



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

AGENDA

DATE: Tuesday, January 9, 2024

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)

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 January 9, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of December 12, 2023

Pgs 1-2

Pgs 3-7

D. REPORTS

1. General Manager

- a) District Update

Pgs 9-13

2. Finance Department

- a) November 2023 Budget Report
- b) December 2023 Check Register

Pgs 15-24

Pgs 25-35

3. Planning

- a) December Update

Pg 37

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

1. Consideration of Adopting Resolution 2024-01 Honoring Timothy M. Latham Upon His Retirement After 34 Plus Years of Service *Pgs 39-40*
2. Consideration of Modifying Regular Board Meetings Schedule *Pg 41*
3. Review and Discuss Ratepayer Leak Relief Policy *Pg 43-45*
4. Ratepayer Rex Bohn Presentation *Pg 47*

G. ADJOURNMENT

Next Res: 2024-02

Next Ord: 2024-01

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, December 12, 2023, 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 were Directors Benzonelli, Gardiner, Hansen, Matteoli, and Ryan. Staff in attendance: General Manager Williams (GM), District Superintendent Latham, Finance Manager Montag (FM), and Utility Services Planner McNeill (USP).

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of the December 12, 2023 Agenda
2. Approval of Minutes of the Regular Meeting of November 14, 2023

Public Comment: None

DIRECTOR MATTEOLI MOVED, DIRECTOR GARDINER SECONDED, TO ACCEPT AND APPROVE THE DECEMBER 12, 2023 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. CORRESPONDENCE

1. ACWA/JPIA – President’s Special Recognition Award

GM advised the Award is presented to JPIA members with a Loss Ratio of 20% or less within its Liability, Property, or Workers’ Compensation programs. The award to the District met the criteria for its Property Program during the period of July 1, 2019 through June 20, 2022. Received and filed.

E. REPORTS

1. General Manager
 - a) District Update

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
DECEMBER 12, 2023

- Engineering Interviews – HCSD staff will conduct the first round of interviews December 13 and are optimistic a candidate will be selected.
- Hoover Dam – Cal OES verbally advised FEMA has approved the District’s Hazard Mitigation Grant Application for its Hoover Lift Station Flood Proofing project. Implementation of the project will keep sea water out of the station that could otherwise inundate the station as a result of sea level rise. Additionally, the project will provide capacity for about 300,000 gallons of wastewater storage in the event the lift station becomes overwhelmed or malfunctions. This will keep wastewater out of the bay and other sensitive habitat in the event of an upset.
- Employee Association Dinner – The date has been set for January 19, 2024.

2. Superintendent

a) November 2023 Construction Operations

Crews replaced water lines, broken water meter stops, a faulty fire hydrant; repaired a 12” water main line; removed logs from tree removal at the Lentell water storage tank site; installed a new generator on the utility truck, and new water sampling stations. The 18th Street Steel Main Replace Project is now complete and crews assisted the Operations/Maintenance Department with the Blackberry SLS Rehabilitation Project.

b) November 2023 Operations/Maintenance

In addition to standard monthly activities, the Maintenance Department cleaned 300 ft. of sewer main line, poured concrete around 3 manholes, painted the building at the Spruce Point water booster station, insulated water lines at multiple booster stations, dye tested multiple residences on Humboldt Hill to verify connection to the District sewer main, and conducted generator operations training. Discussion ensued related to enforcement of connecting to the District’s sewer system in lieu of private septic systems, possible grant funding for sewer main extensions into non-sewered neighborhoods, and the possibility of private properties with acreage developing wells in lieu of utilizing District provided water for irrigation purposes.

3. Finance Department

a) October 2023 Budget Statement

FM reviewed the notes emphasizing that Maintenance Supplies continue to be hit hard with additional expenses related to replacement of various equipment failures, but should not become a financial difficulty. GM added several items could qualify for CIP funding approval, however, the useful life

failed earlier than anticipated thus were not captured in the current CIP wherein expenses have been applied to Maintenance Supplies.

b) October 2023 Check Register

FM advised expenses for the month of October were within the normal range.

4. Planning

a) November Update

USP summarized the report and the concentration upon working closely with the soon to retire Superintendent in order to absorb as much knowledge as possible.

5. Director Reports

- Director Gardiner requested that by the end of February 2024 the Board consider one monthly regular meeting in lieu of two, and that the GM prepare a report for Board review on the District's current leak policy, how it has been enacted over the years, and including suggested policy changes or adjustments for the future.
- Director Benzonelli advised:
 - She had communications with the current Redwood Acres ratepayer and they are concerned about the rate increases and advising she is helping them identify possible grants to help. Both the GM and FM are also working with Redwood Acres to assist them in identifying a solution to their consumption issues.
 - The November 27 RREDC meeting included a presentation by Elizabeth Connor regarding Benefits and Challenges of Regional Housing Trust Funds being developed for Humboldt County. There is another RRRISE meeting on December 13 to provide an update on available infrastructure funds.

F. PUBLIC PARTICIPATION - None

G. NEW BUSINESS

1. Consideration of Humboldt No. 1 Fire Protection District (HFPD) Fire Suppression Assessment Ballot

GM reviewed the conditions of the HFPD ballot request to implement a third special property tax assessment for parcels within its boundaries. Due to several points of omission and evidence of misinformation, GM recommended a no vote. Discussion ensued including the non-disclosed additional expenses to be

incurred by the HFPD to accommodate a \$500,000 percentage share increase in expenses (from 35% to 40%) to fund the Humboldt Bay Fire Joint Powers Authority (HBF-JPA) in order to reduce the City of Eureka's (COE) percentage share from 65% to 60% as well as describing the average dollar value that a District household contributes to the City's coffers for fire protection through sales tax within the City limits and comparing those contributions (three assessments and sales tax) to the contributions made by City residents.

PUBLIC COMMENT: An unidentified resident from COE advised one must be very careful about interpreting statistics.

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, TO DIRECT A NO VOTE ON BEHALF OF DISTRICT PROPERTIES. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Discuss Board Member District Tours

GM summarized the three excursions required for Brown Act compliance of Directors assembling together. Board comments included the appreciation of such a high level of maintenance and care staff exudes throughout District facilities, a better understanding of how District infrastructure functions as well as the complex tie-ins with COE, and the desire for similar tours of Humboldt Bay Municipal Water District (HBMWD) and the Greater Eureka Regional Wastewater Treatment Plant (WWTP). GM affirmed he will coordinate with HBMWD and Director Hansen confirmed he will facilitate a tour at the WWTP.

3. Consideration of Supporting the Redwood Region Audubon Society (RRAS) Request for Zone Change of Land Within District Boundaries

GM summarized the RRAS activities to encourage Humboldt County to modify the zoning of APN 015-111-08 at Lucas and Myrtle as designated for permanent preservation, rehabilitation and enhancement of natural resource values and environmental services.

PUBLIC COMMENT: Jim Clark, Conservation Co-Chair for the RRAS and past President, presented a background of the RRAS as well as history about the parcel, and the RRAS current efforts for redesignation of the parcel.

Discussion confirmed it is a County parcel without tax assessments, consideration of potential future need for District infrastructure easements, the

possibility of using a portion of the parcel for affordable housing, the possible future use as a mitigation parcel for development of a buildable parcel, that the matter is a County Planning and County issue not HCSD. By consensus, the Board concluded to reflect the information received without action.

H. OLD BUSINESS

1. Consideration of Utilizing Investment Services of CA CLASS, JPA

Referring to the November 14 meeting wherein the Board requested additional information about investments and County impact if the District transferred its funds to the California CLASS JPA, FM reviewed the comparative investment strategies and confirmation of little to no impact on the County. GM added that the CLASS JPA model has existed across the nation and California merely adopted its JPA in the last couple years.

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN, TO DIRECT STAFF TO TRANSFER DISTRICT RESERVE FUNDS TO THE CALIFORNIA JPA INVESTMENT POOL. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

I. ADJOURNMENT

There being no further business, IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, 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 DECEMBER 12, 2023 AT 6:47 P.M.

Submitted, Board Secretary

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Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors
FROM: Terrence Williams, General Manager
DATE: January 5, 2024
SUBJECT: General Manager Report for January 9, 2024 Board Meeting

Street Lighting

The District Board of Directors and staff received an email from County Supervisor, Natalie Arroyo on Friday, December 29, 2023, regarding street lighting. A District rate payer in the Myrtle town area had reached out to County staff requesting information about having a streetlight “re-activated.” As it turns out, the rate payer is seeking to have a new streetlight installed at the end of a quiet col-de-sac where they live.

Per a 1996 ordinance, the District causes property tax revenue to be used to fund certain streetlights within the District boundary; specifically, at intersections where the County of Humboldt has determined that there is a specific traffic or pedestrian safety need (see District Code section 6.02.010. The entire District Code Article 6 – Street Lighting Services is reproduced in this packet for convenience). For streetlights not at County mandated intersections, rate payers may request to have a street light installed if at least 75% of the affected property owners within 150 feet of the proposed street light agree to the installation and to cover the costs of that streetlight. Alternatively, the rate payer can contract directly with PG&E to have a streetlight installed at any location on property that they own as long as there is no cost to the District.

The process to have a streetlight that does not comply with District Code section 6.02.010 installed is similar to the Proposition 218 process for setting water and sewer rates because the cost of the streetlight must be borne by the affected property owners. The process is described in District Code section 6.03.

District staff is working with the requesting rate payer to determine how they would like to proceed.

Minimum Wage

California minimum wage was increased from \$15.50 in 2023 to \$16.00 in 2024. This represents a 3.23% increase.

Employee Association Dinner

The Annual Employee Association Dinner is scheduled for January 19, from six to nine pm at the Humboldt Cider Company. Buffet dinner by Humboldt Smokehouse will be at seven. If you haven't already, please be sure to RSVP by Friday, January 12.

Article 6 - Street Lighting Services

Chapters:

- 6.01 Purpose and General Requirements
- 6.02 Standards for Location and Construction
- 6.03 Application for Service
- 6.04 Service Fees and Protests

Chapter 6.01: Purpose and General Requirements

Sections:

- 6.01.010 Purpose
- 6.01.020 System Responsibility

6.01.010 Purpose. The purpose of the District street lighting system is to encourage and promote traffic and pedestrian safety and for the enjoyment of the community where the installation of lights is either required by the County of Humboldt or requested by the residents of a specific area. (Ord. 96-02, §1, 1996)

6.01.020 System Responsibility. The General Manager or a designated representative in coordination with the serving public utility shall be responsible for the location, installation, maintenance, and removal of public street lights. (Ord. 96-02, §1, 1996)

Chapter 6.02: Standards for Location and Construction

Sections:

| | |
|----------|---|
| 6.02.010 | Location of District Funded Street Lights |
| 6.02.020 | Street Lights at Other Locations |
| 6.02.030 | Light Intensity |
| 6.02.040 | Design and Construction Standards |
| 6.02.050 | Ownership |
| 6.02.060 | Efficiency |

6.02.010 Location of District Funded Street Lights. Street lights funded by property taxes collected by the District that are installed after July 1, 1996, shall only be placed at intersections where there is a demonstrated traffic or pedestrian safety need. At these intersections, the street light shall be placed, where possible, on existing utility poles near the curb return at a far right approach. (Ord. 96-02, §1, 1996)

6.02.020 Street Lights at Other Locations. Street lights placed at mid-block locations or at locations other than approved intersections shall be placed on lot lines where practical. A property owner may locate street lighting facilities on his property without approval from the District if the street light is owned and maintained by the individual property owner at no expense to the District. Approval for publicly funded street lights in locations other than those contained in §6.02.010 shall only be given after at least 75% of the residents located on the same street within 150 feet of the street light signify their agreement with the location and payment of street lighting fees. (Ord. 96-02, 1996)

