



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

**AGENDA**

**DATE:** Tuesday, February 13, 2024

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

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

*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 February 13, 2024 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of January 23, 2023 *Pgs 3-5*

**D. CORRESPONDENCE**

1. Tower Co. re Continued Desire to Lease District Property for Cell Tower Operations *Pgs 7-9*

**E. REPORTS**

1. General Manager
  - a) District Update *Pgs 11-13*
2. Finance Department
  - a) December 2023 Budget Report *Pgs 15-24*
  - b) January 2024 Check Register *Pgs 25-33*

### 3. Engineering

- a) Assistant Engineer Introduction

*Pg 35*

### 4. Planning

- a) Update

*Pg 37*

### 5. Legal Counsel

### 6. Director Reports

### 7. Other

## **F. 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.

## **G. OLD BUSINESS**

- 1. Consideration of Authorizing the General Manager to Cancel Regularly Scheduled Board Meetings When Practical

*Pg 39*

## **H. NEW BUSINESS**

- 1. Consideration of McKay Ranch Subdivision Request for Annexation and Planned Services

*Pgs 41-68*

## **I. ADJOURNMENT**

Next Res: 2024-03

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 5:01 p.m. on Tuesday, January 23, 2024, 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 Gardiner, Hansen, Matteoli, and Ryan. Director Benzonelli participated via teleconference from 2050 University Ave., East Palo Alto, CA. Staff in attendance: General Manager Williams (GM), Finance Manager and Montag (FM).

**B. PLEDGE OF ALLEGIANCE**

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

**C. CONSENT CALENDAR**

1. Approval of the January 23, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of January 9, 2024

Public Comment: None

DIRECTOR GARDINER MOVED, DIRECTOR BENZONELLI SECONDED, TO ACCEPT AND APPROVE THE JANUARY 23, 2024 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

- McKay Ranch Subdivision – GM advised staff had intended on presenting Kramer Properties’ proposal to annex the properties where they intend to develop the McKay Ranch Subdivision into the District so that HCSD can provide water, sewer and street light services. Unfortunately, the Utility Services Planner is currently unavailable, thus, GM intends to place the matter on the agenda for a future meeting.
- Personnel –
  - Mike Briggs, District’s new Special Projects Instrumentation and Electrical Technician, officially joined the HCSD team on January 22<sup>nd</sup>.

- After diligent attempts to identify a qualified engineer to fill the project and operations manager role, an excellent candidate has been identified and the employment offer accepted. The GM is looking forward to introducing the District's new Assistant Engineer very soon.
- The District's current Board Secretary/Administrative Services Manager has presented official retirement notice. Staff will begin the recruitment process in the next couple of weeks.

Director Benzonelli requested a future agenda item to consider authorizing the GM the option of cancelling regular meetings due to lack of new and/or pressing business.

Director Gardiner requested District staff provide a report identifying how many project proponents have paid capacity charges since the capacity charge increase

Director Benzonelli commented she believes LAFCo meets every other month and that she believes consideration of the McKay Ranch Subdivision annexation into the Humboldt Community Services District is tentatively scheduled for their March meeting. She asked that District staff keep Collette Santsche, Executive Director for LAFCO informed of the District's progress.

#### 5. Director Reports

Director Ryan reported that, as the District Alternate, she attended the January 22 RREDC meeting. The main presentation was by Humboldt County's Director of Economic Development, Scott Adair, who provided an update on the offshore wind industry development. In addition, Director Benzonelli was appointed as Vice-Chair for the 2024 year.

### **E. PUBLIC PARTICIPATION**

None

### **F. NEW BUSINESS**

1. Consideration of Director Nomination for the ACWA (Association of California Water Agencies) Region 1 Open Board Member Vacancy; Adopt Resolution 2042-02 Supporting the Nomination

GM summarized the mission and goals of ACWA as well as provided a brief summary of ACWA Region 1 Board Member responsibilities and clarified the opening is to fill a vacancy not to unseat any existing members. The submission deadline is February 9, 2024. In consideration of her degree in Environmental

Planning with a minor in Forestry, Director Ryan expressed interest to be nominated to the ACWA Region 1 Board.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR RYAN, TO ADOPT RESOLUTION 2024-02 PLACING IN NOMINATION JULIE RYAN AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES REGION BOARD MEMBER. 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 BENZONELLI, 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 JANUARY 23, 2024 AT 5:16 P.M.

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Submitted, Board Secretary

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5000 Valleystone Dr. | Cary, NC 2751 [www.towerco.com](http://www.towerco.com) | office [919.653.5700](tel:919.653.5700)



HUMBOLDT COMMUNITY SERVICES DISTRICT

January 22, 2024

Chairman Heidi Benzonelli  
Board of Directors  
Humboldt Community Services District  
P.O. Box 158  
Cutten, California 95534

Dear Chairman and Board Members

We received an email from Mr. Terrence Williams on November 28, at 4:00 pm stating that “Given these facts, it is my decision to inform you that the District is no longer interested in considering the TowerCo proposal.”

We at TowerCo have decided to present important information that the Board may wish to review:

1. Public Safety: An estimated 240 million calls are made to 9-1-1 in the U.S. each year. In many areas, 80% or more are from wireless devices. The coverage in some areas of the HCSD areas is less than it could be with the Tower site in place. Also, a phone can receive a transmission from the tower, but not be able to or return a wireless transmission due to the small antenna of the phone and the distance from a tower. Also, to allow photos, documents and other necessary transmissions from Police, Sheriff, Fire and other Public Entities including HCSD, important information may not be able to be transmitted from a location allowing information necessary, at a critical moment to be lost. In building transmissions can affect receiving and transmitting emails, calls and messaging. This tower would allow HCSD to have their radio equipment on the tower without cost and have better wireless capability in your office and vehicles.

2. Wireless Transmissions are becoming more important for businesses and entities to allow customers to receive invoices, messages and make payments. To have better wireless transmissions, HCSD would benefit by having better office building coverage with the location of the tower.

3. The Board has mentioned receiving a portion of the revenue received by TowerCo. We would be willing to send \$ 250.00 per month for any additional Tenants except the first one.

Respectfully,

**Thomas J. McMurray Jr.**  
Authorized Representative for TowerCo  
P.O. Box 1032 Eureka CA 95502  
[tjmcejr@outlook.com](mailto:tjmcejr@outlook.com)  
mobile 707-499-0901 | work 707-442-8420



Cc: Mr. Terrence Williams General Manager HCSD  
Mr. Todd Boyer, CEO TowerCo

**From:** Thomas McMurray  
**Sent:** Wednesday, November 29, 2023 3:19 PM  
**To:** Terrence Williams  
**Subject:** RE: Tower Lease

Hello Mr. Williams: Thank you for your response. It has been mine and TowerCo's pleasure working with you and the Board. We wish you and the Board the best of luck in fulfilling the Humboldt Community Services District's endeavors. Please pass this email on to the Board. Rest Regards, Tom McMurray

**Thomas J. McMurray Jr.**

Authorized Representative for TowerCo  
P.O. Box 1032 Eureka CA 95502  
tjmcjr@outlook.com  
mobile 707-499-0901 | work 707-442-8420



[www.towerco.com](http://www.towerco.com) | office 919.653.5700  
5000 Valleystone Dr. | Cary, NC 27519

**From:** Terrence Williams <twilliams@humboldtcsd.org>  
**Sent:** Tuesday, November 28, 2023 4:38 PM  
**To:** Thomas McMurray <tjmcjr@outlook.com>  
**Subject:** RE: Tower Lease

Hello Mr. McMurray:

Your email requests have not simply been ignored. As you can imagine, I am extremely busy. The District has been operating short staffed for over 18 months now and we continue to experience personnel and staffing issues. I haven't responded immediately because I was actively working on the agreement and I wanted to provide you with a meaningful response and because I just returned from vacation visiting my family yesterday, Monday after the Thanksgiving holiday.

Based on feedback from multiple property owners that have contracts with you for tower sites, I have learned that most have privacy, security, or property difficulties with TowerCo and or their tenants. Considering this fact and the extremely one-sided draft agreement that you provided to the District, District legal counsel determined that it would be in our best interest to draft our own agreement. The challenge with this approach is that the District is not in the business of leasing land for special interests. This requires an abundance of staff and legal counsel time to develop a comprehensive agreement that protects the District's interests and recuperates sufficient revenue to ensure the endeavor continues to be worthwhile for the District.

At this point, the effort required by District staff to facilitate and negotiate an agreement along with the inconvenience of encumbering District property for this special interest purpose, is outweighing the benefits to the District from the paltry revenue model(s) that have been presented heretofore.

As you are also aware, the District's Board of Directors is neutral to your proposal. They have repeatedly told me that they are willing to move forward as long as I believe that doing so is beneficial to the District.

Given these facts, it is my decision to inform you that the District is no longer interested in considering the TowerCo proposal.

Sincerely,

TK

*Terrence Williams, General Manager  
Humboldt Community Services District  
5055 Walnut Drive  
Eureka, CA 95503  
Tel: (707) 443-4550  
email: [twilliams@humboldtcsd.org](mailto:twilliams@humboldtcsd.org)*

**From:** Thomas McMurray <[tjmcjr@outlook.com](mailto:tjmcjr@outlook.com)>  
**Sent:** Tuesday, November 28, 2023 2:16 PM  
**To:** Terrence Williams <[twilliams@humboldtcsd.org](mailto:twilliams@humboldtcsd.org)>  
**Cc:** Thomas McMurray <[tjmcjr@outlook.com](mailto:tjmcjr@outlook.com)>  
**Subject:** Tower Lease

Hello Terrence: I left a phone message with you. Have you any information you can give me on the Tower lease? Is it still being considered. Or...is it not going to move forward? Thank you, Tom

**Thomas J. McMurray Jr.**

Authorized Representative for TowerCo  
P.O. Box 1032 Eureka CA 95502  
[tjmcjr@outlook.com](mailto:tjmcjr@outlook.com)  
mobile 707-499-0901 | work 707-442-8420



**EMPOWERING** connectivity

[www.towerco.com](http://www.towerco.com) | office 919.653.5700  
5000 Vallestone Dr. | Cary, NC 27519

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# Humboldt Community Services District

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

## MEMORANDUM

TO: Board of Directors  
FROM: Terrence Williams, General Manager  
DATE: February 9, 2024  
SUBJECT: General Manager Report for February 13, 2024 Board Meeting

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### Reminders

Form 700 – The Board of Directors is required to update their Form 700s annually. If you haven't already done so, please submit your Form 700 to Brenda.

Public Workshop – HBMWD is requesting that the Water Task Force attend a public workshop to review their application to permanently dedicate a portion of their water rights to instream flow for environmental benefits on Monday, February 12 at 5:30 pm at the Wharfinger Building in Eureka. All Board members and interested parties are encouraged to attend. A press release from HBMWD is included in this Board Packet.

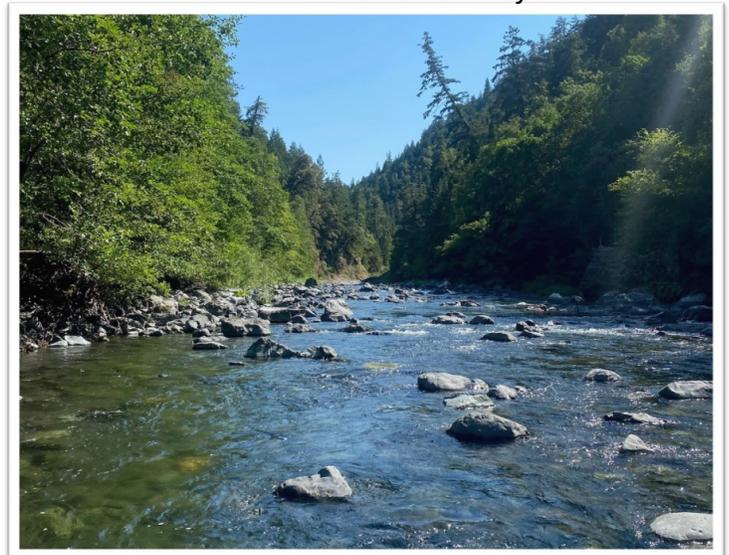
# Mad River (Baduwa't) Instream Flow Workshop

Monday February 12, 2024, 5:30 to 7:30 pm

At the Wharfinger, 1 Marina Way, Eureka

The Humboldt Bay Municipal Water District is applying to permanently dedicate a portion of our water rights to instream flow for environmental benefit. We propose no changes in the flows that have been in the river since 2009, and no changes in District operations. Our proposal would incorporate the current water releases for instream flow into our water right, to license as much of our water right permit as possible under California's "use it or lose it" system. These flow releases ensure enhanced summer flows in the 75 miles of river from R.W. Matthews Dam to the District's diversion facility at Essex, providing resilience to impacts from climate change and benefitting aquatic species and habitat.

*Middle reach of the Mad River*



**Please Attend  
Your Voice Matters**

**This will be a facilitated workshop.** Attendees will learn more about the Mad River (Baduwa't) and our water infrastructure, and are encouraged to participate.

