 yards	\$73.34
Dump Truck 5-7 yards	\$83.47
Dump Truck 10 yards	\$93.59
Excavator	\$53.81
Honda EU 2000 Generator	\$5.00
Choremaster Generator	\$12.86
MQ 45 Generator	\$20.29
MQ 70 Generator	\$36.90
MQ 125 Generator	\$75.08
MQ 300 Generator	\$128.74
Mole	\$50.00/Day
Tapping Machine	\$50.00/Day
Shoring Trailer/shoring	\$670.80/Day
Shielding/Trench Boxes - Each	\$645.00/Day
Sewer Bypass Pump	\$1,000.00/Day
Trailer	\$27.95
TV Van (sewer)	\$274.00
Utility Truck (small)	\$37.61
Utility Truck (medium)	\$42.39
Utility Truck (large)	\$54.71
Construction Utility truck	\$105.34
VacCon/Hydro Excavator	\$254.00
VacCon/Hydro Cleaner	\$274.00
Roller	\$35.54
Loader	\$74.37

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**Administrative Charges**

Charges for Photocopies and/or Mailing of Printed Material Maps, Documents and Reports

	<u>Current Charge</u>
Photocopies Black & White per side: 8.5x11 page 11x17 page 24x36 page	\$0.10 \$0.20 \$3.00
Photocopies Color per side: 8.5 x 11 page 11 x 17 page 24 x 36 page	\$0.50 \$1.00 \$15.00
Conversion of document to electronic image	\$2.00 plus \$0.10 per page
Public records request deposit	Same as copies. Admin charges waived for <20 pages
Videos tapes, CDs, DVDs	\$3.00/each + actual cost of duplication
Mailing	\$3.00 each + actual cost for duplication
Agenda Annual Subscription (24 regular meetings)*	\$72.00
Agenda Single – Mailed*	\$5.00

\* All public meeting agendas are available free of charge through the District's website or at the District's office.