6.02.030 Light Intensity. Street light facilities shall be sized in coordination with the electric public utility to achieve the following lighting standards:

| | |
|--|--------------|
| (a) Local or residential streets and cul-de-sacs | 5,800 Lumen |
| (b) Intersections with minor traffic density | 5,800 Lumen |
| (c) Intersections with major traffic volume or density | 22,000 Lumen |

(Ord. 96-02, §1, 1996)

6.02.040 Design and Construction Standards. Design and construction of street lighting facilities shall be in accordance with the District and electric public utility rules, regulations and ordinances. (Ord. 96-02, §1, 1996)

6.02.050 Ownership. The ownership, service, liability and maintenance, of street lights required by the District shall be the responsibility of the serving utility company and shall be so defined in the agreement. (Ord. 96-02, §1, 1996)

6.02.060 Efficiency. All new street lighting fixtures shall be equipped with the most energy efficient fixtures available from the electric public utility at the time of installation. (Ord. 96-02, §1, 1996)

Chapter 6.03: Application for Service

Sections:

- 6.03.010 Application for Street Light Installation
- 6.03.020 Review of Application

6.03.010 Application for Street Light Installation. All requests for street light installations, not required by the Humboldt County Planning or Public Works Departments as part of a new development, shall be in writing. The application for street light installation shall contain the following information:

- (a) name, address and telephone number of applicant.
- (b) purpose of the requested street light.
- (c) location of requested street light including any existing utility pole numbers.
- (d) signatures of at least 75% of the residents along 'With their address and telephone numbers, that are located on the same street within 150 feet of the proposed street light location signifying their approval of the installation of the proposed light.
- (e) any additional information which may be required by the District.

The application shall be accompanied by a map showing the location of the proposed street including the nearest intersections to existing county roads.

(Ord. 96-02, §1. 1996)

6.03.020 Review of Application. Upon receipt of an application for street light installation, the General Manager will verify that the application is complete, that there is a need for the light and that the location is in conformance with District standards. If the street light is determined to be in an approved intersection location in conformance with §6.02.010 that contains an existing utility pole, the General Manager is authorized to request the installation from the electric utility company. If the street light is determined to be in a location other than an approved intersection location in conformance with §6.02.010, then at least 75% of the residents located on the same street within 150 feet of the street light must signify their agreement with the location and payment of lighting fees before approval can be given. (Ord. 96-02, §1, 1996)

Chapter 6.04: Service Fees and Protests

Sections:

| | |
|----------|------------------------------|
| 6.04.010 | Fee for Service |
| 6.04.020 | Use of Revenues |
| 6.04.030 | Application |
| 6.04.040 | Payment for Previous Service |
| 6.04.050 | Billings |
| 6.04.060 | Administrative Adjustments |
| 6.04.070 | Protests |

6.04.010 Fee for Service. A service fee will be charged to all utility customers located on the same street within 150 feet of a street light that has been installed after July 1, 1996 that is not located at an approved intersection location in conformance with §6.02.010. The service fee shall cover the cost of installation and maintenance of the street light including administrative overhead and will be charged monthly to each utility customer on an average cost basis. (Ord. 96-02, §1, 1996)

6.04.020 Use of Revenues. Revenues derived under this Article shall be used only for street lighting costs and the administration of street lighting services. (Ord. 96-02, §1, 1996)

6.04.030 Application. A property owner or tenant who applies for water or sewer service in a street lighting zone shall be deemed to have applied for street lighting services upon payment of the prescribed processing fee. (Ord. 96-02, §1, 1996)

6.04.040 Payment for Previous Service. An application for District services will not be honored unless payment in full has been made for street lighting services previously rendered to the applicant by the District. (Ord. 96-02, §1, 1996)

6.04.050 Billings. Bills for street lighting services will be rendered monthly (or at other periodic times in the discretion of the District) and may be billed as part of the billing for any other service, such as water and/or sewer, rendered by the District. If a billing, or any portion thereof, is unpaid when the next bill is sent out, the District may elect to terminate any or all services provided by the District. (Ord. 96-02, §1, 1996)

6.04.060 Administrative Adjustments. The General Manager shall have the authority to adjust an individual customer's monthly street lighting services fee when special circumstances indicate that the rate being charged is clearly inappropriate. (Ord. 96-02, §1, 1996)

6.04.070 Protests. A property owner or utility customer who protests or objects to the placement of a street light or the fees charged for street lighting services, shall be afforded a hearing before the Board of Directors of the District. (Ord. 96-02, §1, 1996)

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

November 2023

| | Budgeted 2023-24 | Current Month-to-Date | Actual Year-to-Date | Budgeted Year-to-Date | Y.T.D. Variance Actual to Budget | % Variance | Note |
|--|---------------------|--------------------------|------------------------|--------------------------|-------------------------------------|---------------|----------|
| OPERATING REVENUE | | | | | | | |
| Metered Water Sales | 5,876,000 | 433,614 | 2,385,716 | 2,448,333 | (62,617) | (2.6) | |
| Sewer Service Charges | 8,057,944 | 672,239 | 2,985,098 | 3,357,477 | (372,379) | (11.1) | |
| Water & Sewer Construction Fees | 47,000 | 3,859 | 46,715 | 19,583 | 27,132 | 138.5 | |
| Account Fees | 35,000 | 8,912 | 37,892 | 14,583 | 23,309 | 159.8 | |
| Reimbursable Maintenance Fees | 1,000 | 260 | 260 | 417 | (157) | (37.6) | 1 |
| Miscellaneous | 2,000 | 84 | 802 | 833 | (32) | (3.8) | 1 |
| TOTAL OPERATING REVENUE | 14,018,944 | 1,118,838 | 5,662,637 | 5,841,227 | (178,590) | (3.1) | |
| NON-OPERATING REVENUE | | | | | | | |
| Capital Connection Fees | 384,000 | 36,423 | 212,795 | 160,000 | 52,795 | 33.0 | 1 |
| Interest/General | 30,000 | - | - | 12,500 | (12,500) | (100.0) | 1 |
| Discounts Earned | 2,000 | 156 | 807 | 833 | (26) | (3.1) | 1 |
| Sales:Fixed Assets/Scrap Metal | 15,700 | - | - | 6,542 | (6,542) | (100.0) | 1 |
| Bad Debt Recovery | 2,000 | 32 | 32 | 833 | (801) | (96.1) | 1 |
| Property Taxes & Assessments | 430,000 | - | - | 179,167 | (179,167) | (100.0) | 1 |
| TOTAL NON-OPERATING REVENUE | 863,700 | 36,612 | 213,635 | 359,875 | (146,240) | (40.6) | 1 |
| TOTAL DISTRICT REVENUE | 14,882,644 | 1,155,450 | 5,876,272 | 6,201,102 | (324,830) | (5.2) | |
| OPERATING EXPENSES | | | | | | | |
| Wages Direct | 2,000,000 | 133,913 | 650,365 | 833,333 | 182,968 | 22.0 | |
| Benefits: PERS | 515,000 | 41,745 | 204,169 | 214,583 | 10,415 | 4.9 | |
| Group Ins | 1,320,000 | 77,103 | 385,383 | 550,000 | 164,617 | 29.9 | |
| Workers Comp Ins | 27,500 | - | 7,114 | 11,458 | 4,344 | 37.9 | |
| FICA/Medicare | 155,000 | 10,271 | 49,784 | 64,583 | 14,800 | 22.9 | |
| Misc Benefits | 500 | 60 | 240 | 208 | (32) | (15.2) | |
| Total Wages and Benefits | 4,018,000 | 263,092 | 1,297,055 | 1,674,167 | 377,112 | 22.5 | |
| Less: wages & ben charged to Capital Proj. | (300,000) | (23,895) | (88,693) | (125,000) | (36,307) | 29.0 | |
| Total Operating Wages and benefits | 3,718,000 | 239,197 | 1,208,362 | 1,549,167 | 340,805 | | |
| Water Purchase HBMWD | 1,108,192 | 96,976 | 472,667 | 461,747 | (10,920) | (2.4) | |
| Water Purchase Eureka | 880,000 | 69,054 | 310,550 | 366,667 | 56,117 | 15.3 | |
| Sewage Treatment Operations & Maint. | 1,758,385 | 146,532 | 732,660 | 732,660 | 0 | 0.0 | |
| Water/Sewer Analysis | 15,000 | 1,037 | 2,941 | 6,250 | 3,309 | 52.9 | |
| Supplies/ Construction | 154,000 | 11,046 | 64,695 | 64,167 | (528) | (0.8) | |
| Supplies/ Office-Administration | 15,000 | 906 | 4,746 | 6,250 | 1,504 | 24.1 | |
| Supplies/ Engineering | 2,500 | 297 | 362 | 1,042 | 680 | 65.3 | |
| Supplies/ Maintenance | 100,000 | 9,247 | 103,403 | 41,667 | (61,737) | (148.2) | 2 |
| Invoicing | 57,000 | 3,765 | 24,187 | 23,750 | (437) | (1.8) | |
| Temporary Labor | 64,800 | 10,198 | 66,637 | 27,000 | (39,637) | (146.8) | 3 |
| Repairs & Maintenance/Trucks | 60,500 | 4,517 | 22,031 | 25,208 | 3,177 | 12.6 | |
| Equipment Rental | 5,000 | 100 | 100 | 2,083 | 1,983 | 95.2 | |
| Building & Grounds Maintenance | 30,000 | 2,751 | 12,828 | 12,500 | (328) | (2.6) | |
| Electrical Power | 498,150 | 27,395 | 163,820 | 207,563 | 43,742 | 21.1 | |
| Street Lights | 100,000 | 6,086 | 30,221 | 41,667 | 11,446 | 27.5 | |
| Telephone | 14,000 | 1,000 | 6,815 | 5,833 | (981) | (16.8) | 4 |
| Postage | 3,000 | - | - | 1,250 | 1,250 | 100.0 | |
| Freight | 500 | 131 | 312 | 208 | (104) | (50.0) | |
| Chemicals | 10,000 | - | 2,882 | 4,167 | 1,285 | 30.8 | |
| Liability Insurance | 85,000 | - | 99,562 | 35,417 | (64,146) | (181.1) | 5 |
| Legal | 70,000 | 444 | 2,874 | 29,167 | 26,293 | 90.1 | |
| Accounting | 15,000 | - | 250 | 6,250 | 6,000 | 96.0 | |
| Engineering | 1,000 | - | - | 417 | 417 | 100.0 | 10 |
| Other Professional Services | 130,000 | - | 9,098 | 54,167 | 45,068 | 83.2 | |