**For more information:** HBMWD website!

<https://www.hbmwd.com/water-resource-planning>

*Looking upstream at the R.W. Matthews Dam*



**Email us:**

Fuller@hbmwd.com

Woo@hbmwd.com

Friedenbach@hbmwd.com





## **Media Press Release**

**From:** Humboldt Bay Municipal Water District

**Release Date:** IMMEDIATE

**Contact:** John Friedenbach, General Manager (707) 443-5018 or [Friedenbach@hbmwd.com](mailto:Friedenbach@hbmwd.com)

### **Mad River (Baduwa't) Instream Flow Workshop**

The Humboldt Bay Municipal Water District (District) invites the public to participate in a facilitated workshop to receive input on its instream flow dedication in the Mad River (Baduwa't). The District is applying to permanently dedicate a portion of our water rights to instream flow for environmental benefit. We propose no changes to our flow releases that have historically occurred in the river since 2009 and no changes to District operations. Our proposal would incorporate the current water releases for instream flow into our water right, to license as much of our water right permit as possible under California's "use it or lose it" system. These flow releases ensure enhanced summer flows in the 75 miles of river from R.W. Matthews Dam at Ruth Lake to the District's diversion facility at Essex near Arcata, providing resilience to impacts from climate change and benefitting aquatic species and habitat.

This will be a facilitated workshop. Attendees will learn more about the Mad River (Baduwa't) and our water infrastructure and are encouraged to participate, your voice matters. This workshop is being held Monday, February 12, 2024, from 5:30-7:30 pm at the Wharfinger, 1 Marina Way, Eureka. For more information, please visit our website <https://www.hbmwd.com/water-resource-planning>.

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

**December 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
<b>OPERATING REVENUE</b>							
Metered Water Sales	5,876,000	481,648	2,867,364	2,938,000	(70,636)	(2.4)	
Sewer Service Charges	8,057,944	663,505	3,808,954	4,028,972	(220,018)	(5.5)	
Water & Sewer Construction Fees	47,000	-	46,715	23,500	23,215	98.8	
Account Fees	35,000	4,495	42,387	17,500	24,887	142.2	
Reimbursable Maintenance Fees	1,000	-	260	500	(240)	(48.0)	1
Miscellaneous	2,000	168	970	1,000	(31)	(3.1)	1
<b>TOTAL OPERATING REVENUE</b>	<b>14,018,944</b>	<b>1,149,816</b>	<b>6,812,453</b>	<b>7,009,472</b>	<b>(197,019)</b>	<b>(2.8)</b>	
<b>NON-OPERATING REVENUE</b>							
Capital Connection Fees	384,000	-	212,795	192,000	20,795	10.8	1
Interest/General	30,000	-	-	15,000	(15,000)	(100.0)	1
Discounts Earned	2,000	106	914	1,000	(86)	(8.6)	1
Sales:Fixed Assets/Scrap Metal	15,700	1,172	1,172	7,850	(6,679)	(85.1)	1
Bad Debt Recovery	2,000	143	175	1,000	(825)	(82.5)	1
Property Taxes & Assessments	430,000	-	-	215,000	(215,000)	(100.0)	1
<b>TOTAL NON-OPERATING REVENUE</b>	<b>863,700</b>	<b>1,421</b>	<b>215,056</b>	<b>431,850</b>	<b>(216,794)</b>	<b>(50.2)</b>	<b>1</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>14,882,644</b>	<b>1,151,237</b>	<b>7,027,508</b>	<b>7,441,322</b>	<b>(413,814)</b>	<b>(5.6)</b>	
<b>OPERATING EXPENSES</b>							
Wages Direct	2,000,000	148,876	799,241	1,000,000	200,759	20.1	
Benefits: PERS	515,000	40,817	244,986	257,500	12,514	4.9	
Group Ins	1,320,000	79,967	465,351	660,000	194,649	29.5	
Workers Comp Ins	27,500	7,659	14,773	13,750	(1,023)	(7.4)	
FICA/Medicare	155,000	11,173	60,956	77,500	16,544	21.3	
Misc Benefits	500	60	300	250	(50)	(20.0)	
Total Wages and Benefits	4,018,000	288,553	1,585,608	2,009,000	423,392	21.1	
Less: wages & ben charged to Capital Proj.	(300,000)	(20,661)	(109,354)	(150,000)	(40,646)	27.1	
Total Operating Wages and benefits	3,718,000	267,892	1,476,253	1,859,000	382,747		
Water Purchase HBMWD	1,108,192	100,091	572,758	554,096	(18,662)	(3.4)	
Water Purchase Eureka	880,000	60,374	370,924	440,000	69,076	15.7	
Sewage Treatment Operations & Maint.	1,758,385	146,532	879,192	879,193	1	0.0	
Water/Sewer Analysis	15,000	1,035	3,976	7,500	3,524	47.0	
Supplies/ Construction	154,000	13,147	77,841	77,000	(841)	(1.1)	
Supplies/ Office-Administration	15,000	485	5,231	7,500	2,269	30.3	
Supplies/ Engineering	2,500	-	362	1,250	888	71.0	
Supplies/ Maintenance	100,000	3,425	106,828	50,000	(56,828)	(113.7)	2
Invoicing	57,000	4,866	29,053	28,500	(553)	(1.9)	
Temporary Labor	64,800	6,625	73,262	32,400	(40,862)	(126.1)	3
Repairs & Maintenance/Trucks	60,500	3,357	25,388	30,250	4,862	16.1	
Equipment Rental	5,000	-	100	2,500	2,400	96.0	
Building & Grounds Maintenance	30,000	2,799	15,627	15,000	(627)	(4.2)	
Electrical Power	498,150	30,636	194,457	249,075	54,618	21.9	
Street Lights	100,000	6,084	36,305	50,000	13,695	27.4	
Telephone	14,000	1,000	7,815	7,000	(815)	(11.6)	4
Postage	3,000	-	-	1,500	1,500	100.0	
Freight	500	27	339	250	(89)	(35.7)	
Chemicals	10,000	1,404	4,286	5,000	714	14.3	
Liability Insurance	85,000	355	99,917	42,500	(57,417)	(135.1)	5
Legal	70,000	373	3,247	35,000	31,753	90.7	
Accounting	15,000	-	250	7,500	7,250	96.7	
Engineering	1,000	-	-	500	500	100.0	12
Other Professional Services	130,000	-	9,098	65,000	55,902	86.0	

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

**December 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	677	6,303	10,000	3,697	37.0	
Transportation	78,555	4,754	34,952	39,278	4,326	11.0	
Office Equip. Maintenance	5,000	333	1,563	2,500	937	37.5	
Computer Software Maintenance	45,000	1,931	29,153	22,500	(6,653)	(29.6)	6
Memberships & Subscriptions	24,600	-	23,533	12,300	(11,233)	(91.3)	7
Bad Debts & Minimum Balance Writeoff	50,000	-	-	25,000	25,000	100.0	
Conference & Continuing Ed	34,500	522	2,835	17,250	14,415	83.6	
Certifications	3,500	80	320	1,750	1,430	81.7	
State/County & LAFCO Fees and Charges	40,000	26,597	31,729	20,000	(11,729)	(58.6)	8
Hydraulic Water Model Maintenance	2,000	-	-	1,000	1,000	100.0	
Elections Expense	-	-	-	-	-	-	
Human Resources	25,000	5,045	16,482	12,500	(3,982)	(31.9)	9
Miscellaneous	12,000	145	3,715	6,000	2,285	38.1	
Director's Fees	16,000	700	5,700	8,000	2,300	28.8	
<b>TOTAL OPERATING EXPENSES</b>	<b>9,251,182</b>	<b>691,290</b>	<b>4,148,794</b>	<b>4,625,591</b>	<b>476,797</b>	<b>10.3</b>	
<b>LONG TERM DEBT PAYMENTS</b>							
Safe Drinking Water Bond	177,429	-	-	88,715	88,715	100.0	10
2012 CIP & Refi.	177,600	-	88,800	88,800	-	-	10
Davis-Grunsky Loan	6,050	5,905	5,905	3,025	(2,880)	(95.2)	10
VacCon Truck Loan	117,441	-	117,441	58,721	(58,720)	(100.0)	10
2014 Wastewater Revenue Bonds	485,575	-	130,287	242,788	112,501	46.3	10
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>964,095</b>	<b>5,905</b>	<b>342,432</b>	<b>482,048</b>	<b>139,615</b>	<b>29.0</b>	<b>10</b>
<b>CAPITALIZED EXPENDITURES</b>							
Vehicles, Rolling Stock & Equipment	450,000	-	259,878	225,000	(34,878)	(15.5)	11
Building, Yard & Paving Improvements	92,500	-	34,340	46,250	11,910	25.8	11
Capital Improvements Water	2,021,360	39,322	710,479	1,010,680	300,201	29.7	
Capital Improvements Sewer	1,443,000	17,397	40,192	721,500	681,308	94.4	
Engineering & Studies	110,000	-	-	55,000	55,000	100.0	12
District Design Standards	-	-	-	-	-	-	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>4,116,860</b>	<b>56,719</b>	<b>1,044,889</b>	<b>2,058,430</b>	<b>1,013,541</b>	<b>49.2</b>	
<b>OTHER</b>							
City of Eureka Projects:							
Treatment Plant	433,029	-	-	216,515	216,515	100.0	
<b>TOTAL City of Eureka Projects</b>	<b>433,029</b>	<b>-</b>	<b>-</b>	<b>216,515</b>	<b>216,515</b>	<b>100.0</b>	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>117,478</b>	<b>397,323</b>	<b>1,491,393</b>	<b>58,739</b>	<b>1,432,654</b>	<b>(2,439.0)</b>	

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

**December 2023**

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	%
						Variance
<b>OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL OPERATING REVENUE	14,018,944	1,149,816	6,812,453	7,009,472	(197,019)	(2.8)
TOTAL OPERATING EXPENSES	(9,251,182)	(691,290)	(4,148,794)	(4,625,591)	476,797	10.3
NET SURPLUS/(DEFICIT) FROM OPERATIONS	<u>4,767,762</u>	<u>458,526</u>	<u>2,663,659</u>	<u>2,383,881</u>	<u>279,778</u>	<u>11.7</u>
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL NON-OPERATING REVENUE	863,700	1,421	215,056	431,850	(216,794)	(50.2)
TOTAL LONG TERM DEBT SERVICE	(964,095)	(5,905)	(342,432)	(482,048)	139,615	29.0
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	<u>4,667,367</u>	<u>454,042</u>	<u>2,536,282</u>	<u>2,333,684</u>	<u>(76,632)</u>	<u>(3.3)</u>
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(4,116,860)	(56,719)	(1,044,889)	(2,058,430)	1,013,541	49.2
CITY of EUREKA PROJECT REIMBURSEMENT	(433,029)	-	-	(216,515)	216,515	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>117,478</u>	<u>397,323</u>	<u>1,491,393</u>	<u>58,739</u>	<u>1,432,654</u>	<u>(2,439.0)</u>