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

November 2023

| | Budgeted 2023-24 | Current Month-to-Date | Actual Year-to-Date | Budgeted Year-to-Date | Y.T.D. Variance Actual to Budget | % Variance | Note |
|---------------------------------------|---------------------|--------------------------|------------------------|--------------------------|-------------------------------------|------------------|----------|
| Bank Service Charges | 20,000 | 735 | 5,626 | 8,333 | 2,707 | 32.5 | |
| Transportation | 78,555 | 5,544 | 30,198 | 32,731 | 2,533 | 7.7 | |
| Office Equip. Maintenance | 5,000 | 413 | 1,230 | 2,083 | 853 | 41.0 | |
| Computer Software Maintenance | 45,000 | 573 | 27,222 | 18,750 | (8,472) | (45.2) | 6 |
| Memberships & Subscriptions | 24,600 | 311 | 23,533 | 10,250 | (13,283) | (129.6) | 7 |
| Bad Debts & Minimum Balance Writeoff | 50,000 | - | - | 20,833 | 20,833 | 100.0 | |
| Conference & Continuing Ed | 34,500 | 75 | 2,312 | 14,375 | 12,063 | 83.9 | |
| Certifications | 3,500 | 140 | 240 | 1,458 | 1,218 | 83.5 | |
| State/County & LAFCO Fees and Charges | 40,000 | 4,614 | 5,132 | 16,667 | 11,535 | 69.2 | |
| Hydraulic Water Model Maintenance | 2,000 | - | - | 833 | 833 | 100.0 | |
| Elections Expense | - | - | - | - | - | - | |
| Human Resources | 25,000 | 5,413 | 11,437 | 10,417 | (1,020) | (9.8) | |
| Miscellaneous | 12,000 | 129 | 3,570 | 5,000 | 1,430 | 28.6 | |
| Director's Fees | 16,000 | 500 | 5,000 | 6,667 | 1,667 | 25.0 | |
| TOTAL OPERATING EXPENSES | 9,251,182 | 649,125 | 3,457,504 | 3,854,659 | 397,155 | 10.3 | |
| LONG TERM DEBT PAYMENTS | | | | | | | |
| Safe Drinking Water Bond | 177,429 | - | - | 73,929 | 73,929 | 100.0 | 8 |
| 2012 CIP & Refi. | 177,600 | - | 88,800 | 74,000 | (14,800) | (20.0) | 8 |
| Davis-Grunsky Loan | 6,050 | - | - | 2,521 | 2,521 | 100.0 | 8 |
| VacCon Truck Loan | 117,441 | - | 117,441 | 48,934 | (68,507) | (140.0) | 8 |
| 2014 Wastewater Revenue Bonds | 485,575 | - | 130,287 | 202,323 | 72,036 | 35.6 | 8 |
| TOTAL LONG TERM DEBT PAYMENTS | 964,095 | - | 336,528 | 401,706 | 65,179 | 16.2 | 8 |
| CAPITALIZED EXPENDITURES | | | | | | | |
| Vehicles, Rolling Stock & Equipment | 450,000 | 80,291 | 259,878 | 187,500 | (72,378) | (38.6) | 9 |
| Building, Yard & Paving Improvements | 92,500 | - | 34,340 | 38,542 | 4,202 | 10.9 | 9 |
| Capital Improvements Water | 2,021,360 | 447,422 | 671,156 | 842,233 | 171,077 | 20.3 | |
| Capital Improvements Sewer | 1,443,000 | 8,892 | 22,795 | 601,250 | 578,455 | 96.2 | |
| Engineering & Studies | 110,000 | - | - | 45,833 | 45,833 | 100.0 | 10 |
| District Design Standards | - | - | - | - | - | - | |
| TOTAL CAPITAL EXPENDITURES | 4,116,860 | 536,605 | 988,170 | 1,715,358 | 727,189 | 42.4 | |
| OTHER | | | | | | | |
| City of Eureka Projects: | | | | | | | |
| Treatment Plant | 433,029 | - | - | 180,429 | 180,429 | 100.0 | |
| TOTAL City of Eureka Projects | 433,029 | - | - | 180,429 | 180,429 | 100.0 | |
| Interfund Transfers In | - | - | - | - | - | - | |
| Interfund Transfers Out | - | - | - | - | - | - | |
| BUDGET SURPLUS (DEFICIT) | 117,478 | (30,279) | 1,094,071 | 48,949 | 1,045,122 | (2,135.1) | |

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

November 2023

| | Budgeted 2023-24 | 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 | 14,018,944 | 1,118,838 | 5,662,637 | 5,841,227 | (178,590) | (3.1) |
| TOTAL OPERATING EXPENSES | <u>(9,251,182)</u> | <u>(649,125)</u> | <u>(3,457,504)</u> | <u>(3,854,659)</u> | 397,155 | 10.3 |
| NET SURPLUS/(DEFICIT) FROM OPERATIONS | 4,767,762 | 469,714 | 2,205,133 | 1,986,568 | 218,566 | 11.0 |
| NON-OPERATING REVENUE & EXPENSES | | | | | | |
| TOTAL NON-OPERATING REVENUE | 863,700 | 36,612 | 213,635 | 359,875 | (146,240) | (40.6) |
| TOTAL LONG TERM DEBT SERVICE | <u>(964,095)</u> | - | <u>(336,528)</u> | <u>(401,706)</u> | 65,179 | 16.2 |
| SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES | 4,667,367 | 506,325 | 2,082,241 | 1,944,736 | 7,147 | 0.4 |
| HCSD CAPITAL IMPROVEMENT EXPENDITURES | (4,116,860) | (536,605) | (988,170) | (1,715,358) | 727,189 | 42.4 |
| CITY of EUREKA PROJECT REIMBURSEMENT | (433,029) | - | - | (180,429) | 180,429 | 100.0 |
| NEW DEBT ISSUE | | | | | | |
| NET INTERFUND TRANSFERS IN/OUT | | - | - | | | |
| BUDGET SURPLUS (DEFICIT) | <u>117,478</u> | <u>(30,279)</u> | <u>1,094,071</u> | <u>48,949</u> | <u>1,045,122</u> | <u>(2,135.1)</u> |

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

November 2023

| | Budgeted 2023-24 | Current Month-to-Date | Actual Year-to-Date | Budgeted Year-to-Date | Y.T.D. Variance Actual to Budget | % Variance |
|--|---------------------|--------------------------|------------------------|--------------------------|-------------------------------------|---------------|
| OPERATING REVENUE | | | | | | |
| Metered Water Sales | 5,876,000 | 433,614 | 2,385,716 | 2,448,333 | (62,617) | (2.6) |
| Water Construction Fees | 35,000 | 3,842 | 31,097 | 14,583 | 16,514 | 113.2 |
| Account Fees | 19,950 | 5,080 | 21,598 | 8,313 | 13,286 | 159.8 |
| Inspection Fees | - | - | - | - | - | - |
| Reimbursable Maintenance Fees | 800 | 260 | 260 | 333 | (73) | (22.0) |
| Miscellaneous | 1,000 | 84 | 208 | 417 | (209) | (50.1) |
| TOTAL OPERATING REVENUE | 5,932,750 | 442,880 | 2,438,880 | 2,471,979 | (33,100) | (1.3) |
| NON-OPERATING REVENUE | | | | | | |
| Water Capital Connection Fees | 145,000 | 23,491 | 142,116 | 60,417 | 81,699 | 135.2 |
| Interest/General | 23,547 | - | - | 9,811 | (9,811) | (100.0) |
| Discounts Earned | 1,280 | 89 | 460 | 533 | (73) | (13.7) |
| Sales:Fixed Assets/Scrap Metal | 8,844 | - | - | 3,685 | (3,685) | (100.0) |
| Bad Debt Recovery | 1,140 | 18 | 18 | 475 | (457) | (96.1) |
| FW/MR Assessment | - | - | - | - | - | - |
| Other Non-Operating Revenue | - | - | - | - | - | - |
| TOTAL NON-OPERATING REVENUE | 179,811 | 23,599 | 142,595 | 74,921 | 67,673 | 90.3 |
| TOTAL DISTRICT REVENUE | 6,112,561 | 466,478 | 2,581,474 | 2,546,900 | 34,574 | 1.4 |
| OPERATING EXPENSES | | | | | | |
| Wages Direct | 940,000 | 62,153 | 297,918 | 391,667 | 93,749 | 23.9 |
| Wages & Benefits: Allocated | 670,438 | 49,614 | 246,873 | 279,349 | 32,476 | 11.6 |
| Benefits: PERS | 185,400 | 9,818 | 45,231 | 77,250 | 32,019 | 41.4 |
| Group Ins | 409,200 | 26,898 | 126,877 | 170,500 | 43,623 | 25.6 |
| Workers Comp Ins | 14,850 | - | 4,292 | 6,188 | 1,896 | 30.6 |
| FICA/Medicare | 72,850 | 4,745 | 22,579 | 30,354 | 7,775 | 25.6 |
| Misc Benefits | - | - | - | - | - | - |
| Total Wages and Benefits | 2,292,738 | 153,229 | 743,770 | 955,307 | 211,538 | 22.1 |
| Less: wages & ben charged to Capital Proj. | (185,000) | (17,199) | (67,600) | (77,083) | (9,483) | 12.3 |
| Total Operating Wages and benefits | 2,107,738 | 136,030 | 676,169 | 878,224 | 202,055 | 23.0 |
| Water Purchase HBMWD | 1,108,192 | 96,976 | 472,667 | 461,747 | (10,920) | (2.4) |
| Water Purchase Eureka | 880,000 | 69,054 | 310,550 | 366,667 | 56,117 | 15.3 |
| Water Analysis | 15,000 | 1,037 | 2,941 | 6,250 | 3,309 | 52.9 |
| Supplies/ Construction | 113,960 | 9,027 | 47,042 | 47,483 | 441 | 0.9 |
| Supplies/Office-Administration | 4,500 | 449 | 1,635 | 1,875 | 240 | 12.8 |
| Supplies/ Engineering | 1,425 | 169 | 206 | 594 | 387 | 65.2 |
| Supplies/ Maintenance | 50,000 | 3,222 | 32,579 | 20,833 | (11,746) | (56.4) |
| Temporary Labor | 29,484 | 5,813 | 37,983 | 12,285 | (25,698) | (209.2) |
| Repairs & Maintenance/Trucks | 33,880 | 2,519 | 11,903 | 14,117 | 2,214 | 15.7 |
| Equipment Rental | 3,700 | 100 | 100 | 1,542 | 1,442 | 93.5 |
| Building & Grounds Maintenance | 1,800 | 334 | 1,685 | 750 | (935) | (124.6) |
| Electrical Power | 273,983 | 16,120 | 98,268 | 114,159 | 15,892 | 13.9 |
| Telephone | 4,480 | - | 56 | 1,867 | 1,811 | 97.0 |
| Postage | 1,290 | - | - | 538 | 538 | 100.0 |
| Freight | 285 | 131 | 171 | 119 | (52) | (44.2) |
| Chemicals | 10,000 | - | 2,882 | 4,167 | 1,285 | 30.8 |
| Engineering | 390 | - | - | 163 | 163 | 100.0 |
| Other Professional Services | 34,000 | - | - | 14,167 | 14,167 | 100.0 |
| Transportation | 44,776 | 3,160 | 17,213 | 18,657 | 1,444 | 7.7 |
| Office Equip. Maintenance | 750 | - | 54 | 313 | 258 | 82.6 |
| Computer Software Maintenance | 21,600 | 204 | 15,214 | 9,000 | (6,214) | (69.0) |
| Memberships & Subscriptions | 1,476 | - | 1,497 | 615 | (882) | (143.5) |
| Bad Debts & Minimum Balance Writeoff | 28,500 | - | - | 11,875 | 11,875 | 100.0 |
| Conference & Continuing Ed | 12,075 | - | 1,181 | 5,031 | 3,851 | 76.5 |
| Certifications | 1,050 | 140 | 197 | 438 | 241 | 55.0 |
| State/County & LAFCO Fees and Charges | 13,600 | 868 | 1,513 | 5,667 | 4,154 | 73.3 |
| Hydraulic Water Model Maintenance | 2,000 | - | - | 833 | 833 | 100.0 |
| Human Resources | 9,750 | - | - | 4,063 | 4,063 | 100.0 |