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

**December 2023**

	Budgeted 2023-24	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	5,876,000	481,648	2,867,364	2,938,000	(70,636)	(2.4)
Water Construction Fees	35,000	-	31,097	17,500	13,597	77.7
Account Fees	19,950	2,562	24,161	9,975	14,186	142.2
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	-	260	400	(140)	(35.0)
Miscellaneous	1,000	132	340	500	(160)	(32.0)
<b>TOTAL OPERATING REVENUE</b>	<b>5,932,750</b>	<b>484,342</b>	<b>2,923,221</b>	<b>2,966,375</b>	<b>(43,154)</b>	<b>(1.5)</b>
<b>NON-OPERATING REVENUE</b>						
Water Capital Connection Fees	145,000	-	142,116	72,500	69,616	96.0
Interest/General	23,547	-	-	11,774	(11,774)	(100.0)
Discounts Earned	1,280	61	521	640	(119)	(18.6)
Sales:Fixed Assets/Scrap Metal	8,844	668	668	4,422	(3,754)	(84.9)
Bad Debt Recovery	1,140	82	100	570	(470)	(82.5)
FW/MR Assessment	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>179,811</b>	<b>810</b>	<b>143,404</b>	<b>89,906</b>	<b>53,499</b>	<b>59.5</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>6,112,561</b>	<b>485,151</b>	<b>3,066,626</b>	<b>3,056,281</b>	<b>10,345</b>	<b>0.3</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	940,000	69,366	367,283	470,000	102,717	21.9
Wages & Benefits: Allocated	670,438	49,296	296,169	335,219	39,050	11.6
Benefits: PERS	185,400	9,220	54,451	92,700	38,249	41.3
Group Ins	409,200	26,350	153,227	204,600	51,373	25.1
Workers Comp Ins	14,850	4,595	8,887	7,425	(1,462)	(19.7)
FICA/Medicare	72,850	5,306	27,885	36,425	8,540	23.4
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,292,738	164,132	907,902	1,146,369	238,467	20.8
Less: wages & ben charged to Capital Proj.	(185,000)	(7,550)	(75,151)	(92,500)	(17,349)	18.8
Total Operating Wages and benefits	2,107,738	156,582	832,751	1,053,869	221,118	21.0
Water Purchase HBMWD	1,108,192	100,091	572,758	554,096	(18,662)	(3.4)
Water Purchase Eureka	880,000	60,374	370,924	440,000	69,076	15.7
Water Analysis	15,000	1,035	3,976	7,500	3,524	47.0
Supplies/ Construction	113,960	11,568	58,611	56,980	(1,631)	(2.9)
Supplies/Office-Administration	4,500	247	1,882	2,250	368	16.4
Supplies/ Engineering	1,425	-	206	713	506	71.0
Supplies/ Maintenance	50,000	1,920	34,499	25,000	(9,499)	(38.0)
Temporary Labor	29,484	3,776	41,759	14,742	(27,017)	(183.3)
Repairs & Maintenance/Trucks	33,880	2,076	13,979	16,940	2,961	17.5
Equipment Rental	3,700	-	100	1,850	1,750	94.6
Building & Grounds Maintenance	1,800	369	2,053	900	(1,153)	(128.2)
Electrical Power	273,983	17,366	115,634	136,991	21,357	15.6
Telephone	4,480	-	56	2,240	2,184	97.5
Postage	1,290	-	-	645	645	100.0
Freight	285	15	186	143	(44)	(30.8)
Chemicals	10,000	1,404	4,286	5,000	714	14.3
Engineering	390	-	-	195	195	100.0
Other Professional Services	34,000	-	-	17,000	17,000	100.0
Transportation	44,776	2,710	19,923	22,388	2,466	11.0
Office Equip. Maintenance	750	48	103	375	272	72.7
Computer Software Maintenance	21,600	1,040	16,254	10,800	(5,454)	(50.5)
Memberships & Subscriptions	1,476	-	1,497	738	(759)	(102.9)
Bad Debts & Minimum Balance Writeoff	28,500	-	-	14,250	14,250	100.0
Conference & Continuing Ed	12,075	298	1,478	6,038	4,559	75.5
Certifications	1,050	80	277	525	248	47.2
State/County & LAFCO Fees and Charges	13,600	26,597	28,110	6,800	(21,310)	(313.4)
Hydraulic Water Model Maintenance	2,000	-	-	1,000	1,000	100.0
Human Resources	9,750	491	491	4,875	4,384	89.9

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

**December 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	-	-	1,320	1,320	100.0
General & Admin Expense Allocation	286,811	10,548	130,298	143,405	13,108	9.1
<b>TOTAL OPERATING EXPENSES</b>	<b>5,099,134</b>	<b>398,635</b>	<b>2,252,091</b>	<b>2,549,567</b>	<b>297,476</b>	<b>11.7</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Safe Drinking Water Bond	177,429	-	-	88,715	88,715	100.0
2012 CIP & Refi.	-	-	-	-	-	-
Davis-Grunsky Loan	6,050	5,905	5,905	3,025	(2,880)	(95.2)
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>183,479</b>	<b>5,905</b>	<b>5,905</b>	<b>91,740</b>	<b>85,835</b>	<b>93.6</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	2,021,360	29,444	691,837	1,010,680	318,843	31.5
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>2,021,360</b>	<b>29,444</b>	<b>691,837</b>	<b>1,010,680</b>	<b>318,843</b>	<b>31.5</b>
INTERFUND TRANSFERS IN	-	-	-	-	-	-
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(1,191,412)</b>	<b>51,168</b>	<b>116,793</b>	<b>(595,706)</b>	<b>712,499</b>	<b>119.6</b>

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

**December 2023**

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Sewer Service Charges	8,057,944	663,505	3,808,954	4,028,972	(220,018)	(5.5)
Sewer Construction Fees	12,000	-	15,619	6,000	9,619	160.3
Account Fees	15,050	1,933	18,226	7,525	10,701	142.2
Inspection Fees	-	-	505	-	505	-
Reimbursable Maintenance Fees	200	-	-	100	(100)	(100.0)
Miscellaneous	1,000	36	630	500	130	25.9
<b>TOTAL OPERATING REVENUE</b>	<b>8,086,194</b>	<b>665,474</b>	<b>3,889,232</b>	<b>4,043,097</b>	<b>(153,865)</b>	<b>(3.8)</b>
<b>NON-OPERATING REVENUE</b>						
Sewer Capital Connection Fees	239,000	-	70,679	119,500	(48,821)	(40.9)
Interest/General	6,453	-	-	3,227	(3,227)	(100.0)
Discounts Earned	720	46	393	360	33	9.1
Sales:Fixed Assets/Scrap Metal	6,856	504	504	3,428	(2,924)	(85.3)
Bad Debt Recovery	860	61	75	430	(355)	(82.5)
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>253,889</b>	<b>611</b>	<b>71,651</b>	<b>126,945</b>	<b>(55,293)</b>	<b>(43.6)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>8,340,083</b>	<b>666,085</b>	<b>3,960,883</b>	<b>4,170,042</b>	<b>(209,159)</b>	<b>(5.0)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	580,000	45,855	227,034	290,000	62,966	21.7
Wages & Benefits: Allocated	670,438	49,296	296,169	335,219	39,050	11.6
Benefits: PERS	118,450	5,774	30,760	59,225	28,465	48.1
Group Ins	250,800	17,793	91,904	125,400	33,496	26.7
Workers Comp Ins	9,075	2,194	4,150	4,538	388	8.5
FICA/Medicare	46,500	3,508	17,221	23,250	6,029	25.9
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,675,263</b>	<b>124,421</b>	<b>667,237</b>	<b>837,631</b>	<b>170,395</b>	<b>20.3</b>
Less: wages & ben charged to Capital Proj.	(65,000)	(13,111)	(23,734)	(32,500)	(8,766)	27.0
<b>Total Operating Wages and benefits</b>	<b>1,610,263</b>	<b>111,310</b>	<b>643,502</b>	<b>805,131</b>	<b>161,629</b>	<b>20.1</b>
Sewage Treatment: Operating & Maint.	1,758,385	146,532	879,192	879,193	1	0.0
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,040	1,578	19,231	20,020	789	3.9
Supplies/ Office-Administration	4,500	186	1,420	2,250	830	36.9
Supplies/ Engineering	1,075	-	156	538	382	71.0
Supplies/ Maintenance	50,000	1,505	70,036	25,000	(45,036)	(180.1)
Temporary Labor	19,116	2,849	31,503	9,558	(21,945)	(229.6)
Repairs & Maintenance/Trucks	26,620	1,281	11,409	13,310	1,901	14.3
Equipment Rental	1,300	-	-	650	650	100.0
Building & Grounds Maintenance	1,500	278	1,549	750	(799)	(106.5)
Electrical Power	119,556	7,006	36,033	59,778	23,745	39.7
Telephone	2,240	-	42	1,120	1,078	96.3
Postage	960	-	-	480	480	100.0
Freight	215	11	11	108	96	89.3
Legal	-	-	-	-	-	-
Engineering	100	-	-	50	50	100.0
Other Professional Services	24,000	-	-	12,000	12,000	100.0
Transportation	33,779	2,044	15,029	16,889	1,860	11.0
Office Equip. Maintenance	550	36	77	275	198	71.9
Computer Software Maintenance	16,200	785	12,262	8,100	(4,162)	(51.4)

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

**December 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	492	(638)	(129.6)
Bad Debts & Minimum Balance Writeoff	21,500	-	-	10,750	10,750	100.0
Conference & Continuing Ed	15,180	225	1,115	7,590	6,475	85.3
Certifications	805	-	43	403	360	89.3
State/County & LAFCO Fees and Charges	7,200	-	3,619	3,600	(19)	(0.5)
Human Resources	7,250	370	370	3,625	3,255	89.8
Miscellaneous	1,920	-	-	960	960	100.0
General & Admin Expense Allocation	286,811	10,548	130,298	143,405	13,108	9.1
<b>TOTAL OPERATING EXPENSES</b>	<b>4,052,048</b>	<b>286,545</b>	<b>1,858,026</b>	<b>2,026,024</b>	<b>167,998</b>	<b>8.3</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 Wastewater Revenue Bonds	484,575	-	130,287	242,288	112,001	46.2
2012 CIP & Refi.	177,600	-	-	88,800	88,800	100.0
VacCon Truck Loan	117,441	-	117,441	58,721	(58,720)	(100.0)
Debt Service: Allocated	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>779,616</b>	<b>-</b>	<b>247,728</b>	<b>389,808</b>	<b>142,080</b>	<b>36.4</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	450,000	-	-	225,000	225,000	100.0
Building, Yard & Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	1,443,000	17,397	40,192	721,500	681,308	94.4
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,893,000</b>	<b>17,397</b>	<b>40,192</b>	<b>946,500</b>	<b>906,308</b>	<b>95.8</b>
<b>OTHER</b>						
City of Eureka Projects:						
Treatment Plant	433,029	-	-	216,515	216,515	100.0
Martin Slough	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>433,029</b>	<b>-</b>	<b>-</b>	<b>216,515</b>	<b>216,515</b>	<b>100.0</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>1,182,390</b>	<b>362,143</b>	<b>1,814,938</b>	<b>591,195</b>	<b>1,223,743</b>	<b>(207.0)</b>

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

**December 2023**

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NON-OPERATING REVENUE</b>						
Property Taxes	430,000	-	-	215,000	(215,000)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>430,000</b>	<b>-</b>	<b>-</b>	<b>215,000</b>	<b>(215,000)</b>	<b>(100.0)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>430,000</b>	<b>-</b>	<b>-</b>	<b>215,000</b>	<b>(215,000)</b>	<b>(100.0)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	480,000	33,655	204,924	240,000	35,076	14.6
Benefits: PERS	211,150	25,823	159,776	105,575	(54,201)	(51.3)
Group Ins	660,000	35,824	220,220	330,000	109,780	33.3
Workers Comp Ins	3,575	870	1,737	1,788	51	2.8
FICA/Medicare	35,650	2,359	15,851	17,825	1,974	11.1
Misc Benefits	500	60	300	250	(50)	(20.0)
Total Wages and Benefits	1,390,875	98,591	602,807	695,438	92,630	13.3
Less: wages & ben charged to Capital Proj.	(50,000)	-	(10,469)	(25,000)	(14,531)	58.1
Less: Allocated to Water and Sewer Funds	(1,340,875)	(98,591)	(592,338)	(670,438)	(78,099)	11.6
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	52	1,929	3,000	1,071	35.7
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	-	-	2,293	-	(2,293)	-
Invoicing	57,000	4,866	29,053	28,500	(553)	(1.9)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	16,200	-	-	8,100	8,100	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	26,700	2,152	12,025	13,350	1,326	9.9
Electrical Power	104,612	6,263	42,790	52,306	9,516	18.2
Street Lights	100,000	6,084	36,305	50,000	13,695	27.4
Telephone	7,280	1,000	7,717	3,640	(4,077)	(112.0)
Postage	750	-	-	375	375	100.0
Freight	-	-	141	-	(141)	-
Liability Insurance	85,000	355	99,917	42,500	(57,417)	(135.1)
Legal Services	70,000	373	3,247	35,000	31,753	90.7
Accounting	15,000	-	250	7,500	7,250	96.7
Engineering	510	-	-	255	255	100.0
Other Professional Services	72,000	-	9,098	36,000	26,902	74.7
Bank Service Charges	20,000	652	3,930	10,000	6,070	60.7
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	3,700	249	1,384	1,850	466	25.2
Computer Software Maintenance	7,200	106	637	3,600	2,963	82.3
Memberships & Subscriptions	22,140	-	20,906	11,070	(9,836)	(88.9)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,245	-	241	3,623	3,381	93.3
Certifications	1,645	-	-	823	823	100.0

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

**December 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	-	-	9,600	9,600	100.0
Elections Expense	-	-	-	-	-	-
Human Resources	8,000	4,184	15,621	4,000	(11,621)	(290.5)
Miscellaneous	7,440	145	3,715	3,720	5	0.1
Director's Fees	16,000	700	5,700	8,000	2,300	28.8
General & Admin Expense Allocation	(573,622)	(21,097)	(260,595)	(286,811)	(26,216)	9.1
<b>TOTAL OPERATING EXPENSES</b>	<b>100,000</b>	<b>6,084</b>	<b>36,305</b>	<b>50,000</b>	<b>13,695</b>	<b>27.4</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	88,800	-	(88,800)	-
New Financing	(340,000)	-	-	(170,000)	(170,000)	100.0
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>(340,000)</b>	<b>-</b>	<b>88,800</b>	<b>(170,000)</b>	<b>(258,800)</b>	<b>152.2</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	259,878	-	(259,878)	-
Building, Yard & Paving Improvements	92,500	-	34,340	46,250	11,910	25.8
Engineering & Studies	110,000	-	-	55,000	55,000	100.0
District Design Standards	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>202,500</b>	<b>-</b>	<b>294,218</b>	<b>101,250</b>	<b>(192,968)</b>	
<b>INTERFUND TRANSFER OUT</b>		<b>-</b>	<b>-</b>	<b>-</b>		
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>467,501</b>	<b>(6,084)</b>	<b>(419,323)</b>	<b>233,750</b>	<b>(653,074)</b>	<b>(279.4)</b>

**Humboldt Community Services District  
Notes  
December 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 is 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 - State/County & LAFCO Fees and Charges

Annual Water System fees to SWRCB paid in December. Total annual expenditure is expected to be in line with annual budgeted amount.

Note 9 - Human Resources

Additional HR expenses in December due to onboarding of multiple new Staff members as well as expenses for Employee Appreciation Dinner

Note 10 - Debt Service

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

Note 11 - 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 12 - Engineering

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

Dec 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: 2/6/2024 8:20 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
56840	UB*02156	SARAH CAREY Refund Check Refund Check	01/10/2024	27.88 6.29
Total for Check Number 56840:				34.17
56841	A160 0701733 0701733 0701733 0701733 0701733 0701733 0701733 0701733 0701733 0701733 0701733 0701733 0701733 0701733	ACWA-JPIA aMedical Plan - Employees Coverage Period: 02/ bDental Plan - Employees Coverage Period: 02/ cVision Plan - Employees Coverage Period: 02/0 hLife/AD&D Plan -Board Members Coverage P dLife/AD&D Plan - Employees Coverage Period eMedical Plan - Board Members Coverage Perio fDental Plan - Board Members Coverage Period: gVision Plan - Board Members Coverage Period: iMedical Plan -Retired Members Coverage Perio jDental Plan - Retired Members Coverage Perio kVision Plan - Retired Members Coverage Perio ICOBRA - Medical Coverage Period: 02/01-29/2 mCOBRA - Dental Coverage Period: 02/01-29/2 nCOBRA - Vision Coverage Period: 02/01-29/2	01/10/2024	56,484.80 1,271.16 281.34 27.47 422.10 10,745.23 342.64 62.52 20,850.55 1,232.92 343.86 2,500.62 106.12 15.63
Total for Check Number 56841:				94,686.96
56842	A360 357871	AFLAC Supplemental Health Premium - December 2023	01/10/2024	149.68
Total for Check Number 56842:				149.68
56843	C410 122023 122023	City of Eureka: SW General 79% Humboldt Hill 21%	01/10/2024	115,760.28 30,771.72
Total for Check Number 56843:				146,532.00
56844	D640 LW-1043179	SWRCB Accounting Office Annual Water System Fees for Billing Period 07/	01/10/2024	26,596.82
Total for Check Number 56844:				26,596.82
56845	E170 96386	Employee Relations Pre Employ Bkgrd Reports/SC,MB	01/10/2024	124.00
Total for Check Number 56845:				124.00
56846	E485 12312023 12312023 152754/3 153059/3 153059/3	Cooney Parris and Rieke Corp Discount Earned December Discount Earned December Hybrid Glove L/Battery Chainsaw MSA120 Drive Bit Set 55pc Concrete Mix	01/10/2024	-14.22 -1.23 354.48 48.47 51.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	153306/3	Air Hose		12.87
	153429/3	Silicone Adhesive/C-Clamp		28.20
	153717/3	Air Freshner/Reartrig Hose Noz		40.90
	153899/3	plastic bucket/tarp strap rubber		31.19
	153934/3	Screws/Alum Rafr		88.13
Total for Check Number 56846:				640.45
56847	E558 377143	NAPA Auto Parts of Eureka 2.5 Blue Def	01/10/2024	13.75
Total for Check Number 56847:				13.75
56848	E890	Express Employment Professionals	01/10/2024	
	30108623	Temporary Personnel - Maintenance PPE 12/24/		218.72
	30108623	Temporary Personnel - Construction PPE 12/24/		874.88
	30145256	Temporary Personnel - Construction PPE 12/31/		437.44
	30145256	Temporary Personnel - Maintenance PPE 12/31/		218.72
Total for Check Number 56848:				1,749.76
56849	H010	Keenan Supply	01/10/2024	
	12312023	Discount Earned December		-3.22
	12312023	Discount Earned December		-6.59
	12312023	Discount Earned December		-4.17
	12312023	Discount Earned December		-80.84
	12312023	Discount Earned December		-332.38
	12312023	Discount Earned December		-54.39
	12312023	Discount Earned December		-4.97
	S013236697.001	3/4 Mac-Pack Brass Ball/ 1 Mac-Pak Brass Ball		1,791.17
	S013280079.001	(2) New Cla-valves for the Hubbard WBS Per Q		17,907.14
	S013406695.001	Lockwing Ball/Gasket/End Cap and Gasket/End		1,624.13
	S013452856.001	3/4x1-13/16 Meter SwivelXMIP Brass Smooth N		330.19
	S013474933.001	Parts for sampling stations		175.84
	S013481416.001	Clow gate valve for Sea Avenue FM Reversal Pr		1,315.86
	S013481786.001	40 PVC Tee/40 PVC CPLG/ 40 PVC 90 Elbow		31.38
	S013486414.001	Romac grip ring accessory packs for the Sea Ave		1,654.97
	S013500834.001	Repair CPLG		639.63
	S013504554.001	Parts for the Blackberry SLS Rehabilitation Proje		149.74
	S013507252.001	Parts for the Blackberry SLS Rehabilitation Proje		75.69
	S013508314.001	Parts for the Blackberry SLS Rehabilitation Proje		45.99
	S013513080.001	Parts for the Blackberry SLS Rehabilitation Proje		356.08
	S013513080.001	Parts for the Sea Avenue FM Reversal Project		231.96
Total for Check Number 56849:				25,843.21
56850	H210	Hensell Materials	01/10/2024	
	0647187-IN	Quick Setting Cement/ Concrete		128.59
	0647282-IN	Wattles		68.84
Total for Check Number 56850:				197.43
56851	H410	Humboldt Bay Municipal Water D	01/10/2024	
	13757000	Water Purchased - December 2023		100,296.49
	13757000	PF-2 Reconciliation Credit from FY 2022-23		-205.62
Total for Check Number 56851:				100,090.87
56852	H770	Humboldt Smokehouse	01/10/2024	
	Jan 19, 2024	EA Dinner Catering		860.92

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56852:	860.92
56853	I525 253698	Infosend UB/Process and Mail/Bills - December 2023	01/10/2024	4,865.55
			Total for Check Number 56853:	4,865.55
56854	I780 646799	Itron Inc. Meter Reading Hardware Maint Contract 05.01.2	01/10/2024	2,674.11
			Total for Check Number 56854:	2,674.11
56855	M099 201300 10633815 270441 10636013 270441 A0138735 87677 10637827 87677 A0139688	Mad River Community Hospital Pre Employment/CD Pre Employment/NH Pre Employment/NH Pre Employment/CS Pre Employment/CS	01/10/2024	366.00 366.00 580.00 366.00 413.75
			Total for Check Number 56855:	2,091.75
56856	M230 M256352 M256353	Mendes Supply Co PSCQcarbacticide 30gal/DrumDep PSCQcarbacticide 30gal/DrumDep	01/10/2024	933.17 470.97
			Total for Check Number 56856:	1,404.14
56857	M450 520550879 520618308 520660976 520703993 520749862	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	01/10/2024	234.25 401.89 234.93 401.89 237.17
			Total for Check Number 56857:	1,510.13
56858	M560 2587	The Mitchell Law Firm LLP Legal Services - December 2023	01/10/2024	128.00
			Total for Check Number 56858:	128.00
56859	M780 016736 017098	Municipal Maintenance Equipmen Vac Con spare parts and water gun parts Parts to build a 6-foot extension for the hydro dig	01/10/2024	681.92 649.10
			Total for Check Number 56859:	1,331.02
56860	P130 01122024	Pacific Gas and Electric-St Street Lights: 12/2023	01/10/2024	6,261.81
			Total for Check Number 56860:	6,261.81
56861	P190 209555 209580	Pacific Paper Co 3 Month Wall Calendar Wall Calendar Refil	01/10/2024	34.36 27.01
			Total for Check Number 56861:	61.37
56862	P430 12312023 12312023	Pierson Building Center Discount Earned December Discount Earned December	01/10/2024	-1.72 -11.23