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

November 2023

| | Budgeted 2023-24 | Current Month-to-Date | Actual Year-to-Date | Budgeted Year-to-Date | Y.T.D. Variance Actual to Budget | % Variance |
|--|---------------------|--------------------------|------------------------|--------------------------|-------------------------------------|---------------|
| Miscellaneous | 2,640 | - | - | 1,100 | 1,100 | 100.0 |
| General & Admin Expense Allocation | 286,811 | 10,439 | 119,749 | 119,504 | (245) | (0.2) |
| TOTAL OPERATING EXPENSES | 5,099,134 | 355,792 | 1,853,456 | 2,124,639 | 271,184 | 12.8 |
| LONG TERM DEBT PAYMENTS | | | | | | |
| Safe Drinking Water Bond | 177,429 | - | - | 73,929 | 73,929 | 100.0 |
| 2012 CIP & Refi. | - | - | - | - | - | - |
| Davis-Grunsky Loan | 6,050 | - | - | 2,521 | 2,521 | 100.0 |
| TOTAL LONG TERM DEBT PAYMENTS | 183,479 | - | - | 76,450 | 76,450 | 100.0 |
| CAPITALIZED EXPENDITURES | | | | | | |
| Vehicles/Rolling Stock/Capital Equipment | - | - | - | - | - | - |
| Building & Yard Improvements | - | - | - | - | - | - |
| Capital Improvements Water | 2,021,360 | 443,017 | 662,393 | 842,233 | 179,840 | 21.4 |
| Engineering & Studies | - | - | - | - | - | - |
| TOTAL CAPITAL EXPENDITURES | 2,021,360 | 443,017 | 662,393 | 842,233 | 179,840 | 21.4 |
| INTERFUND TRANSFERS IN | - | - | - | - | - | - |
| BUDGET SURPLUS (DEFICIT) | (1,191,412) | (332,331) | 65,625 | (496,422) | 562,047 | 113.2 |

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

November 2023

| | Budgeted 2023-24 | Current Month-to-Date | Actual Year-to-Date | Budgeted Year-to-Date | Y.T.D. Variance Actual to Budget | % Variance |
|--|---------------------|--------------------------|------------------------|--------------------------|-------------------------------------|---------------|
| OPERATING REVENUE | | | | | | |
| Sewer Service Charges | 8,057,944 | 672,239 | 2,985,098 | 3,357,477 | (372,379) | (11.1) |
| Sewer Construction Fees | 12,000 | 17 | 15,619 | 5,000 | 10,619 | 212.4 |
| Account Fees | 15,050 | 3,832 | 16,294 | 6,271 | 10,023 | 159.8 |
| Inspection Fees | - | 150 | 505 | - | 505 | - |
| Reimbursable Maintenance Fees | 200 | - | - | 83 | (83) | (100.0) |
| Miscellaneous | 1,000 | - | 594 | 417 | 177 | 42.4 |
| TOTAL OPERATING REVENUE | 8,086,194 | 675,959 | 3,223,757 | 3,369,248 | (145,490) | (4.3) |
| NON-OPERATING REVENUE | | | | | | |
| Sewer Capital Connection Fees | 239,000 | 12,932 | 70,679 | 99,583 | (28,904) | (29.0) |
| Interest/General | 6,453 | - | - | 2,689 | (2,689) | (100.0) |
| Discounts Earned | 720 | 67 | 347 | 300 | 47 | 15.7 |
| Sales:Fixed Assets/Scrap Metal | 6,856 | - | - | 2,857 | (2,857) | (100.0) |
| Bad Debt Recovery | 860 | 14 | 14 | 358 | (345) | (96.1) |
| Other Non-Operating Revenue | - | - | - | - | - | - |
| TOTAL NON-OPERATING REVENUE | 253,889 | 13,013 | 71,040 | 105,787 | (34,747) | (32.8) |
| TOTAL DISTRICT REVENUE | 8,340,083 | 688,972 | 3,294,798 | 3,475,035 | (180,237) | (5.2) |
| OPERATING EXPENSES | | | | | | |
| Wages Direct | 580,000 | 37,511 | 181,179 | 241,667 | 60,488 | 25.0 |
| Wages & Benefits: Allocated | 670,438 | 49,614 | 246,873 | 279,349 | 32,476 | 11.6 |
| Benefits: PERS | 118,450 | 5,307 | 24,985 | 49,354 | 24,369 | 49.4 |
| Group Ins | 250,800 | 14,565 | 74,110 | 104,500 | 30,390 | 29.1 |
| Workers Comp Ins | 9,075 | - | 1,956 | 3,781 | 1,826 | 48.3 |
| FICA/Medicare | 46,500 | 2,865 | 13,713 | 19,375 | 5,662 | 29.2 |
| Misc Benefits | - | - | - | - | - | - |
| Total Wages and Benefits | 1,675,263 | 109,863 | 542,816 | 698,026 | 155,210 | 22.2 |
| Less: wages & ben charged to Capital Proj. | (65,000) | (6,696) | (10,623) | (27,083) | (16,460) | 60.8 |
| Total Operating Wages and benefits | 1,610,263 | 103,167 | 532,192 | 670,943 | 138,750 | 20.7 |
| Sewage Treatment: Operating & Maint. | 1,758,385 | 146,532 | 732,660 | 732,660 | 0 | 0.0 |
| Sewer Analysis | - | - | - | - | - | - |
| Supplies/ Construction | 40,040 | 2,020 | 17,652 | 16,683 | (969) | (5.8) |
| Supplies/ Office-Administration | 4,500 | 339 | 1,233 | 1,875 | 642 | 34.2 |
| Supplies/ Engineering | 1,075 | 128 | 156 | 448 | 292 | 65.3 |
| Supplies/ Maintenance | 50,000 | 6,026 | 68,531 | 20,833 | (47,698) | (228.9) |
| Temporary Labor | 19,116 | 4,385 | 28,654 | 7,965 | (20,689) | (259.7) |
| Repairs & Maintenance/Trucks | 26,620 | 1,998 | 10,128 | 11,092 | 964 | 8.7 |
| Equipment Rental | 1,300 | - | - | 542 | 542 | 100.0 |
| Building & Grounds Maintenance | 1,500 | 252 | 1,271 | 625 | (646) | (103.3) |
| Electrical Power | 119,556 | 5,677 | 29,026 | 49,815 | 20,789 | 41.7 |
| Telephone | 2,240 | - | 42 | 933 | 891 | 95.5 |
| Postage | 960 | - | - | 400 | 400 | 100.0 |
| Freight | 215 | - | - | 90 | 90 | 100.0 |
| Legal | - | - | - | - | - | - |
| Engineering | 100 | - | - | 42 | 42 | 100.0 |
| Other Professional Services | 24,000 | - | - | 10,000 | 10,000 | 100.0 |
| Transportation | 33,779 | 2,384 | 12,985 | 14,074 | 1,089 | 7.7 |
| Office Equip. Maintenance | 550 | - | 41 | 229 | 188 | 82.1 |
| Computer Software Maintenance | 16,200 | 154 | 11,477 | 6,750 | (4,727) | (70.0) |

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

November 2023

| | Budgeted 2023-24 | Current Month-to-Date | Actual Year-to-Date | Budgeted Year-to-Date | Y.T.D. Variance Actual to Budget | % Variance |
|--|---------------------|--------------------------|------------------------|--------------------------|-------------------------------------|----------------|
| Memberships & Subscriptions | 984 | - | 1,130 | 410 | (720) | (175.5) |
| Bad Debts & Minimum Balance Writeoff | 21,500 | - | - | 8,958 | 8,958 | 100.0 |
| Conference & Continuing Ed | 15,180 | - | 891 | 6,325 | 5,434 | 85.9 |
| Certifications | 805 | - | 43 | 335 | 292 | 87.2 |
| State/County & LAFCO Fees and Charges | 7,200 | 3,746 | 3,619 | 3,000 | (619) | (20.6) |
| Human Resources | 7,250 | - | - | 3,021 | 3,021 | 100.0 |
| Miscellaneous | 1,920 | - | - | 800 | 800 | 100.0 |
| General & Admin Expense Allocation | 286,811 | 10,439 | 119,749 | 119,504 | (245) | (0.2) |
| TOTAL OPERATING EXPENSES | 4,052,048 | 287,246 | 1,571,480 | 1,688,353 | 116,873 | 6.9 |
| LONG TERM DEBT PAYMENTS | | | | | | |
| 2014 Wastewater Revenue Bonds | 484,575 | - | 130,287 | 201,906 | 71,620 | 35.5 |
| 2012 CIP & Refi. | 177,600 | - | - | 74,000 | 74,000 | 100.0 |
| VacCon Truck Loan | 117,441 | - | 117,441 | 48,934 | (68,507) | (140.0) |
| Debt Service: Allocated | - | - | - | - | - | - |
| TOTAL LONG TERM DEBT PAYMENTS | 779,616 | - | 247,728 | 324,840 | 77,112 | 23.7 |
| CAPITALIZED EXPENDITURES | | | | | | |
| Vehicles/Rolling Stock/Capital Equipment | 450,000 | - | - | 187,500 | 187,500 | 100.0 |
| Building, Yard & Paving Improvements | - | - | - | - | - | - |
| Capital Improvements Sewer | 1,443,000 | 8,892 | 22,795 | 601,250 | 578,455 | 96.2 |
| Engineering & Studies | - | - | - | - | - | - |
| TOTAL CAPITAL EXPENDITURES | 1,893,000 | 8,892 | 22,795 | 788,750 | 765,955 | 97.1 |
| OTHER | | | | | | |
| City of Eureka Projects: | | | | | | |
| Treatment Plant | 433,029 | - | - | 180,429 | 180,429 | 100.0 |
| Martin Slough | - | - | - | - | - | - |
| TOTAL OTHER | 433,029 | - | - | 180,429 | 180,429 | 100.0 |
| BUDGET SURPLUS (DEFICIT) | 1,182,390 | 392,833 | 1,452,794 | 492,663 | 960,132 | (194.9) |

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

November 2023

| | Budgeted 2023-24 | Current Month-to-Date | Actual Year-to-Date | Budgeted Year-to-Date | Y.T.D. Variance Actual to Budget | % Variance |
|--|---------------------|--------------------------|------------------------|--------------------------|-------------------------------------|----------------|
| OPERATING REVENUE | | | | | | |
| Interest (will be allocated to w/s @ y/e) | - | - | - | - | - | - |
| Miscellaneous | - | - | - | - | - | - |
| TOTAL OPERATING REVENUE | - | - | - | - | - | - |
| NON-OPERATING REVENUE | | | | | | |
| Property Taxes | 430,000 | - | - | 179,167 | (179,167) | (100.0) |
| Insurance Rebate | - | - | - | - | - | - |
| Miscellaneous Income | - | - | - | - | - | - |
| TOTAL NON-OPERATING REVENUE | 430,000 | - | - | 179,167 | (179,167) | (100.0) |
| TOTAL DISTRICT REVENUE | 430,000 | - | - | 179,167 | (179,167) | (100.0) |
| OPERATING EXPENSES | | | | | | |
| Wages Direct | 480,000 | 34,249 | 171,269 | 200,000 | 28,731 | 14.4 |
| Benefits: PERS | 211,150 | 26,619 | 133,953 | 87,979 | (45,973) | (52.3) |
| Group Ins | 660,000 | 35,640 | 184,396 | 275,000 | 90,604 | 32.9 |
| Workers Comp Ins | 3,575 | - | 867 | 1,490 | 623 | 41.8 |
| FICA/Medicare | 35,650 | 2,661 | 13,492 | 14,854 | 1,362 | 9.2 |
| Misc Benefits | 500 | 60 | 240 | 208 | (32) | (15.2) |
| Total Wages and Benefits | 1,390,875 | 99,229 | 504,216 | 579,531 | 75,315 | 13.0 |
| Less: wages & ben charged to Capital Proj. | (50,000) | - | (10,469) | (20,833) | (10,364) | 49.7 |
| Less: Allocated to Water and Sewer Funds | (1,340,875) | (99,229) | (493,747) | (558,698) | (64,951) | 11.6 |
| Total Unallocated Wages and Benefits | - | - | - | - | - | - |
| Supplies/ Construction | - | - | - | - | - | - |
| Supplies/ Administration | 6,000 | 117 | 1,878 | 2,500 | 622 | 24.9 |
| Supplies/ Engineering | - | - | - | - | - | - |
| Supplies/ Maintenance | - | - | 2,293 | - | (2,293) | - |
| Invoicing | 57,000 | 3,765 | 24,187 | 23,750 | (437) | (1.8) |
| Web Payment Portal | - | - | - | - | - | - |
| Temporary Labor | 16,200 | - | - | 6,750 | 6,750 | 100.0 |
| Repairs & Maintenance/Trucks | - | - | - | - | - | - |
| Equipment Rental | - | - | - | - | - | - |
| Building & Grounds Maintenance | 26,700 | 2,164 | 9,872 | 11,125 | 1,253 | 11.3 |
| Electrical Power | 104,612 | 5,597 | 36,526 | 43,588 | 7,062 | 16.2 |
| Street Lights | 100,000 | 6,086 | 30,221 | 41,667 | 11,446 | 27.5 |
| Telephone | 7,280 | 1,000 | 6,717 | 3,033 | (3,684) | (121.4) |
| Postage | 750 | - | - | 313 | 313 | 100.0 |
| Freight | - | - | 141 | - | (141) | - |
| Liability Insurance | 85,000 | - | 99,562 | 35,417 | (64,146) | (181.1) |
| Legal Services | 70,000 | 444 | 2,874 | 29,167 | 26,293 | 90.1 |
| Accounting | 15,000 | - | 250 | 6,250 | 6,000 | 96.0 |
| Engineering | 510 | - | - | 213 | 213 | 100.0 |
| Other Professional Services | 72,000 | - | 9,098 | 30,000 | 20,902 | 69.7 |
| Bank Service Charges | 20,000 | 735 | 3,279 | 8,333 | 5,055 | 60.7 |
| Transportation | - | - | - | - | - | - |
| Office Equip. Maintenance | 3,700 | 413 | 1,134 | 1,542 | 407 | 26.4 |
| Computer Software Maintenance | 7,200 | 215 | 531 | 3,000 | 2,469 | 82.3 |
| Memberships & Subscriptions | 22,140 | 311 | 20,906 | 9,225 | (11,681) | (126.6) |
| Bad Debts & Minimum Balance Writeoff | - | - | - | - | - | - |
| Conference & Continuing Ed | 7,245 | 75 | 241 | 3,019 | 2,778 | 92.0 |
| Certifications | 1,645 | - | - | 685 | 685 | 100.0 |

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

November 2023

| | Budgeted 2023-24 | 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 | - | - | 8,000 | 8,000 | 100.0 |
| Elections Expense | - | - | - | - | - | - |
| Human Resources | 8,000 | 5,413 | 11,437 | 3,333 | (8,104) | (243.1) |
| Miscellaneous | 7,440 | 129 | 3,570 | 3,100 | (470) | (15.2) |
| Director's Fees | 16,000 | 500 | 5,000 | 6,667 | 1,667 | 25.0 |
| General & Admin Expense Allocation | (573,622) | (20,879) | (239,499) | (239,009) | 490 | (0.2) |
| TOTAL OPERATING EXPENSES | 100,000 | 6,086 | 30,221 | 41,666 | 11,446 | 27.5 |
| LONG TERM DEBT PAYMENTS | | | | | | |
| 2014 PGE Energy Efficiency Loan | - | - | - | - | - | - |
| 2012 CIP & Refi | - | - | 88,800 | - | (88,800) | - |
| New Financing | (340,000) | - | - | (141,667) | (141,667) | 100.0 |
| Less: Allocated to Water & Sewer Funds | - | - | - | - | - | - |
| TOTAL LONG TERM DEBT PAYMENTS | (340,000) | - | 88,800 | (141,667) | (230,467) | 162.7 |
| CAPITALIZED EXPENDITURES | | | | | | |
| Vehicles/Rolling Stock/Capital Equipment | - | 80,291 | 259,878 | - | (259,878) | - |
| Building, Yard & Paving Improvements | 92,500 | - | 34,340 | 38,542 | 4,202 | 10.9 |
| Engineering & Studies | 110,000 | - | - | 45,833 | 45,833 | 100.0 |
| District Design Standards | - | - | - | - | - | - |
| TOTAL CAPITAL EXPENDITURES | 202,500 | 80,291 | 294,218 | 84,375 | (209,843) | |
| INTERFUND TRANSFER OUT | | - | - | - | | |
| BUDGET SURPLUS (DEFICIT) | 467,501 | (86,377) | (413,239) | 194,792 | (608,031) | (312.1) |

Humboldt Community Services District

Notes

November 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 - Supplies - Maintenance

Significant extra maintenance costs due to necessary new Sewer Pump in HH area, New flow meter for Hubbard WBS, repair and replacement of sewer Flygt pumps for SLS stations, repair of Sewer Camera, and hazardous tree removal at Lentell Storage Tank site, necessary replacement of Sewer pumps for King Salmon SLS and Fields Landing SLS, replacement door for Spruce Point well, Seismic valve testing for the Blue Spruce Tank, and a replacement pump for the South Bay Well.

Note 3 - Temporary Labor

Temporary labor costs have increased due to difficulties in finding suitable permanent applicants. Increased temporary labor costs have been more than offset by reductions in regular District wage expenses. Expected staff hirings will lower temporary labor expenses.

Note 4 - Telephone

Annual support plan for office phones billed in September for entire year. Expense for full year will be in line with budget amount.

Note 5 - Liability Insurance

Increases in claims in previous two years has resulted in an increase in the District's "Experience Modifier", causing an increase in General Liability premium costs. The Experience Modifier is based on claims from the previous 3 years, so this increase is expected to remain for up to 3 years even if claims are reduced in the current and subsequent years.

Note 6 - Computer software maintenance

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

Note 7 - Subscriptions

Annual membership fee for ACWA occurred in October, which is last major expenditure expected for the Fiscal year. Total annual expenditure is expected to be in line with annual budgeted amount.

Note 8 - Debt Service

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

Note 9 - Capital Improvements

Office building work is nearly complete. Purchase of replacement Dump truck occurred in October. Expenditures for year are expected to be in line with budgeted amount.

Note 10 - Engineering

| Engineering Expense - a/c 6810 - Operating Expense | Nov 2023 | YTD |
|--|----------|-----|
| Water Fund | | |
| Eng Bid Advertising | | |
| None | | - |
| Total posted to 6810 | - | - |
| Engineering & Studies - a/c 9040 - Capital Improvement Projects | | |
| Non Engineering Costs Posted to 9040 | | |
| None | - | - |
| Grand Total posted to 9040 | - | - |