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	12312023	Discount Earned December		-1.44
	156424	Gauging Trowel/ Turtleback Sponge		23.13
	156424	Hose Clamp		5.44
	156790	Parts for water sampling stations		57.48
	157236	Swivel Mount Light Control/Socket Adapter 3pc		38.75
	157739	Cob Web Duster/Dish Soap/Simple Green Degre		30.12
	158778	Thread Seal Tape/Hose Clamp SS/Mixing Nozzle		43.55
	159175	Garden Hoe with Wooden Handle		26.21
	159176	Parts for the Blackberry SLS Rehabilitation Proj		48.03
	160035	Tupur 2cuft/Shady Lawn Seed		129.92
	160065	Magnetic Hook/Inflator/Hacksaw Blade/Truflate		49.77
	160067	Return of Truflate M-Plug		-2.61
	160069	Universal Coupler		8.18
	161426	Hose Clamp/Paint Pen/Rubber Weather Str		39.71
			Total for Check Number 56862:	483.29
56863	P785 2019A	Powell Landscape Materials for Beechwood Sample station	01/10/2024	274.80
			Total for Check Number 56863:	274.80
56864	R250 31468317	Recology Humboldt County Garbage Service - December 2023	01/10/2024	586.44
			Total for Check Number 56864:	586.44
56865	S750 01012024	Standard Insurance Company Short&Long Term Employee Disability Billing F	01/10/2024	1,405.20
			Total for Check Number 56865:	1,405.20
56866	U410	United Way of Humboldt PR Batch 00001.01.2024 UNITED WAY PR Batch 00001.01.2024 UNITED WAY PR Batch 00001.01.2024 UNITED WAY	01/10/2024 PR Batch 00001.01.2024 UNI PR Batch 00001.01.2024 UNI PR Batch 00001.01.2024 UNI	2.90 0.30 0.80
			Total for Check Number 56866:	4.00
56867	V700 INV 23-745347	Valley Pacific Petroleum Services Inc Fuel	01/10/2024	4,753.75
			Total for Check Number 56867:	4,753.75
56868	W208 1057	Watt's Cleaning Services Office cleaning services for December 2023	01/10/2024	1,960.00
			Total for Check Number 56868:	1,960.00
56869	W570 361908 362219	Western Chain Saw Elastostart Rope/ 6.4oz Mix Spark Plug/Air Filter/Flush Fuel System/Replace	01/10/2024	24.67 109.16
			Total for Check Number 56869:	133.83
56870	ZSW070 6309 Purdue Dr	John Slater Sewer Insepection Refund for 6309 Purdue Drive	01/10/2024	205.00
			Total for Check Number 56870:	205.00
56871	ZSW071 5364 Alpine Ct	Janet Boomgarden Sewer Inspection Refund for 5364 Alpine Court	01/10/2024	150.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56871:	150.00
			Total for 1/10/2024:	427,804.21
56872	B284 80147073	Badger Meter Inc Beacon Mbl Hosting Services for December 202	01/17/2024	433.44
			Total for Check Number 56872:	433.44
56873	C036	Corporate Payment Systems	01/17/2024	
	240034133469000	DT/ Instrument Sales and Serv: Generator Unit #		139.40
	240113433490000	DT/Grundens: Sewer Rain Gear for TH		371.71
	240552233490918	DT/ BWS Distributors: Confine Space Meter Ca		154.07
	242042933480025	TL/DRI Crash Plan		29.97
	242405233610692	JM/ BDI USA: Water Hose		51.95
	242697933480011	TW/Babe's Pizza: Engineer Recruitment/Lunch		40.00
	242750433580300	TW/SEES: EE Holiday		116.00
	244309933494008	TL/Microsoft		76.00
	244310533530834	WP/Speedtech Lights: Strobe Lights for Unit #6		135.43
	244310633400833	MM/Amazon: Tablet for Engineering		255.57
	244356540048392	MM/Pollardwater: Pump Stick for Field.		629.24
	244450033530009	DT/ Walgreens: Blow Drier		17.23
	246921633401038	MM/Amazon: Chair Mat for GM Office		47.89
	246921633431061	TW/Amazon: TL Retirement		103.35
	246921633491015	TW/Michaels: TL Retirement (Frame)		25.12
	246921633601084	MM/Amazon: Replacement Keyboard for MK		31.88
	246921633601084	TW/Amazon: Office Coffee Supplies		28.76
	246921633601084	MM/Amazon: Vehicle Maintenance Request For		36.61
	246921633621002	TW/Amazon: TL Retirement		425.61
	246921633631011	TW/Amazon: TL Retirement		48.49
	247333433490290	TW/EurekaRubber: TL Retirement (Plaque)		62.34
	247554233497334	DT/Grainger: Sewer Station Alarms		437.31
	248019733522005	DT/ Petersen Resources: Sewer Plug Valves		93.22
	249216334310613	TW/Amazon: TL Retirement		16.15
	744356540048392	MM/Pollardwater: Refund of Sales Tax Overcha		-8.64
			Total for Check Number 56873:	3,364.66
56874	C180	Canon Solutions America Inc.	01/17/2024	
	6006635653	UseTaxRecoveryFee/OfficeCopier		7.76
	6006635653	Office/Color Copies WXD03492- 2043		170.09
	6006635653	Office/Black Copies WXD03492- 2345		30.35
			Total for Check Number 56874:	208.20
56875	C430 12312023	City of Eureka: WA Water Purchased - December 2023	01/17/2024	60,374.00
			Total for Check Number 56875:	60,374.00
56876	C450 INV05512	City of Eureka: Water Test Microbiological Testing - December 2023	01/17/2024	425.00
			Total for Check Number 56876:	425.00
56877	C495 58684	Colantuono, Highsmith, Whatley, PC Special Legal Services Services Through 12/31/	01/17/2024	245.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56877:	245.00
56878	J800 174180	Johnson's Mobile Rentals LLC Temporary fencing for Ridgewood Tank	01/17/2024	252.78
			Total for Check Number 56878:	252.78
56879	J900 Q2 Q2 Q2 Q2	ACWA/Joint Powers Insurance Authority Workers Comp Prog-Water Reporting Period 10/ Workers Comp Prog-Sewer Reporting Period 10. Workers Comp Prog-Sales/Meter Reporting Peri Workers Comp Prog-Clerical/Brd Reporting Peri	01/17/2024	4,117.75 1,833.91 837.62 870.17
			Total for Check Number 56879:	7,659.45
56880	M099 264454 10633240	Mad River Community Hospital Pre Employment/TH	01/17/2024	366.00
			Total for Check Number 56880:	366.00
56881	M350 5205401	Mid-City Motor World Raid Guards for Unit #12	01/17/2024	136.50
			Total for Check Number 56881:	136.50
56882	N465 0022703	Brad's Nor-Cal Automotive Unit #2 starter replacement	01/17/2024	1,109.51
			Total for Check Number 56882:	1,109.51
56883	S163 831030/1	Cooney, Parris & Rieke Corp Shop light bulbs	01/17/2024	19.65
			Total for Check Number 56883:	19.65
56884	S670 TM INV-007175	Springbrook Holding Company LLC Work on Version Upgrade	01/17/2024	358.00
			Total for Check Number 56884:	358.00
56885	T935 1056	Two Brothers Cathodic Services Inc New cathodic protection system for the Lentell v	01/17/2024	12,376.33
			Total for Check Number 56885:	12,376.33
56886	U410	United Way of Humboldt PR Batch 00004.01.2024 UNITED WAY PR Batch 00004.01.2024 UNITED WAY PR Batch 00004.01.2024 UNITED WAY	01/17/2024 PR Batch 00004.01.2024 UNI PR Batch 00004.01.2024 UNI PR Batch 00004.01.2024 UNI	0.73 1.00 2.27
			Total for Check Number 56886:	4.00
56887	U730 INV00216550 INV00218539 INV00221328 INV00223738 INV00234558	USA Bluebook Cl2 pumps for district system Parts for the Blackberry SLS Rehabilitation Proje South Bay, Spruce P and Well Supplies Adapter Quick Coupling Aluminum, Various Refil Bottle of Bacterostatic Additive	01/17/2024	191.42 81.21 650.29 470.64 96.82
			Total for Check Number 56887:	1,490.38
56888	W207	Laurie Watson Stone	01/17/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	3925 Cedar St A	Claim Settlement: 3925 Cedar St #A, Eureka		428.67
			Total for Check Number 56888:	428.67
56889	W700 HCD-245303	Whitchurch Engineering Inc. Walnut Dr Earthquake Recovery Replace Design	01/17/2024	3,395.00
			Total for Check Number 56889:	3,395.00
56890	UB*02157	JOSEPH HAYS Refund Check Refund Check Refund Check Refund Check	01/17/2024	45.49 18.59 11.78 1.92
			Total for Check Number 56890:	77.78
56891	UB*02158	CAMILLE/GRANT NAGLEKIRK Refund Check	01/17/2024	142.52
			Total for Check Number 56891:	142.52
56892	UB*02159	DIANNE BYINGTON Refund Check Refund Check Refund Check	01/17/2024	11.78 1.92 26.35
			Total for Check Number 56892:	40.05
			Total for 1/17/2024:	92,906.92
56893	A360 706594	AFLAC Supplemental Health Premium - January 2024	01/31/2024	149.68
			Total for Check Number 56893:	149.68
56894	B726 2403	Rusty Brown Dust MaskFit Testing	01/31/2024	875.00
			Total for Check Number 56894:	875.00
56895	F049 CAEUR130750 CAEUR130750 CAEUR130786 CAEUR130786 CAEUR130963 CAEUR130963 CAEUR131058 CAEUR131058	Fastenal Company AA Alk Battery Safety Glasses/Cautn Blu 17oz XL OR Disposable Gloves/ 10.4x11 Trowel 55 Saftey Glasses/Ear Plug 5ct/ 1/2 Pint BT SOF-SI Safety Glasses/ LG Flex Guard GlvPrVP 12oz Original Hand Sanitizer Black Chisel Marker/ IC WB White 17oz AA Battery/D Battery	01/31/2024	6.51 74.67 84.33 65.23 51.54 82.74 49.45 9.91
			Total for Check Number 56895:	424.38
56896	F050 CAEUR130864 CAEUR130970 CAEUR131050 CAEUR131051 CAEUR131132 CAEUR131143	Fastenal Industrial 2 Ply Bath Tissue/ 1/2 Fold Toilet Seat Cover 8 Drawer Cabinet x4 ABL6-6A Drill Center Pull White PaperTowel Stainless Steel Hex Cap Screw 1/2 x 3 3/4 Trubolt Wedge Anchor	01/31/2024	68.14 433.08 101.60 119.97 9.17 122.26

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56896:	854.22
56897	H425 Hubbard Lane Thank You	Humboldt Cider Company Additional hour for set up Gratuity	01/31/2024	100.00 50.00
			Total for Check Number 56897:	150.00
56898	H770 Thank You	Humboldt Smokehouse Gratuity for Catering	01/31/2024	50.00
			Total for Check Number 56898:	50.00
56899	P006 01302024 01302024 02916903 029169603-1 029169603-2 029169603-3 029187416 CM029169603 CM029235733	PACE Supply Corp. Discount Earned January Discount Removed From Credit Prts for the Stanford Circle SMR Project Prts for the Stanford Circle SMR Project Sales Error for the Stanford Circle SMR Project Pricing Correction for Standford Circle SMR Prc	01/31/2024	-150.23 9.88 5,628.32 714.38 334.50 323.25 560.29 -50.10 -494.02
			Total for Check Number 56899:	6,876.27
56900	P010 02052024 02052024 02052024 02052024 02052024 02052024 02052024	Pacific Gas and Electric-GN dGeneral Sewer System aWA Pump & District/Cummings cFW/MR Water System eKS/HH Sewer System bHH Water System gSpark energy Gas/LP Gas Chgs fOffice/Yard	01/31/2024	6,308.10 5,607.60 684.52 2,421.53 10,257.52 450.16 5,866.53
			Total for Check Number 56900:	31,595.96
56901	P130 02122024	Pacific Gas and Electric-St Street Lights: January 2024	01/31/2024	6,466.34
			Total for Check Number 56901:	6,466.34
56902	S750 02012024	Standard Insurance Company Short&Long Term Employee Disability Billing F	01/31/2024	1,498.57
			Total for Check Number 56902:	1,498.57
56903	S850 02152024	Optimum Internet: 01/24/24 - 02/23/24	01/31/2024	535.33
			Total for Check Number 56903:	535.33
56904	T165 116238	Telemetry and Process Controls Inc. SCADA Q Board repair	01/31/2024	3,600.00
			Total for Check Number 56904:	3,600.00
56905	V500 9954822120	Verizon Wireless Cellular Service: 12/22/24 - 01/21/24	01/31/2024	464.76
			Total for Check Number 56905:	464.76

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
56906	W330 0052828-IN	WECO Industries Repair lateral sewer camera	01/31/2024	953.49
Total for Check Number 56906:				953.49
56907	X800 3556D07566	Xylem Inc. Rebuild Buhne SLS pump	01/31/2024	3,873.50
Total for Check Number 56907:				3,873.50
Total for 1/31/2024:				58,367.50
Report Total (68 checks):				579,078.63

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# Humboldt Community Services District

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

## ENGINEERING MEMORANDUM

**To:** HCSD Board of Directors  
**From:** Kush Rawal, Assistant Engineer  
**Date:** February 9, 2024  
**Subject:** Introductory Report for February 13, 2024 Board Meeting

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### **Discussion:**

My name is Kush Rawal, and I am the new Assistant Engineer at HCSD. I have grown up in Arcata most of my life eventually graduating from Arcata High school. After attending community college in San Diego, I returned to Arcata and earned a Bachelors in Science in Environmental Engineering from California State Polytechnic University Humboldt. Shortly after graduation I began working as an engineering technician at the City of Arcata where I gained experience with engineering design, the construction bid process, and project management for capital improvement projects.

In 2022, while I was still a student, I earned the Engineer-in-Training certification. I am currently working toward my Professional Engineering licensure and hope to complete that within a year.

Beyond my educational and professional background, I think you should know that I believe the services that HCSD provide are vitally important to the community and I intend to do my best to maintain and improve the services HCSD provides. I am proud to be working in public service and am looking forward to working with you to serve the community together.

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# Humboldt Community Services District

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

## MEMORANDUM

TO: Board of Directors

FROM: Brian McNeill, Utility Services Planner

DATE: February 9, 2024

SUBJECT: Utility Services Planner Report for February 13, 2024 Board Meeting

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The Required California Environmental Reporting System (CERS) annual report submission, which is due March 1 of each year was completed and submitted, upcoming mandated reporting is currently being compiled. The District has numerous plans, programs and reports which require review and updating on an annual basis, and that process is ongoing. Annual backflow letters have started to be sent out for the current 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 assisting a ratepayer on Weiler Rd. with choosing the appropriate location to install their new water service.

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. The District was required to install seven new sample stations, and currently five have been installed.

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# Humboldt Community Services District

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

## AGENDA REPORT

**For HCSD Board of Directors Regular Meeting of:** February 13, 2024

**AGENDA ITEM:** G.1 (New Business)

**TITLE:** HCSD Regular Board Meeting Schedule

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

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### **Recommendation:**

Consider authorizing the GM to cancel regularly scheduled board meetings when no pressing matter or action item will be scheduled. Discuss the Board of Directors regular meeting schedule and direct staff accordingly.

### **Summary:**

The Board of Directors considered an agenda item on January 9, 2024 to potentially try moving to one meeting per month. One suggested mechanism to allow a trial period was to authorize the GM to cancel meetings as appropriate and practical. The Board did not make a motion to support that suggestion at the January 9 meeting. At the February 13 regular meeting, the Board requested the matter be brought back for reconsideration.

### **Fiscal Impact:**

Minimal

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# Humboldt Community Services District

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

## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: February 13, 2024

**AGENDA ITEM:** H.1. (New Business)

**TITLE:** Review and Discuss McKay Ranch Subdivision Annexation Proposal

**PRESENTED BY:** Terrence Williams, General Manager and Brian McNeill, Utility Services Planner

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### Recommendation:

Discuss the project proponent's proposal to annex to the District and provide direction to District staff.

### Summary:

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

Several documents are included with this agenda report for review.

- 1) Draft application for annexation.
  - a. Humboldt LAFCo requires that an agency apply for a Change of Organization or Reorganization in order to annex additional property. District staff has completed the draft application form included in this Board Packet for your review and comment.
- 2) Draft Resolution
  - a. Humboldt LAFCo requires the District to adopt a resolution to annex property into the District. A draft resolution is included in this Board Packet for review and comment. This resolution cannot be adopted at this time because the necessary notifications have not yet been made. If the Board approves this draft with amendments, the resolution will be brought back at a future meeting for adoption once the necessary notifications have been made.
  - b. One clause of the resolution requires the Board to independently consider the information contained in the Final EIR, Findings, SOC, and MMRP, and adopt the County's Findings, SOC, and MMRP for the annexation. This information can be found at the following link to the County's website:  
<https://humboldt.legistar.com/LegislationDetail.aspx?ID=6051332&GUID=E9B43739-6F29-4551-8377-7F04EDEBF3C4&Options=&Search=>
- 3) Draft Plan for Services
  - a. Humboldt LAFCo requires a plan for services to document the District's ability to provide the requested services to the proposed annexation. A draft plan for services is included in this Board Packet for review.

- b. Humboldt LAFCo has requested additional information from the Developer be included in the Plan for Services that has not yet been furnished to LAFCo or to the District. The additional information that will be included in the final Plan for Services includes:
    - i. A description of the proposed development, including the total acreage of the subdivision project, number of residential and commercial units, phasing, and open space preservation. This document will be the primary source of information for Humboldt LAFCo Commissioners and members of the public for the annexation so more relevant project detail the better.
    - ii. A description of the proposed water infrastructure including where the connection(s) will be made to existing District infrastructure, the length and size of water mains and the location/placement of fire hydrants.
    - iii. A description of the timing and cost of the on-site wastewater infrastructure and how will this be financed.
- 4) Various maps of the proposed subdivision and how they correlate to the District.