Accounts Payable

Checks by Date - Detail by Check Date

User: fm
 Printed: 1/3/2024 8:15 AM

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

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|--------------------------|--|-------------------------|----------------------------------|
| 56729 | UB*02144 | CHRIS CABALZAR JR. Refund Check Refund Check Refund Check Refund Check | 12/04/2023 | 46.57 7.60 139.99 42.00 |
| Total for Check Number 56729: | | | | 236.16 |
| 56730 | UB*02142 | JONATHAN HALL Refund Check Refund Check Refund Check Refund Check | 12/04/2023 | 47.71 7.78 122.99 21.52 |
| Total for Check Number 56730: | | | | 200.00 |
| 56731 | UB*02141 | ROBERT JENSEN Refund Check Refund Check Refund Check | 12/04/2023 | 19.85 13.89 34.17 |
| Total for Check Number 56731: | | | | 67.91 |
| 56732 | UB*02143 | DEAN MASSAGLI Refund Check Refund Check Refund Check | 12/04/2023 | 2.14 80.93 13.11 |
| Total for Check Number 56732: | | | | 96.18 |
| Total for 12/4/2023: | | | | 600.25 |
| 56752 | A780 1500-00992970 | Asbury Environmental Services Disposal of used motor oil per Hazardous Materi | 12/08/2023 | 100.00 |
| Total for Check Number 56752: | | | | 100.00 |
| 56753 | C410 112023 112023 | City of Eureka: SW General 79% Humboldt Hill 21% | 12/08/2023 | 115,760.28 30,771.72 |
| Total for Check Number 56753: | | | | 146,532.00 |
| 56754 | C475 07183874P | Coast Counties Peterbilt Unit #20 Cap Fuel Lever Style Locking | 12/08/2023 | 103.12 |
| Total for Check Number 56754: | | | | 103.12 |
| 56755 | D910 243458 | Don's Rent-All Inc CAT 239D Track Skid Steer | 12/08/2023 | 100.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|-------------------------|--|-------------------------|--------------|
| | 243534 | Concrete Vibrator for Blackberry SLS Rehab | | 45.88 |
| Total for Check Number 56755: | | | | 145.88 |
| 56756 | E485 | Cooney Parris and Rieke Corp | 12/08/2023 | |
| | 150919/3 | Pipe Insulation 1x6 | | 4.30 |
| | 150931/3 | Extention Cord/Grd Cord Outlet 15A | | 36.61 |
| | 150994/3 | Extention Cord/Grd Cord Outlet 15A | | 36.61 |
| | 151640/3 | Air Freshner/Multi-Bit Driver/Utility Blades/Soc | | 56.63 |
| | 151885/3 | Grass Seed | | 37.70 |
| | 202311 | Discount Earned November | | -7.98 |
| Total for Check Number 56756: | | | | 163.87 |
| 56757 | E558 | NAPA Auto Parts of Eureka | 12/08/2023 | |
| | 373846 | Blade | | 49.14 |
| | 374417 | 4MXTXReel/Hyd Hose Fittings | | 58.09 |
| Total for Check Number 56757: | | | | 107.23 |
| 56758 | E650 | Eureka Ready Mix | 12/08/2023 | |
| | 90767 | Concrete for refurbishing the sewer wet well at tl | | 524.80 |
| Total for Check Number 56758: | | | | 524.80 |
| 56759 | F017 | Farr Construction Corp | 12/08/2023 | |
| | 23-018-A 4 | Complete rehabilitation of Brier Lane 0.5 MG w. | | 161,979.75 |
| | 23-018-A 5 | Complete rehabilitation of Brier Lane 0.5 MG w. | | 141,654.50 |
| Total for Check Number 56759: | | | | 303,634.25 |
| 56760 | G090 | Galco Industrial Electronics Inc | 12/08/2023 | |
| | 4314814 | Sewer Lift Station electrical parts | | 2,076.20 |
| | 4319653 | Sewer Lift Station electrical parts | | 426.13 |
| | 4320919 | Sewer Lift Station electrical parts | | 1,103.18 |
| Total for Check Number 56760: | | | | 3,605.51 |
| 56761 | H010 | Keenan Supply | 12/08/2023 | |
| | 11302023 | Discount Earned November | | -105.89 |
| | S013428135.001 | Concrete Utility Box/Concrete Lid | | 199.65 |
| | S013428241.001 | Mac-Pak Brass 3 Part/Mac-Pak Brass Ball | | 758.29 |
| | S013449026.001 | Hydrant Replacement 976 Pine Hill Rd | | 4,397.37 |
| | S013451141.001 | AYM 3/4 IPS SS Insert x50 | | 136.13 |
| | S013459525.001 | 2x20 40 PVC Pipe/ 3/4x100 IPS D-2239 250PSI | | 293.15 |
| Total for Check Number 56761: | | | | 5,678.70 |
| 56762 | H030 | Halliday Products Inc | 12/08/2023 | |
| | 00103488 | Sewer Station S.S. U - Bolts | | 100.00 |
| | 00103488 | Sewer Station S.S. U - Bolts | | 100.00 |
| | 00103488 | Sewer Station S.S. U - Bolts | | 227.55 |
| Total for Check Number 56762: | | | | 427.55 |
| 56763 | H210 | Hensell Materials | 12/08/2023 | |
| | 645695 | 48" Tube Hoover SLS ManHole | | 268.12 |
| | 646795 | Wattles for Brier Ln Tank | | 68.84 |
| Total for Check Number 56763: | | | | 336.96 |
| 56764 | H410 | Humboldt Bay Municipal Water D | 12/08/2023 | |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|-------------------------|---|-------------------------|--------------|
| | 14510000 | Reconciliation Credit/Charge from FY 2022-23 | | -205.62 |
| | 14510000 | Water Purchased - November 2023 | | 97,181.46 |
| Total for Check Number 56764: | | | | 96,975.84 |
| 56765 | 1700 | IBS Interstate Battery System | 12/08/2023 | |
| | 5105546 | New Battery Unit #7 | | 135.99 |
| | 5105551 | Sewer SCADA Panels | | 130.83 |
| | 5105624 | SLA1116 x6 + Core Charge | | 386.42 |
| Total for Check Number 56765: | | | | 653.24 |
| 56766 | J700 | John's Auto Electric | 12/08/2023 | |
| | 081053 | Trouble shoot and fix Vac Con pipe rack | | 640.00 |
| | 081056 | Repair trailer wiring unit #4 generator | | 80.00 |
| Total for Check Number 56766: | | | | 720.00 |
| 56767 | J800 | Johnson's Mobile Rentals LLC | 12/08/2023 | |
| | 172685 | Rental fencing for the Ridgewood Tank Rehabili | | 252.78 |
| Total for Check Number 56767: | | | | 252.78 |
| 56768 | M450 | Mission Linen | 12/08/2023 | |
| | 520370254 | Uniforms/Mats | | 240.36 |
| | 520413920 | Uniforms/Mats | | 407.32 |
| | 520468866 | Uniforms/Mats | | 239.89 |
| | 520513222 | Uniforms/Mats | | 405.97 |
| Total for Check Number 56768: | | | | 1,293.54 |
| 56769 | M780 | Municipal Maintenance Equipmen | 12/08/2023 | |
| | 015744 | Toggle switch for Unit #20 (Ops/Maintenance Vi | | 97.24 |
| Total for Check Number 56769: | | | | 97.24 |
| 56770 | P190 | Pacific Paper Co | 12/08/2023 | |
| | 209268 | Steno Notebooks/Pens/Automatic Pencils/Tab Di | | 167.74 |
| | 209274 | 2024 Calendar order | | 620.39 |
| Total for Check Number 56770: | | | | 788.13 |
| 56771 | P430 | Pierson Building Center | 12/08/2023 | |
| | 112023 | Discount Earned for Job | | -1.67 |
| | 112023 | Discount Earned for Job | | -1.97 |
| | 112023 | Discount Earned November | | -42.56 |
| | 150413 | Material and supplies for the water sampling stat | | 18.99 |
| | 151231 | Premix Concrete for 136 Westgate Sample Static | | 37.98 |
| | 151434 | Lumber for Concrete Repairs | | 40.36 |
| | 151532 | Foam Pipe Insulations | | 41.86 |
| | 151890 | Wood Glue/Door Foam/24" Cement Broom/Dust | | 63.63 |
| | 152716 | Material and supplies for the water sampling stat | | 15.28 |
| | 152752 | Thread Seal/PVC Cement/Power-Pro Ext 8x1 & | | 69.84 |
| | 152951 | Seeds for Lentell Tank Site | | 54.61 |
| | 152978 | Seeds for Lentell Tank Site | | 54.61 |
| | 153100 | Mixing Nozzle/Epoxy | | 46.96 |
| | 153532 | Primer/White Paint/Drill Bit/Screws/Roller/Thre | | 192.58 |
| | 153928 | Supreme Silicone Clear | | 61.14 |
| | 154326 | 70" Sanangelo Bar x2 for Unit #1 | | 91.75 |
| | 154472 | Blue Painters Tape/ PVC 90deg Elbow 1" | | 38.40 |
| | 154770 | Material and supplies for the water sampling stat | | 13.06 |
| | 154803 | Adapter 30A /100pk Blades 11-921A /Paint Marl | | 73.11 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|---|---|--|-------------------------------|
| | 154838 | Material and supplies for the water sampling stat | | 27.30 |
| | | | Total for Check Number 56771: | 895.26 |
| 56772 | P557 4N69466 | Rexel USA Inc. Sewer Panel Handles | 12/08/2023 | 735.82 |
| | | | Total for Check Number 56772: | 735.82 |
| 56773 | P785 | Powell Landscape Materials | 12/08/2023 | |
| | 1799A | Concrete for new water sampling station on Wes | | 145.30 |
| | 1807A | Concrete for Pine Hill Road water main line repa | | 206.48 |
| | 1808A | Concrete for Hoover SLS manhole repairs | | 197.74 |
| | 1809A | Concrete for Pine Hill Road water main line repa | | 206.48 |
| | 1855A | Concrete for valve cans on the 18th Street SMR I | | 239.26 |
| | 1857A | Concrete for valve cans on the 18th Street SMR | | 239.26 |
| | 1908A | Concrete for the Woodland Way water sampling | | 239.26 |
| | | | Total for Check Number 56773: | 1,473.78 |
| 56774 | R250 31366263 | Recology Humboldt County Garbage Service - November 2023 | 12/08/2023 | 586.44 |
| | | | Total for Check Number 56774: | 586.44 |
| 56775 | S117 2308242-02 | Sage Designs Inc SCADAPack 474 Controller P/N TBUP474-UA: | 12/08/2023 | 43,440.00 |
| | | | Total for Check Number 56775: | 43,440.00 |
| 56776 | S310 220021521 | Low Voltage Security Inc spare keys made | 12/08/2023 | 49.16 |
| | | | Total for Check Number 56776: | 49.16 |
| 56777 | S670 TM INV-007077 | Springbrook Holding Company LLC Work on Springbrook upgrade | 12/08/2023 | 358.00 |
| | | | Total for Check Number 56777: | 358.00 |
| 56778 | T285 5148 5151 | Thomas R. Bess Hot asphalt for paving the 18th Street SMR Proje Hot asphalt for paving the 18th Street SMR Proje | 12/08/2023 | 2,221.89 1,558.84 |
| | | | Total for Check Number 56778: | 3,780.73 |
| 56779 | T810 115898 | Tony Gosselin Tire Service (2) new tires for Unit #1 | 12/08/2023 | 639.49 |
| | | | Total for Check Number 56779: | 639.49 |
| 56780 | U410 | United Way of Humboldt PR Batch 00001.12.2023 UNITED WAY PR Batch 00001.12.2023 UNITED WAY PR Batch 00001.12.2023 UNITED WAY | 12/08/2023 PR Batch 00001.12.2023 UNI PR Batch 00001.12.2023 UNI PR Batch 00001.12.2023 UNI | 2.05 0.95 1.00 |
| | | | Total for Check Number 56780: | 4.00 |
| 56781 | V700 INV 23-734783 INV 23-739940 INV 23-739983 | Valley Pacific Petroleum Services Inc Fuel Ethanol Free 92 Octane Fuel | 12/08/2023 | 3,129.69 39.55 2,374.39 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|--|---|-------------------------------|--|
| | | | Total for Check Number 56781: | 5,543.63 |
| 56782 | W208 1056 | Watt's Cleaning Services Office cleaning services for November 2023 | 12/08/2023 | 950.00 |
| | | | Total for Check Number 56782: | 950.00 |
| 56783 | W570 360142 360157 360366 360714 | Western Chain Saw Chainsaw Bar Oil New Chain and file for STHIL MS311 Hex Nuts for Construction Chainsaws MS 311 Chainsaw Repair | 12/08/2023 | 20.75 117.98 9.57 68.54 |
| | | | Total for Check Number 56783: | 216.84 |
| 56784 | UB*02145 | SHANNON STEWART Refund Check Refund Check Refund Check Refund Check | 12/08/2023 | 23.55 3.84 80.88 10.62 |
| | | | Total for Check Number 56784: | 118.89 |
| | | | Total for 12/8/2023: | 620,932.68 |
| 56785 | A072 10107 | Accurate Drug Testing Services Pre EE Drug Screening: NA/CD/TH | 12/14/2023 | 130.00 |
| | | | Total for Check Number 56785: | 130.00 |
| 56786 | A160 701462 701462 701462 701462 701462 701462 701462 701462 701462 701462 701462 701462 701462 701462 701462 | ACWA-JPIA aMedical Plan - Employees Period 01/01-31/202 bDental Plan - Employees Period 01/01-31/2022 cVision Plan - Employees Period 01/01-31/2023 dLife/AD&D Plan - Employees Period 01/01-31/ eMedical Plan - Board Members Period 01/01-31/ fDental Plan - Board Members Period 01/01-31/ gVision Plan - Board Members Period 01/01-31/ hLife/AD&D Plan -Board Members Period 01/0 iMedical Plan -Retired Members Period 01/01-3 jDental Plan - Retired Members Period 01/01-31 kVision Plan - Retired Members Period 01/01-3 ICOBRA - Medical Period 01/01-31/2023 mCOBRA - Dental Period 01/01-31/2023 nCOBRA - Vision Period 01/01-31/2023 | 12/14/2023 | 47,707.02 1,353.00 281.34 370.41 10,745.23 342.64 62.52 27.47 20,850.55 1,232.92 343.86 2,500.62 106.12 15.63 |
| | | | Total for Check Number 56786: | 85,939.33 |
| 56787 | A360 007861 | AFLAC AFLAC Supplemental Health Premium Monthly | 12/14/2023 | 149.68 |
| | | | Total for Check Number 56787: | 149.68 |
| 56788 | C036 240113433250000 242042933190026 242316833354000 242753033102070 244309933194008 | Corporate Payment Systems WP/ Ultra Bright - Light for Unit #6 TL/DRI Crash Plan JM/ Harbor Freight - Tools for Unit #6, #15 and TW/ CalRural: Engineer Recruitment TL/Microsoft | 12/14/2023 | 119.98 29.97 803.77 50.00 76.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|-------------------------|---|-------------------------------|--------------|
| | 246921633201059 | TW/ CraigsList - RepubEngAd | | 20.00 |
| | 246921633201059 | TW/ CraigsList - RepubEngAd | | 20.00 |
| | 246921633331074 | TW/ Amazon: EngSupplies | | 145.41 |
| | 246921633341079 | TW/ CraigsList: Repost Eng Recruitment | | 20.00 |
| | 246921633351093 | TW/ Amazon: EngSupplies | | 151.92 |
| | 247333433260290 | WP/ RMI - Portion of fee for Unit #1 Generator | | 700.00 |
| | 247333433260290 | MT/ RMI - Portion of fee for Unit #1 Generator | | 769.41 |
| | 749430033268980 | MT/ Costco - Return of Unit #1 Generator | | -764.74 |
| | | | Total for Check Number 56788: | 2,141.72 |
| 56789 | C180 | Canon Solutions America Inc. | 12/14/2023 | |
| | 6006299775 | Office/Black Copies WXD03492- 2240 | | 28.99 |
| | 6006299775 | Office/Color Copies WXD03492- 1955 | | 162.76 |
| | 6006299775 | UseTaxRecoveryFee/OfficeCopier | | 7.43 |
| | | | Total for Check Number 56789: | 199.18 |
| 56790 | C410 | City of Eureka: SW | 12/14/2023 | |
| | INV05271 | COE WWTP CIP FY 2023 | | 533,098.00 |
| | | | Total for Check Number 56790: | 533,098.00 |
| 56791 | C430 | City of Eureka: WA | 12/14/2023 | |
| | 11302023 | *Excess Billing @ \$0.003972/gallon | | 8,680.00 |
| | 11302023 | Water Purchased - November 2023 | | 60,374.00 |
| | | | Total for Check Number 56791: | 69,054.00 |
| 56792 | C450 | City of Eureka: Water Test | 12/14/2023 | |
| | INV05388 | Microbiological Testing - Oct 2023 | | 510.00 |
| | INV05389 | Microbiological Testing - Nov 2023 | | 527.00 |
| | | | Total for Check Number 56792: | 1,037.00 |
| 56793 | C495 | Colantuono, Highsmith, Whatley, PC | 12/14/2023 | |
| | 58357 | Special Legal Services Services Through 11/30/ | | 140.00 |
| | | | Total for Check Number 56793: | 140.00 |
| 56794 | D730 | Dept of Water Resources | 12/14/2023 | |
| | 2001D50049 | Interest Davis-Grunsky | | 215.14 |
| | 2401D50049 | Principal Davis-Grunsky | | 5,550.50 |
| | 2401D50049D1 | Deferred Interest DavisGrunsky | | 139.11 |
| | 2401D50049D1 | Interest Davis-Grunsky | | 0.00 |
| | 2401D50049D1 | Principal Davis-Grunsky | | 0.00 |
| | 2401D50049D1 | Deferred Interest DavisGrunsky | | 0.00 |
| | | | Total for Check Number 56794: | 5,904.75 |
| 56795 | E170 | Employee Relations | 12/14/2023 | |
| | 96215 | Pre Employment Background Report/CD, TH, N ^A | | 233.50 |
| | | | Total for Check Number 56795: | 233.50 |
| 56796 | E890 | Express Employment Professionals | 12/14/2023 | |
| | 29987396 | Temporary Personnel - Construction PPE 11/26/ | | 874.88 |
| | 29987396 | Temporary Personnel - Finance PPE 11/26/23 | | 1,140.03 |
| | 30018385 | Temporary Personnel - Construction PPE 12/03/ | | 656.16 |
| | 30018385 | Temporary Personnel - Sea Ave SLS PPE 12/03/ | | 218.72 |
| | 30018385 | Temporary Personnel - Water Sample Stations PI | | 218.72 |
| | 30018385 | Temporary Personnel - Finance PPE 12/03/23 | | 1,046.93 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|--|---|-------------------------------|--------------------|
| | | | Total for Check Number 56796: | 4,155.44 |
| 56797 | F075 940382417976 | FedEx confined space meter shipped | 12/14/2023 | 26.68 |
| | | | Total for Check Number 56797: | 26.68 |
| 56798 | H425 Tap Room | Humboldt Cider Company Venue Rental for Employee Appreciation Dinner | 12/14/2023 | 300.00 |
| | | | Total for Check Number 56798: | 300.00 |
| 56799 | I525 251697 | Infosend UB/Process and Mail/Bills - November 2023 | 12/14/2023 | 3,765.05 |
| | | | Total for Check Number 56799: | 3,765.05 |
| 56800 | M011 1288-2023-12 | MAVH Property LLC Reimb for construction and paving work at new | 12/14/2023 | 6,620.00 |
| | | | Total for Check Number 56800: | 6,620.00 |
| 56801 | M099 A0136618 264454 A0136879 201300 | Mad River Community Hospital Pre Employment/TH Pre Employment/CD | 12/14/2023 | 455.00 492.50 |
| | | | Total for Check Number 56801: | 947.50 |
| 56802 | M340 111552 | Mercer Fraser Co Cold Mix | 12/14/2023 | 1,661.57 |
| | | | Total for Check Number 56802: | 1,661.57 |
| 56803 | M560 2466 2466 | The Mitchell Law Firm LLP Legal Services - November 2023 Legal Services - November 2023 | 12/14/2023 | 304.00 496.00 |
| | | | Total for Check Number 56803: | 800.00 |
| 56804 | P550 1024401916 | Pitney Bowes Inc Cleaning Kit/Brush and Wick | 12/14/2023 | 51.60 |
| | | | Total for Check Number 56804: | 51.60 |
| 56805 | S906 WD-0229713 | SWRCB-DOWQ Annual Permit Fee - NPDES | 12/14/2023 | 868.00 |
| | | | Total for Check Number 56805: | 868.00 |
| 56806 | S910 WD-0229478 | SWRCB Annual WDR Permit Fee - WDID ISSO11419 | 12/14/2023 | 3,746.00 |
| | | | Total for Check Number 56806: | 3,746.00 |
| 56807 | T285 5164 | Thomas R. Bess Hot mix asphalt for the 18th Street SMR Project | 12/14/2023 | 413.76 |
| | | | Total for Check Number 56807: | 413.76 |
| 56808 | T510 0006789699 0006792472 | Times-Standard Engineer Recruit Ad - 8 days ElecTech Recruit Ad | 12/14/2023 | 1,138.00 838.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|-------------------------|---|-------------------------------|--------------|
| | | | Total for Check Number 56808: | 1,976.00 |
| 56809 | U730 | USA Bluebook | 12/14/2023 | |
| | INV00189477 | Magnetomatic Pipe Locator | | 120.54 |
| | INV00190117 | Insulated Blanket 22x22.5 | | 172.29 |
| | INV00190683 | Insulated Blanket 22x22.5 | | 86.15 |
| | INV00191404 | Insulated Blanket 40x22.5/Insulated Blanket 46x | | 344.70 |
| | INV00206579 | Liquid Fill Gauge | | 270.09 |
| | INV00206706 | 2.5" Liquid Fill Gauge/4" Liquid Fill Gauge/Hac | | 703.64 |
| | INV00206706 | 4" NPT Adapter Quick Coupling | | 106.61 |
| | INV00207042 | Liquid Fill Gauge | | 379.07 |
| | | | Total for Check Number 56809: | 2,183.09 |
| 56810 | W730 | Wienhoff Drug Testing Inc | 12/14/2023 | |
| | 118900 | Pre EE DOT Screen Test/TH | | 85.00 |
| | | | Total for Check Number 56810: | 85.00 |
| | | | Total for 12/14/2023: | 725,626.85 |
| 56812 | UB*02146 | RICHARD/NANCY SWAN | 12/29/2023 | |
| | | Refund Check | | 13.98 |
| | | Refund Check | | 9.78 |
| | | Refund Check | | 48.04 |
| | | | Total for Check Number 56812: | 71.80 |
| 56813 | UB*02147 | RICHARD/NANCY SWAN | 12/29/2023 | |
| | | Refund Check | | 14.85 |
| | | Refund Check | | 6.02 |
| | | Refund Check | | 27.16 |
| | | Refund Check | | 5.87 |
| | | Refund Check | | 6.10 |
| | | | Total for Check Number 56813: | 60.00 |
| 56814 | UB*02148 | DENA PULVERMAN | 12/29/2023 | |
| | | Refund Check | | 22.85 |
| | | Refund Check | | 4.30 |
| | | Refund Check | | 78.50 |
| | | | Total for Check Number 56814: | 105.65 |
| 56815 | UB*02149 | VANESSA CROSBY-FITZGERALD | 12/29/2023 | |
| | | Refund Check | | 131.80 |
| | | Refund Check | | 58.64 |
| | | Refund Check | | 9.56 |
| | | | Total for Check Number 56815: | 200.00 |
| 56816 | UB*02150 | SHAKEYA SMITH | 12/29/2023 | |
| | | Refund Check | | 123.11 |
| | | Refund Check | | 26.39 |
| | | Refund Check | | 40.96 |
| | | Refund Check | | 9.54 |
| | | | Total for Check Number 56816: | 200.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|--|---|-------------------------|--|
| 56817 | UB*02151 | JULIE/MARK ZEIBAK Refund Check Refund Check Refund Check | 12/29/2023 | 10.98 3.63 1.28 |
| Total for Check Number 56817: | | | | 15.89 |
| 56818 | UB*02152 | KIMBERLY CARNOW Refund Check Refund Check Refund Check | 12/29/2023 | 6.61 92.88 27.04 |
| Total for Check Number 56818: | | | | 126.53 |
| 56819 | UB*02153 | MICHELLE REDD- HALL Refund Check Refund Check Refund Check Refund Check | 12/29/2023 | 26.39 37.72 6.36 129.53 |
| Total for Check Number 56819: | | | | 200.00 |
| 56820 | UB*02154 | MARVIN MC QUOWN Refund Check Refund Check Refund Check Refund Check | 12/29/2023 | 21.64 5.29 74.34 14.64 |
| Total for Check Number 56820: | | | | 115.91 |
| 56821 | UB*02155 | PERRY BRESSMAN Refund Check Refund Check Refund Check Refund Check | 12/29/2023 | 1.67 7.40 1.21 22.24 |
| Total for Check Number 56821: | | | | 32.52 |
| 56822 | B284 80144396 80144396 | Badger Meter Inc Beacon Mbl Hosting for November 2023 User Login Annual License Service Dec 2023 - 1 | 12/29/2023 | 433.44 600.00 |
| Total for Check Number 56822: | | | | 1,033.44 |
| 56823 | B702 03-78744 | Bobcat of Chico Skidsteer loader wiring harness for attachments | 12/29/2023 | 76.49 |
| Total for Check Number 56823: | | | | 76.49 |
| 56824 | C310 122023 | Kevin Christie BBQ Luncheon/TL Retirement | 12/29/2023 | 377.13 |
| Total for Check Number 56824: | | | | 377.13 |
| 56825 | E890 30054385 30054385 30082059 30082059 30082059 | Express Employment Professionals Temporary Personnel - Finance PPE 12/10/2023 Tempoary Personnel - Construction PPE 12/10/2 Temporary Personnel - Construction PPE 12/17/ Temporary Personnel - Sample Stations PPE 12/ Temporary Personnel - Finance PPE 12/17/2023 | 12/29/2023 | 803.46 1,093.60 437.44 437.44 837.58 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|--|---|-------------------------------|---|
| | | | Total for Check Number 56825: | 3,609.52 |
| 56826 | F049 CAEUR130430 CAEUR130430 | Fastenal Company AAA Alk Battery/AA Alk Battery Safety Glasses/ FlexGrd Gloves/Power Tape Chr | 12/29/2023 | 10.59 87.04 |
| | | | Total for Check Number 56826: | 97.63 |
| 56827 | F050 CAEUR130510 CAEUR130510 | Fastenal Industrial Toilet Seat Cover/Contractor Bag/Can Liners Metal Push Broom/Wood Push Broom/Wood Ha | 12/29/2023 | 192.05 97.79 |
| | | | Total for Check Number 56827: | 289.84 |
| 56828 | F810 122023 | Brenda Franklin TL Retirement Cake | 12/29/2023 | 74.50 |
| | | | Total for Check Number 56828: | 74.50 |
| 56829 | H760 181456 | Humboldt Towing Inc Unit 12 Towing/Accident | 12/29/2023 | 355.00 |
| | | | Total for Check Number 56829: | 355.00 |
| 56830 | N430 036398/1 | Nilsen Feed and Grain Co. Straw for erosion control | 12/29/2023 | 92.82 |
| | | | Total for Check Number 56830: | 92.82 |
| 56831 | N570 173983 | North Coast Labs Ltd Required TTHM and HAA5 analysis for the wat | 12/29/2023 | 610.00 |
| | | | Total for Check Number 56831: | 610.00 |
| 56832 | P010 01042024 01042024 01042024 01042024 01042024 01042024 01042024 | 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 | 12/29/2023 | 5,693.74 10,941.34 731.39 4,982.47 2,024.02 5,897.16 366.20 |
| | | | Total for Check Number 56832: | 30,636.32 |
| 56833 | P550 1024409677 1024409677 | Pitney Bowes Inc Qtrly Rent Base C Series Qtrly Rent Base C Series | 12/29/2023 | 40.91 84.36 |
| | | | Total for Check Number 56833: | 125.27 |
| 56834 | S850 01152024 | Optimum Internet: 12/24/23 - 01/23/24 | 12/29/2023 | 535.22 |
| | | | Total for Check Number 56834: | 535.22 |
| 56835 | S908 7746 | SWRCB-DWOCP D2 Water Operator Renewal/WB | 12/29/2023 | 80.00 |
| | | | Total for Check Number 56835: | 80.00 |
| 56836 | U410 | United Way of Humboldt | 12/29/2023 | |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|----------------------------------|--|-------------------------------|----------------------|
| | | PR Batch 00005.12.2023 UNITED WAY | PR Batch 00005.12.2023 UNI | 1.50 |
| | | PR Batch 00005.12.2023 UNITED WAY | PR Batch 00005.12.2023 UNI | 0.41 |
| | | PR Batch 00005.12.2023 UNITED WAY | PR Batch 00005.12.2023 UNI | 2.09 |
| | | | Total for Check Number 56836: | 4.00 |
| 56837 | V500 9952350305 | Verizon Wireless Cellular Service - December 2023 | 12/29/2023 | 464.67 |
| | | | Total for Check Number 56837: | 464.67 |
| 56838 | W700 HCD-235234 HCD-235244 | Whitchurch Engineering Inc. Walnut Dr Earthquake Rec Replace Design Task New Connection/La Pointe FM Study Task Orde | 12/29/2023 | 6,483.80 2,745.00 |
| | | | Total for Check Number 56838: | 9,228.80 |
| | | | Total for 12/29/2023: | 48,818.95 |
| | | | Report Total (90 checks): | 1,395,978.73 |