One point that has been brought up by multiple parties regarding this subdivision is that there is no master tax sharing agreement in place between HCSD and Humboldt County. Once the application to annex is filed with LAFCo, a Notice of Filing will be provided to the County Assessor and Auditor to initiate the Revenue & Taxation Code 99(b) process. Based on past practice, the County will make the finding that they will continue to retain all of their service responsibilities in the newly annexed area despite the jurisdictional change, and typically will not support any change in the base property tax rate.

Considering that the proposed subdivision consists of over 180 single family residential properties some of which will include ADUs, several multifamily properties as well as several commercial properties, the County stands to receive a substantial influx of property tax. Based on the District's existing tax allocation factor applied to HCSD original properties, which is 2.0645% of the 1% property tax that the County collects; for every \$100,000 in assessed property value, the District should receive \$20.65 in property taxes annually. So, if the assessed value of the subdivision is \$150M, the annual property tax revenue to the District would be about \$31,000. This revenue could be used to offset a portion of capacity charges for new construction in the District. If the District does not negotiate with the County to receive a percentage of the property tax increment, the County will likely retain all of the property tax revenue from this annexation.

**Fiscal Impact:**

Unknown



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

**Proposal Description**

1. Type of proposal:

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

2. Title of proposal:

HCSD McKay Ranch Subdivision Annexation

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

The following is attached to this application form:

- Agency Resolution of Application
- Landowner Petition
- Registered Voter Petition

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

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

- Yes
- No

5. Applicant:

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

6. Designated Contact Person:

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

**General Information**

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

To obtain services for water, sewer and street lighting.

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

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

All costs associated with the North McKay Ranch Subdivision Project shall be borne by the Developer including all onsite and offsite improvements.

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

If street lighting services will be provided by the Humboldt Community Services District, a streetlighting assessment zone will be established and funded by the developer.

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

See attached map.

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

1 SFH

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

320 dwelling units

6. Number of registered voters within the subject territory.

Unknown.

7. Number of parcels within the subject territory.

See Map

### Proposal Boundaries

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

The following is attached to this application form:

Vicinity Map

Boundary Map

Boundary Description

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

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

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

No

4. Total land area included in proposal:

(90+ Acres)

### Land Use Information

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

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

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

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

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

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

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

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

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

Yes

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

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

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

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

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

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

### Public Services

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

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

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

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

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

As identified in the Water Supply Assessment, a new 250,000 gallon water storage tank as well as upsizing the water main between Holly Street and Cypress Avenue to 12-inch diameter will be required to meet the increased capacity demands. These items will be funded by the project proponent and are included as Conditions of Approval.

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

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

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

No.

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

A Plan for Services is attached to this application form:

Yes

Not applicable

## Financial Information

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

Privately funded – current plans. All costs associated with this project will be funded by the Developer. Water and sewer services will be provided ~~at the~~ per the current Humboldt

Community Services District rate and charge schedule. All new construction will be subject to Humboldt Community Services District's capacity charges for water and sewer services. Street lighting services can be provided by Humboldt Community Services District if the developer establishes street lighting assessment zone(s).

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

No.

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

Yes

### Sphere of Influence

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

Yes

No

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

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

N/A

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

N/A

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

N/A

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

N/A

- e. "For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or

structural fire protection...the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence."

N/A

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

N/A

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

N/A

### Environmental Determination

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

The following environmental document has been prepared:

Statutory or Categorical Exemption

Negative Declaration

Mitigated Negative Declaration

**Environmental Impact Report**

Other:

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

**Yes**

No

**Notification**

Provide the names and contact information of the primary persons or agents who are to receive information requests, staff reports and notices:

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

**Indemnification Agreement**

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

The following is included with this application form:

Signed Voluntary Indemnification Agreement

**Filing Fees**

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

The following is included with this application form:

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

**Certification**

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

(Signature)

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

(Title)

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

DRAFT

## RESOLUTION 2024-\_\_

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

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

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

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

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

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

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

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

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

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

adopt County's findings, SOC, and MMRP, prior to approval of the formal terms and conditions for the annexation;

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

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Humboldt Community Services District adopts Resolution 2024-\_\_ thereby resolving as follows:

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

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

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

1. Per the Water Supply Analysis performed by SHN Consulting Engineers and the Condition of Approval set forth by the County of Humboldt, the developer shall ensure that, prior to the issuance of a building permit for any residential or commercial structures, the Building Permit for the installation of the new 250,000-gallon water tank at the Ridgewood Tank Site shall be issued. Furthermore, prior to the final inspection sign-off and/or final approval of an occupancy permit of any residential or commercial structures, the water tank shall be installed and operational. This condition does not apply to Phase 1 development along the extension of Manzanita Street.
2. Per the Water Supply Analysis performed by SHN Consulting Engineers, the developer shall ensure that, prior to the final inspection sign-off and/or final approval of an occupancy permit of any residential or commercial structures the section of watermain within Walnut Drive between Holly Street and Cypress Avenue shall be increased to 12-inch diameter. This condition does not apply to Phase 1 development along the extension of Manzanita Street.
3. The developer shall enter into and comply with main line extension agreement(s) with Humboldt Community Services District for water and sewer infrastructure for each phase of the North McKay Ranch Subdivision project.
4. If street lighting services are to be provided by the Humboldt Community Services District, the developer shall install all necessary infrastructure at no cost to HCSD and establish street lighting assessment zones compliant with Article 6 of the Humboldt Community Services District Code
5. Ensure that all existing services are not disrupted by the construction, implementation and deployment of this development including but not limited to the service to APN 017-071-002-000.

6. Comply with all conditions of approval set forth by the County of Humboldt
7. Pursuant to Revenue and Taxation Code Section 99.01, prior to a jurisdictional change that will result in a special district providing services to an area where those services have not previously been provided, the special district must negotiate an exchange of property tax increment to be generated in the area subject to the jurisdictional change.
8. Upon effective date of the annexation, the affected territory will be subject to all previously authorized charges, fees, assessments, and taxes that were lawfully enacted by the Humboldt Community Services District. The affected territory will also be subject to all of the rates, rules, regulations, and ordinances of the District.

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

PASSED AND ADOPTED by the Board of Directors of the Humboldt Community Services District on \_\_\_\_\_, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

ATTEST:

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

# Humboldt Community Services District

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

## North McKay Ranch Subdivision Project DRAFT PLAN FOR SERVICES

### **INTRODUCTION & PURPOSE**

The purpose of this document is to outline a Plan for Services to support an application submitted to Humboldt Local Agency Formation Commission (Humboldt LAFCo) for the service territory annexation by the Humboldt Community Services District. Humboldt Community Services District (HCSD or District) intends to submit an application to Humboldt LAFCo on behalf of property owner Fairhaven Cottages LLC (Developer or Project Proponent), affiliated with or subsidiary of Kramer Properties, Inc., to approve the extension of the existing HCSD boundary to include the following APNS: 017-032 - 003, 017-071-009, 017-072-003, 017-073-007, 017-073-008, which is currently within the District's Sphere of Influence, so that HCSD can provide street lighting, water and sewer services to the proposed project. In addition, one parcel associated with the Redwood Empire Little League (APN 017-073-008) owned by Field Committee Corp. is proposed for annexation due to the proximity of the land entirely surrounded by the North McKay Ranch Subdivision Project. All parcels proposed for annexation are within the HCSD Sphere of Influence.

### **EXISTING INFRASTRUCTURE/SERVICE**

#### **Water**

Water services within the project area will be provided by HCSD. HCSD supplies water to 7,798 active connections, approximately 97 percent of which are residential and 3 percent commercial. Water service is not provided to any industrial users. In 2015, a total of 740.2 million gallons of water was distributed to customers within the HCSD service area. Average daily use for HCSD customers is estimated at 2.03 MGD in 2015, and peak daily use estimated at 3.6 MGD (Humboldt County 2017c). HCSD receives approximately 74 percent of its water from Humboldt Bay Municipal Water District (HBMWD) and the City of Eureka. HCSD also maintains two water supply wells that supplement the water supply, with a rated capacity of 1,580 GPM. HCSD's active connection with the City of Eureka has a capacity of 800 GPM. The contract with the HBMWD allows for a peak rate allocation of 2.9 MGD. HCSD's existing infrastructure and contracts provide for 5.3 MGD total water supply available.

The District's water service mains in the proximity of the proposed project extend to the ends of Redwood street (at Cross Lane) and Arbutus Street (at Cedar Street). These service mains are 8-inch C-900 PVC. The project proponent intends to connect their project to the District's system at these two locations. The developer will follow the District's design standards, including fire hydrant spacing and comply with all aspects of

the mainline extension agreement when designing and constructing the infrastructure necessary to support the development project.

## **Wastewater**

HCSD currently maintains 6,613 sewer service accounts, 97 of which are associated with commercial users, with the remainder associated with residential users (SHN Engineers and Geologists 2014). HCSD's wastewater infrastructure includes 29 wastewater pumping stations, and about 78 miles of sewer mains. Five of HCSD's lift stations are located in the Pine Hill area, five in the Rosewood area, five in the Cutten and Ridgewood areas, six in the Myrtle town area, three in the King Salmon area, and five in the Humboldt Hill area. HCSD's peak daily wastewater flow is approximately 1.92 MGD, with an average wastewater flow of 0.92 MGD (SHN Engineers and Geologists 2014). HCSD has an agreement with the City of Eureka to purchase approximately 30 percent of the capacity at the City of Eureka Elk River Wastewater Treatment Plant (WWTP), which has a current peak dry weather treatment capacity of 8.6 MGD and peak wet weather treatment capacity of 12 MGD (Order No. RI - 2016-0001 NPDES No. CA0024449) (RWQCB2016).

## **ANTICIPATED SERVICE DEMANDS**

### **Domestic Water Usage**

Domestic water use estimates were obtained from HCSD's meter data for single-family and multi-family residential units. The meter data was compared against HCSD's usage goal of 113 gallons per capita per day with an estimated 3 persons per equivalent dwelling unit (EDU) or 339 gallons per day per EDU (gpd/ EDU). This data was also compared with meter data from a single-family development in Eureka and a previous water supply assessment in HCSD's sphere of influence, both of which used approximately the same consumption basis per EDU. For this study, small lot single family homes and accessory dwelling units were considered to have the same estimated water usage as a typical single-family unit. For the purpose of modeling demand, a typical single-family residence is estimated to use 339 gpd on an average day. In total, 180 EDUs are associated with the single-family units. Multi-family residential buildings may be metered separately for each unit. Given that meter data from HCSD does not reflect the number of units per account and the design of the multi-family development has not begun, we assume 2.5 persons per multi-family unit for an average demand of 283 gpd/unit. Therefore, a multifamily unit is estimated to be 83.5% of the demand of a residential EDU. The multi-family count for the development is 145 EDUs (174 multi-family dwelling units x 83.5%).

### **Commercial Water Usage**

The size and type of commercial development has not been determined; therefore, typical commercial usage data from HCSD are utilized. The two proposed commercial lot sizes are approximately 42,000 and 53,000 square feet. An estimate of the maximum size of each of the building footprints, accounting for setbacks and parking, is

approximately 8,000 square feet. For this study, we assume four units per commercial building. According to a 2017 rate study, HCSD defines commercial accounts by wastewater strength. According to the study, light-, medium-, and high-strength connections have an average water usage of 615 gpd, 2,092 gpd, and 1,321gpd, respectively. The proposed commercial development is assumed to be a mix of light and medium strength accounts and, for the purposes of modeling, we assume one medium-strength and three light-strength units per commercial lot. Thus, the total combined water usage per day is estimated at 7,874 gpd on average for a total of approximately 23 EDUs. Because the building design and occupancy have not yet been completed, the water usage is a rough estimate that is considered to be conservative, and should be revisited in the planning phase of the commercial units.

## **PROPOSED SERVICE INFRASTRUCTURE**

### **Water Infrastructure**

Underground potable water pipelines will be extended to the project site at the Developer's expense, and potable water supplies will be supplied by HCSD. Additionally, the Water Supply Assessment performed by SHN Consulting Engineers and Integral Consulting has determined that a new 250,000-gallon water storage tank will be required to serve the proposed project. The proposed water storage tank will be located approximately 2.5 miles south of the proposed project, near Ridgewood, California, in proximity to HCSD's existing water storage tank. A water supply study has been completed that identifies the exact size and location of the water storage tank.

The proposed water storage tank will be permitted before any building permits are issued for phase 2 and all subsequent phases of the project and in service before any of the new construction associated with phase 2 and all subsequent phases are signed off for occupancy (phase 1 consists of three single family homes on the extension of Manzanita Ave.).

The Water Supply Assessment performed by SHN Consulting Engineers and Integral Consulting has also determined that the main on Walnut Street between Holly Avenue and Cypress will need to be upsized to 12-inches. The implementation of this condition of approval will occur before final occupancy of all new construction associated with phase 2 and all subsequent phases are approved.