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Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors
FROM: Brian McNeill, Utility Services Planner
DATE: January 5, 2024
SUBJECT: Utility Services Planner Report for January 9, 2024 Board Meeting

The Planning Department has been busy tying up all of the end of year requirements. The Annual Water Loss Audit was completed and submitted to the State. Various District plans and reports were updated as required at the end of the year including, the Sanitary Sewer Management Plan, the Hazardous Materials Business Plan, the California Environmental Reporting System Plan, and the Emergency Response Plan. Staff training was also provided as required by State and Federal agencies. Annual backflow testing was also completed as required to close out the calendar year.

Standard monthly tasks were completed which include, submitting month end reports for our water sampling, calculating water and sewer totals, tracking fuel usage by District staff and by District equipment.

The typical day to day operations include addressing County referrals for upcoming non-District projects, working with rate payers to resolve requests and inquiries, and working on current customer projects such as the final inspection and signing off on the new Myrtle Avenue Veterinary Hospital. Additionally, the planning department performs weekly water sampling, and has been coordinating the installation of new sample stations throughout the District, as required by the State. This enables the District to comply with the State requirement of collecting water samples from each of our disparate pressure zones.

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Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: January 9, 2024

AGENDA ITEM: F.1

TITLE: Consideration of Adopting Resolution 2024-01 Honoring Timothy M. Latham Upon His Retirement After 34 Plus Years of Service

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Motion to adopt Resolution No. 2024-01 Recognizing Timothy M. Latham for His Service to the District. Public Comment. Roll-Call vote.

Summary:

This resolution expresses the gratitude that HCSD staff and ratepayers feel for all of Tim's contributions to the District over the past 34-plus years – from 1989 through 2023.

The District also congratulates Tim on his well-earned retirement; we all hope that the future brings new and rewarding adventures for him and his family.

Congratulations Tim ... and THANK YOU! You're number one, Tim!

Fiscal Impact:

None

RESOLUTION NO. 2024-01
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT
RECOGNIZING TIMOTHY M. LATHAM
FOR HIS SERVICE TO THE DISTRICT

WHEREAS, Timothy M. Latham (Tim) began his employment with the Humboldt Community Services District on October 16, 1989; and

WHEREAS, during his 34-plus years of service, Tim exceeded expectations while he faithfully and conscientiously performed the duties assigned. Tim began in the Maintenance Department as a Utility Worker, promoted to the position of Maintenance Supervisor in 2009, and advanced again in 2016 to District Superintendent overseeing activities of both the Maintenance and Construction Departments as well as implementing numerous mandated regulations and compliance matters. From August 2019 to August 2020 Tim also served as Interim General Manager navigating the search for a new GM as well as an environmental lawsuit, Public Safety Power Shutoffs, Covid restrictions and many other challenges; and

WHEREAS, Tim has always made treating the customer courteously and fairly his number one priority to the extent that he has gone beyond expectations by assisting customers with their water and sewer issues at all times while protecting District assets; and

WHEREAS, since 1989 while Tim has been a part of the District, its ratepayer base has more than doubled in size from approximately 3,700 water services to over 7,600 water connections; and

WHEREAS, the District, its customers, and staff have all benefited from Tim's knowledge, commendable work ethic, compassion, and positive attitude.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Humboldt Community Services District, by adoption of this resolution, acknowledge and express appreciation to Tim Latham for his service and dedication to the District and further wish him well in his retirement.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Board of Directors of the Humboldt Community Services District held this 9th day of January 2024, by the following roll call vote:

AYES:
NOES:
ABSENT:

ATTEST:

Heidi Benzonelli, President

Brenda K. Franklin, Board Secretary

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: January 9, 2024

AGENDA ITEM: F.2. (New Business)

TITLE: Meeting Schedule

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss the Board of Directors regular meeting schedule and direct staff.

Summary:

Several members of the Board of Directors have expressed interest in changing the District Board of Directors meeting schedule; reducing the number of regularly scheduled meetings to one per month. In the event that something needs urgent attention and the Board needs to meet more frequently, special meetings can always be called.

Currently the District Board meets twice monthly on the second and fourth Tuesday of each month at five pm at the District office. That schedule was established by ordinance in 1998 (ord. 98-01). Permanent revision of that schedule would require the adoption of a new ordinance that adjusts the regular meeting schedule and or location. Adoption of a new ordinance requires two public hearings, newspaper publication and a thirty-day waiting period.

As an alternative to permanently adopting a new meeting schedule by ordinance, we can perform a trial run of sorts. The District Board can authorize the General Manager to cancel meetings as appropriate by motion and roll call vote. For example, we could all agree that, between February and July, the second Board meeting of each month will be canceled by the General Manager unless something urgent comes up that requires the Board to meet twice in a month. The topic would then be placed back on the agenda in August for re-evaluation.

Fiscal Impact:

Minimal

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Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: January 9, 2024

AGENDA ITEM: F.3. (New Business)

TITLE: Review and Discuss Ratepayer Leak Relief Policy

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss the District's leak policy and direct staff.

Summary:

Currently the District provides leak relief to customers upon request. The District Code section 7.08.020 Adjustments to High Water Bills Caused by Customer Leaks, which was adopted in 1996, states the following:

In the event that a customer has an excessive bill at least 300% of their average usage that is due to a leak at the customer's service, the customer may request an adjustment to their billing. The General Manager or his/her designee is then authorized to adjust the charges on the customer's billing. The adjustment shall be no greater than half the difference between the amount of billing in dispute and the average charge from a three-month period of water use from the prior year as determined by the General Manager. No more than one adjustment of this type shall be made for a customer or specific service connection in any 5 (five) year period. (Ord. 96-04, §1, 1996)

For comparison, the McKinleyville CSD leak adjustment policy is included in this packet.

This item is on the agenda at the request of Director Gregg Gardiner. The District's Code can only be changed by ordinance which requires two public hearings, newspaper publication and a thirty-day waiting period.

Fiscal Impact:

Unknown

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



MAIN OFFICE:

PHONE: (707) 839-3251
FAX: (707) 839-8456

PARKS & RECREATION OFFICE:

PHONE: (707) 839-9003
FAX: (707) 839-5964

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

WATER LEAK ADJUSTMENT POLICY

In order to promote water conservation, The General Manager or designee is authorized to consider a potential adjustment to a customer's water and sewer bill for up to two months out of any 24-month period. The customer must prove that the excess usage occurred as a result of a water leak and that the leak has been repaired. Listed below are the conditions required to be eligible for an adjustment:

1. Customers may apply for a water leak adjustment by completing a Water Leak Adjustment Request Form available at the MCSD office, 1656 Sutter Road, McKinleyville.
2. Customers will provide receipts for parts or a copy of the plumber's bill if available. If no receipts are provided, the District may wait until the next scheduled meter read date to verify that the leak has been repaired.
3. The adjustment may be calculated as up to 50% of the difference between the actual water charge for the month of the leak and the average monthly charge based on a three month average from the prior year or the longest period of the customer's use, if less than 3 months.
4. The maximum amount of any single adjustment by the General Manager shall not exceed \$750.00.
5. The decision of the General Manager shall be final unless the Board Chairman finds there would be good cause for a Board hearing or appeal.

Page 2: Water Leak Adjustment Form

Revised May 2, 2018 by Board action

McKinleyville Community Services District
1656 Sutter Road
McKinleyville, Ca 95519
(707) 839-3251

Water Leak Adjustment Request

Date: _____

Name: _____ Phone Number: _____

Service Address: _____

Explanation of leak repair: _____

Date repaired: _____

If available, please provide receipts for parts or a copy of the plumber's bill. IF NO RECEIPTS ARE PROVIDED, THE DISTRICT MAY WAIT UNTIL THE NEXT SCHEDULED METER READ DATE TO VERIFY THAT THE LEAK HAS BEEN REPAIRED.

IF THIS ADJUSTMENT IS ACCEPTED, YOU WOULD NOT BE ELIGIBLE FOR ANOTHER ADJUSTMENT FOR 2 YEARS.

Signature: _____

FOR OFFICE USE ONLY

Customer # _____

Rte/Svc _____

Customer Notified _____

Water Credit \$ _____

Listed In File _____

Sewer Credit \$ _____

Line 11 Noted _____

Total Credit \$ _____

Adjustment Done _____

Supervisor Approval _____

District Manager Approval _____

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Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: January 9, 2024

AGENDA ITEM: F.4. (New Business)

TITLE: Ratepayer Rex Bohn Presentation

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Receive the presentation from ratepayer Rex Bohn.

Summary:

At Director Gardiner's request, a presentation from Rex Bohn has been included on the agenda for this meeting. Despite requests for a summary and title of the presentation, none has been provided.

Fiscal Impact:

Unknown