Due to the determination by SHN Consulting Engineers and Integral Consulting during the Water Supply Assessment that the watermain within Walnut Drive will require upsizing to service the project, all associated costs of implementation will be borne by the Developer. Given that replacement of the line will be less than 1000 feet and will be a replacement of an existing facility, out of an abundance of caution, impacts associated with temporary service interruptions, noise, air quality and dust emissions from construction activities were overestimated to account for this line replacement. As such,

the previously circulated EIR sections accounted for a range of construction-based impacts including such utility replacements.

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

All infrastructure required to provide drinking water services for this project will be installed by the Developer or others at no cost to the District.

### **Total Water Usage**

SHN Consulting Engineers estimate that the North McKay Ranch Subdivision Project will use 191,259 gallons of water per day at maximum demand, upon full build out. For the purpose of this report, HCSD estimates this as 0.2 MGD. HCSD's existing infrastructure and contracts provide for 5.3 MGD total water supply available. Over the last five years, the peak month, average day demand was 2.6 MGD based on HCSD's production meters. The difference between the available supply and the recent peak demand is 2.7 MGD indicating that the District's currently available water supply capacity is 2.7 MGD which is significantly above the 0.2 MGD estimated demand of the proposed project.

### **Wastewater**

Underground wastewater pipelines will be extended to the project site at the Developers expense, and wastewater collection and treatment services will be provided by HCSD. A new sewer lift station will be added to the northeastern portion of the project site that is planned to remain open space. All sewage within the subdivision will gravity flow to the low point at the north end of the subdivision to the new sewage lift station. The sewage will then be pumped to the existing sanitary sewer manhole located on Hemlock Street and Dolbeer Street via a new sewer line (forcemain) to be installed between the project site and the intersection of Walnut Drive and Hemlock Street. The new sewer line will extend west onto Redwood Street, turning north onto Walnut Drive, and then connecting to the existing sewer system manhole located on Hemlock Street and Dolbeer Street. All utility work will occur in the existing right-of-way. All costs associated with wastewater improvements in relation to this project, shall be borne by the Developer. The Developer will enter into and comply with the terms of main line extension agreement(s) with HCSD for extension of wastewater service to the proposed North McKay Ranch subdivision project.

All infrastructure required to provide wastewater services for this project will be installed by the Developer or others at no cost to the District.

### **Wastewater Treatment**

HCSD contracts for wastewater treatment services with the City of Eureka. By contract, the District owns 32.1 percent of the treatment plant capacity. The permitted dry weather capacity of the plant is 8.6 MGD 32.1 percent of which is 2.76 MGD. Over the past five years, the District's dry weather wastewater production never exceeded 1 MGD. The difference between the District's wastewater treatment capacity and wastewater production is 1.76 MGD. If every drop of water used in the proposed subdivision is discharged to the sewer, this would increase the District's wastewater production by 0.2 MGD. The District has sufficient treatment capacity to support the proposed project.

### **Hemlock Sewer Transmission Line**

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

### **Street Lighting**

Consistent with County Code Section 314-31.1.6.5.4, all utilities associated with the proposed project will be placed underground (Humboldt County 2017b). The HCSD prepared a Municipal Services Review (MSR) for expansion of its SOI that includes the project site. The developer will establish street lighting assessment zone(s) if street lighting services exceed those locations meeting criteria identified within Article 6 Street Lighting Services of the District Code are to be provided by HCSD. All associated costs for the development of street lighting zones will be borne by the Developer.

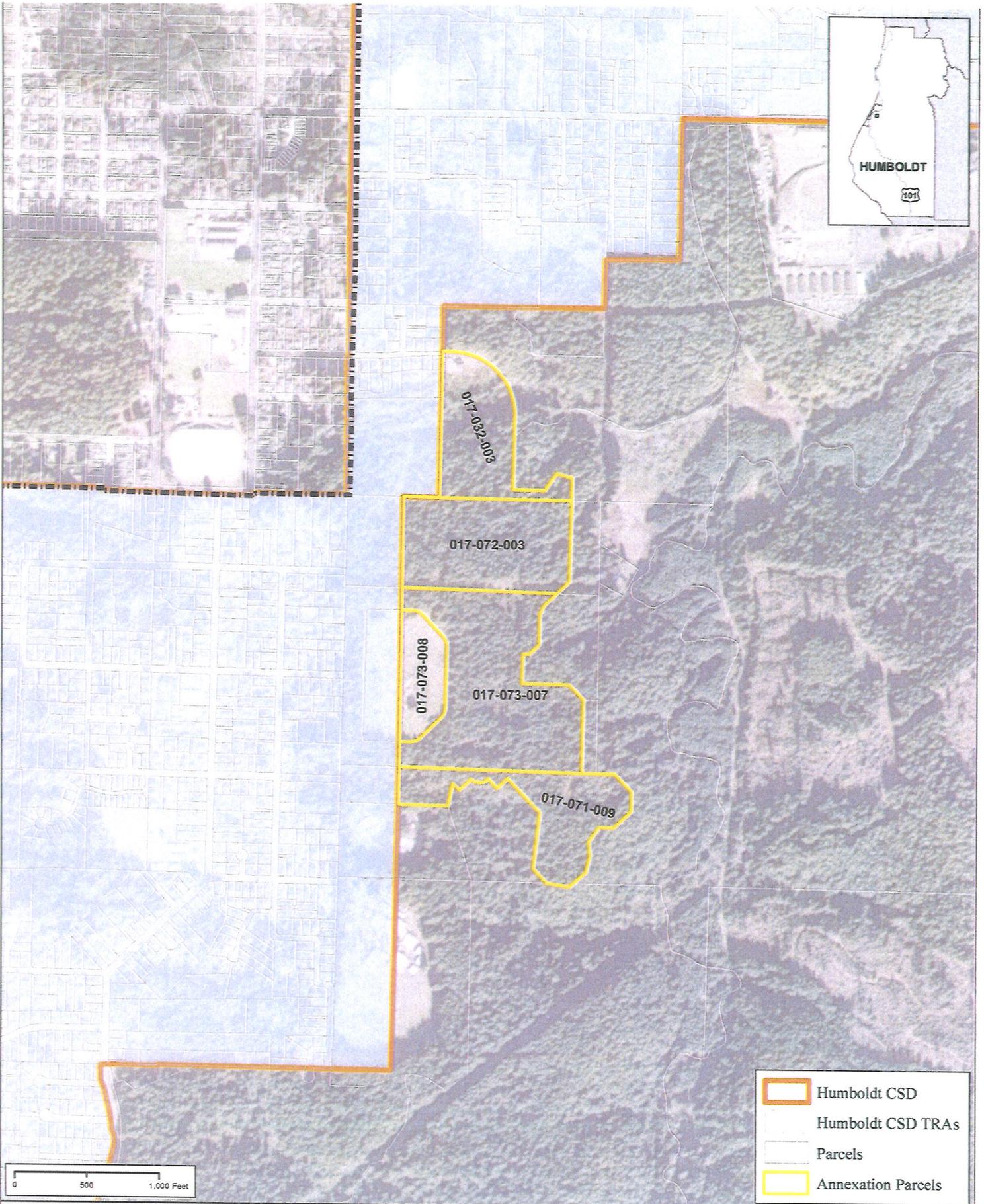
Lighting of the project site currently contains existing outdoor lighting around Redwood Fields Park and its associated parking areas. The new roadways and commercial buildings would have street lighting installed for security purposes. All new outdoor lighting will be the minimum lumens required for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

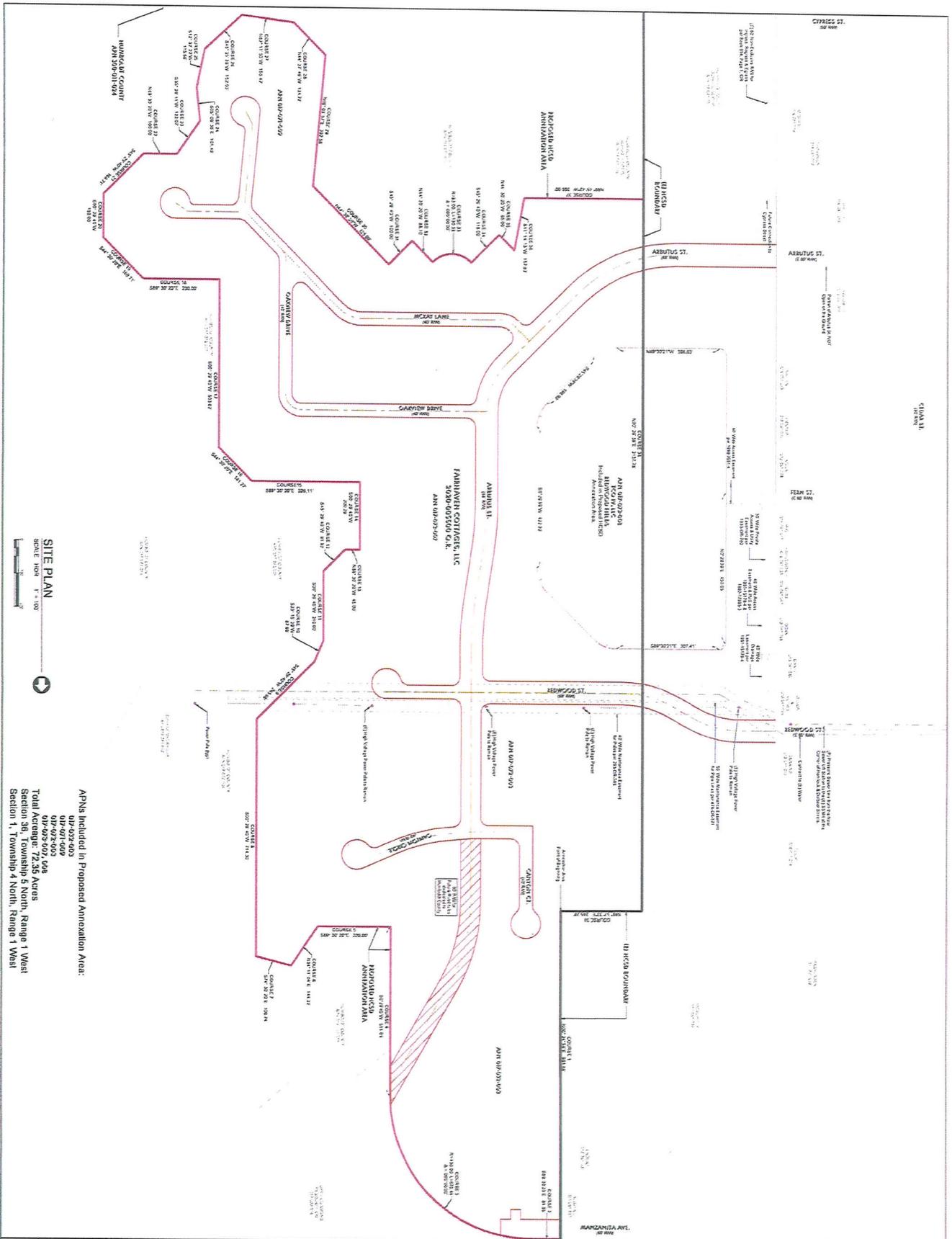
Services for the proposed project will be extended to the affected territory within the twenty-year period established in the executed Development Agreement by and between the County of Humboldt and Kramer Properties, Inc. relating to the North McKay Subdivision Project that extends until December 31, 2043, or ninety (90) days following the Project Build-out, whichever is earlier.

Funding for these services may be done privately or come through grants; all costs will be borne by the developer.

All infrastructure required to provide street lighting services for this project will be installed by the Developer or others at no cost to the District.

DRAFT





**McKAY RANCH SUBDIVISION**  
**HUMBOLDT COMMUNITY SERVICES**  
**DISTRICT ANNEXATION EXHIBIT B**

HUMBOLDT COUNTY

APNs: 017-020-023, 017-021-004 & 006, 017-022-002 & 003, 017-023-007 & 006

**O&A**

OWNER'S & ASSAULTS

1889 Myrtle Avenue Suite B  
 Eureka, CA 94001  
 Phone: (707) 441-3282  
 Fax: (707) 441-3282  
 Website: www.oandassaults.com

**ENGINEER**

Kramer Engineering Co., Inc.  
 1889 Myrtle Avenue Suite B  
 Eureka, CA 94001  
 Phone: (707) 441-3282  
 Fax: (707) 441-3282  
 Website: www.kramereng.com

**APNs Included in Proposed Annexation Area:**

017-023-003  
 017-023-005  
 017-023-007, 008  
 017-023-009

**Total Acreage: 72.35 Acres**  
 Section 36, Township 5 North, Range 1 West  
 Section 1, Township 4 North, Range 1 West

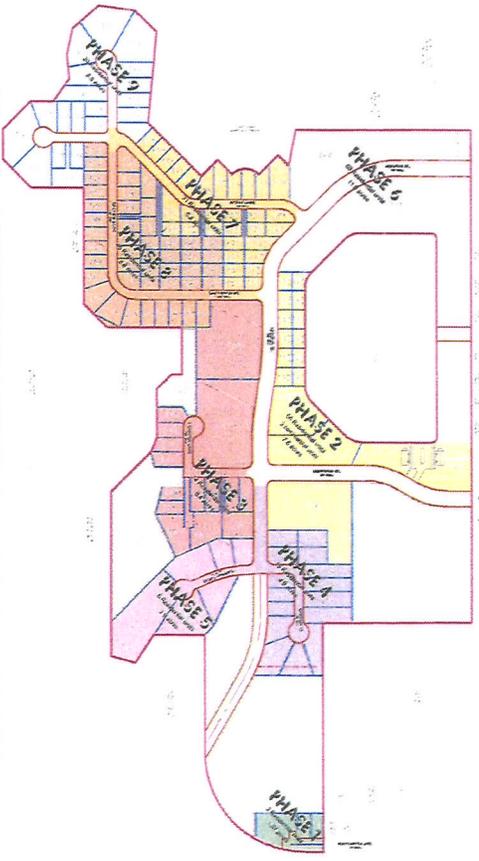
**SITE PLAN**

SCALE: HORIZ. 1" = 100'

# MCKAY RANCH SUBDIVISION TENTATIVE MAP FOR A PLANNED DEVELOPMENT

LOCATED IN THE NORTHWEST QUARTER OF SECTION 36,  
TOWNSHIP 5 NORTH, RANGE 1 WEST 11M,  
IN THE UNINCORPORATED AREA OF  
HUMBOLDT COUNTY, CALIFORNIA

(APNs 017-020-000 017-020-001 017-020-002 017-020-003 017-020-004 017-020-005 017-020-006 017-020-007 017-020-008 017-020-009 017-020-010 017-020-011 017-020-012 017-020-013 017-020-014 017-020-015 017-020-016 017-020-017 017-020-018 017-020-019 017-020-020 017-020-021 017-020-022 017-020-023 017-020-024 017-020-025 017-020-026 017-020-027 017-020-028 017-020-029 017-020-030 017-020-031 017-020-032 017-020-033 017-020-034 017-020-035 017-020-036 017-020-037 017-020-038 017-020-039 017-020-040 017-020-041 017-020-042 017-020-043 017-020-044 017-020-045 017-020-046 017-020-047 017-020-048 017-020-049 017-020-050 017-020-051 017-020-052 017-020-053 017-020-054 017-020-055 017-020-056 017-020-057 017-020-058 017-020-059 017-020-060 017-020-061 017-020-062 017-020-063 017-020-064 017-020-065 017-020-066 017-020-067 017-020-068 017-020-069 017-020-070 017-020-071 017-020-072 017-020-073 017-020-074 017-020-075 017-020-076 017-020-077 017-020-078 017-020-079 017-020-080 017-020-081 017-020-082 017-020-083 017-020-084 017-020-085 017-020-086 017-020-087 017-020-088 017-020-089 017-020-090 017-020-091 017-020-092 017-020-093 017-020-094 017-020-095 017-020-096 017-020-097 017-020-098 017-020-099 017-020-100)



PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5	PHASE TOTAL
1. Single-Family Residential (SFR)					
2. Medium-Density Residential (MDR)					
3. High-Density Residential (HDR)					
4. Commercial (C)					
5. Industrial (I)					
6. Public Use (PU)					
7. Agricultural (A)					
8. Open Space (OS)					
9. Other (O)					

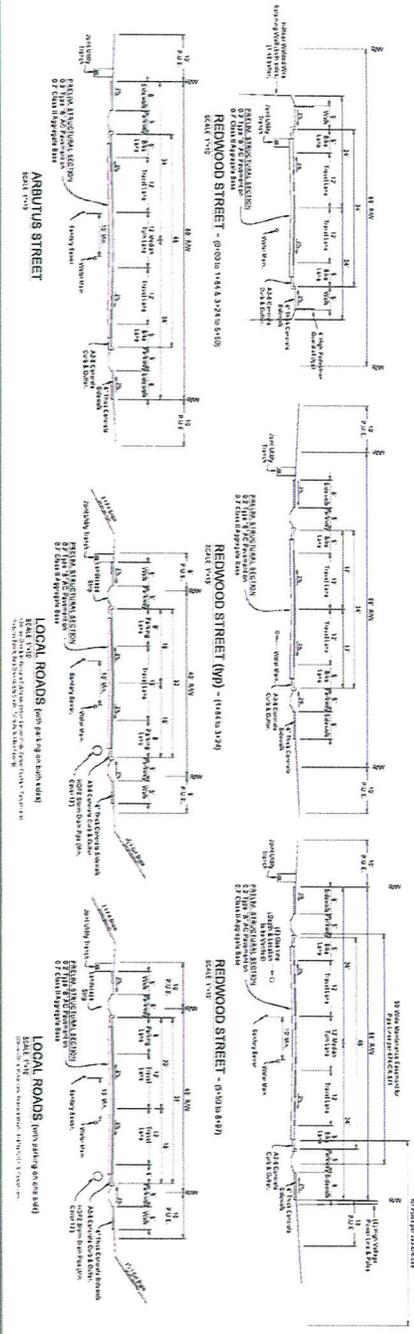
**PROJECT DESCRIPTION**

The applicant is proposing a planned development in the North West Quarter of Section 36, Township 5 North, Range 1 West, Humboldt County, California. The project consists of approximately 100 lots, including single-family residential, medium-density residential, and high-density residential. The project also includes a commercial center, a public use area, and an agricultural area. The project is located in the unincorporated area of Humboldt County, California.

**EASEMENTS & ENCUMBRANCES**

The project is subject to the following easements and encumbrances:

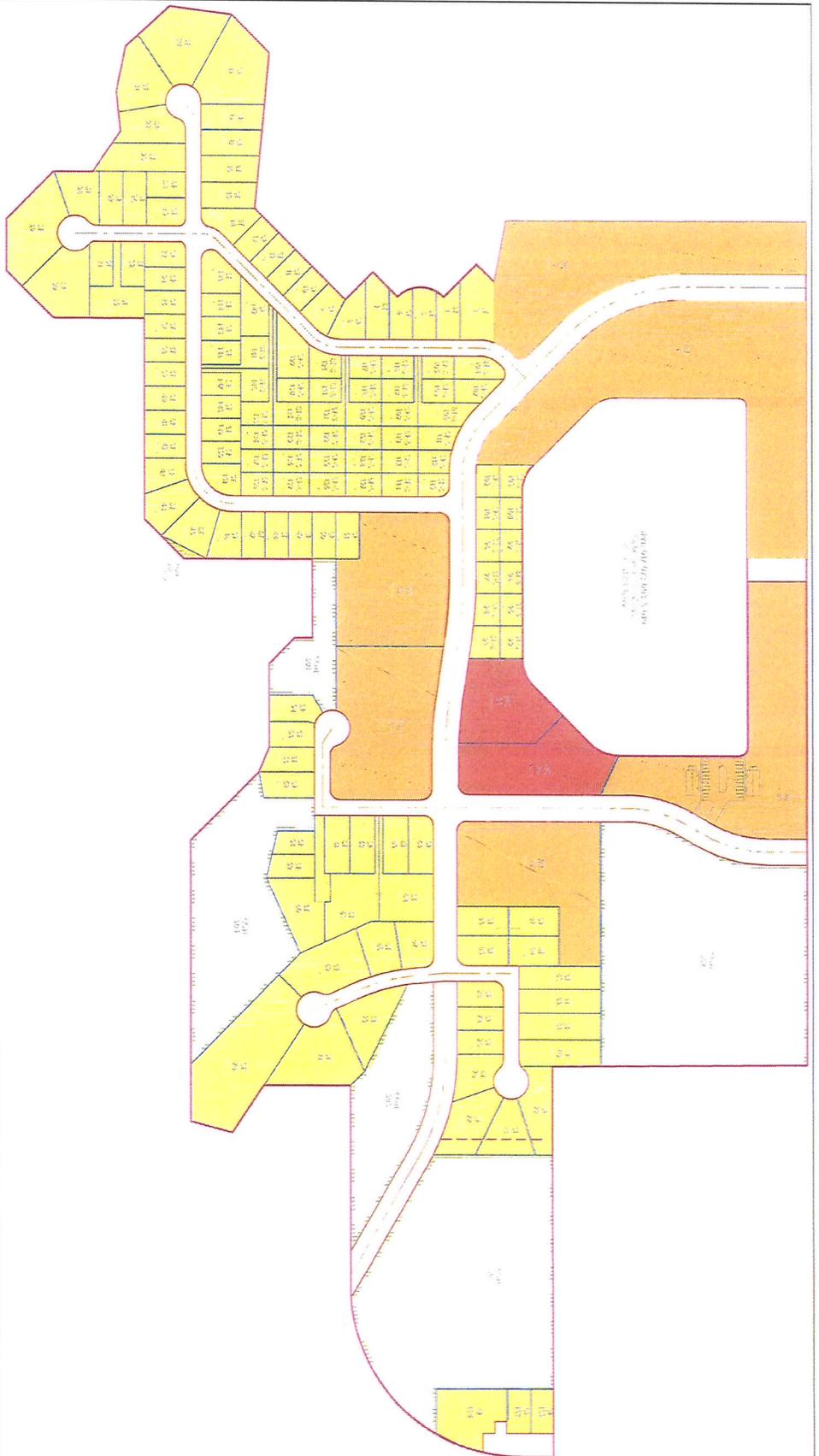
1. Easement for utility lines.
2. Easement for access to the project.
3. Easement for drainage.
4. Easement for water supply.
5. Easement for sewer service.
6. Easement for fire access.
7. Easement for public use.
8. Easement for agricultural use.
9. Easement for open space.
10. Easement for other purposes.
11. Easement for utility lines.
12. Easement for access to the project.
13. Easement for drainage.
14. Easement for water supply.
15. Easement for sewer service.
16. Easement for fire access.
17. Easement for public use.
18. Easement for agricultural use.
19. Easement for open space.
20. Easement for other purposes.



**SHEET LIST**

C10 PHASE PLAN AND ROAD SECTIONS  
C11 PRELIMINARY LAYOUT AND EXPLANATIONS  
C12 PRELIMINARY ENGINEERING AND OVERALL PLAN  
C13 PRELIMINARY ENGINEERING AND OVERALL PLAN  
C14 PRELIMINARY ENGINEERING AND OVERALL PLAN

<p>O&amp;A ENGINEERS &amp; ARCHITECTS, INC. 1489 NORTH AVENUE SUITE B GROVEVILLE, CA 95601 (530) 938-2888 Contact: Matt Kanner Contact: Dana Robinson</p>	<p><b>McKAY RANCH SUBDIVISION</b> TENTATIVE MAP FOR a PLANNED DEVELOPMENT</p> <p>HUMBOLDT COUNTY</p> <p>APNs: 017-020-000 017-020-001 017-020-002 017-020-003 017-020-004 017-020-005 017-020-006 017-020-007 017-020-008 017-020-009 017-020-010 017-020-011 017-020-012 017-020-013 017-020-014 017-020-015 017-020-016 017-020-017 017-020-018 017-020-019 017-020-020 017-020-021 017-020-022 017-020-023 017-020-024 017-020-025 017-020-026 017-020-027 017-020-028 017-020-029 017-020-030 017-020-031 017-020-032 017-020-033 017-020-034 017-020-035 017-020-036 017-020-037 017-020-038 017-020-039 017-020-040 017-020-041 017-020-042 017-020-043 017-020-044 017-020-045 017-020-046 017-020-047 017-020-048 017-020-049 017-020-050 017-020-051 017-020-052 017-020-053 017-020-054 017-020-055 017-020-056 017-020-057 017-020-058 017-020-059 017-020-060 017-020-061 017-020-062 017-020-063 017-020-064 017-020-065 017-020-066 017-020-067 017-020-068 017-020-069 017-020-070 017-020-071 017-020-072 017-020-073 017-020-074 017-020-075 017-020-076 017-020-077 017-020-078 017-020-079 017-020-080 017-020-081 017-020-082 017-020-083 017-020-084 017-020-085 017-020-086 017-020-087 017-020-088 017-020-089 017-020-090 017-020-091 017-020-092 017-020-093 017-020-094 017-020-095 017-020-096 017-020-097 017-020-098 017-020-099 017-020-100</p>	<p><b>PHASING PLAN and ROAD SECTIONS</b></p>	<p><b>C10</b></p>
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PROPOSED LAND USE DESIGNATIONS  
SCALE: HORIZ 1" = 100'



Lot Type	Zoning Designation/Color	Plan Designation
Single Family	R-1 P-GO	Residential, Low Density (RL), 1 - 6 units/acre
Multi Family Lots 1, 8 & 9	R-4 P-GO	Residential, Multiple Family (RM), 7 - 18 units/acre
Commercial Lots 4	C-1 F-GO	Commercial General (CG)
	Neighborhood Commercial (C-1) with Planned Development (P), and Greenway and Open Space (GO) Combining Zones, C-1P, GO	

**C1.1**

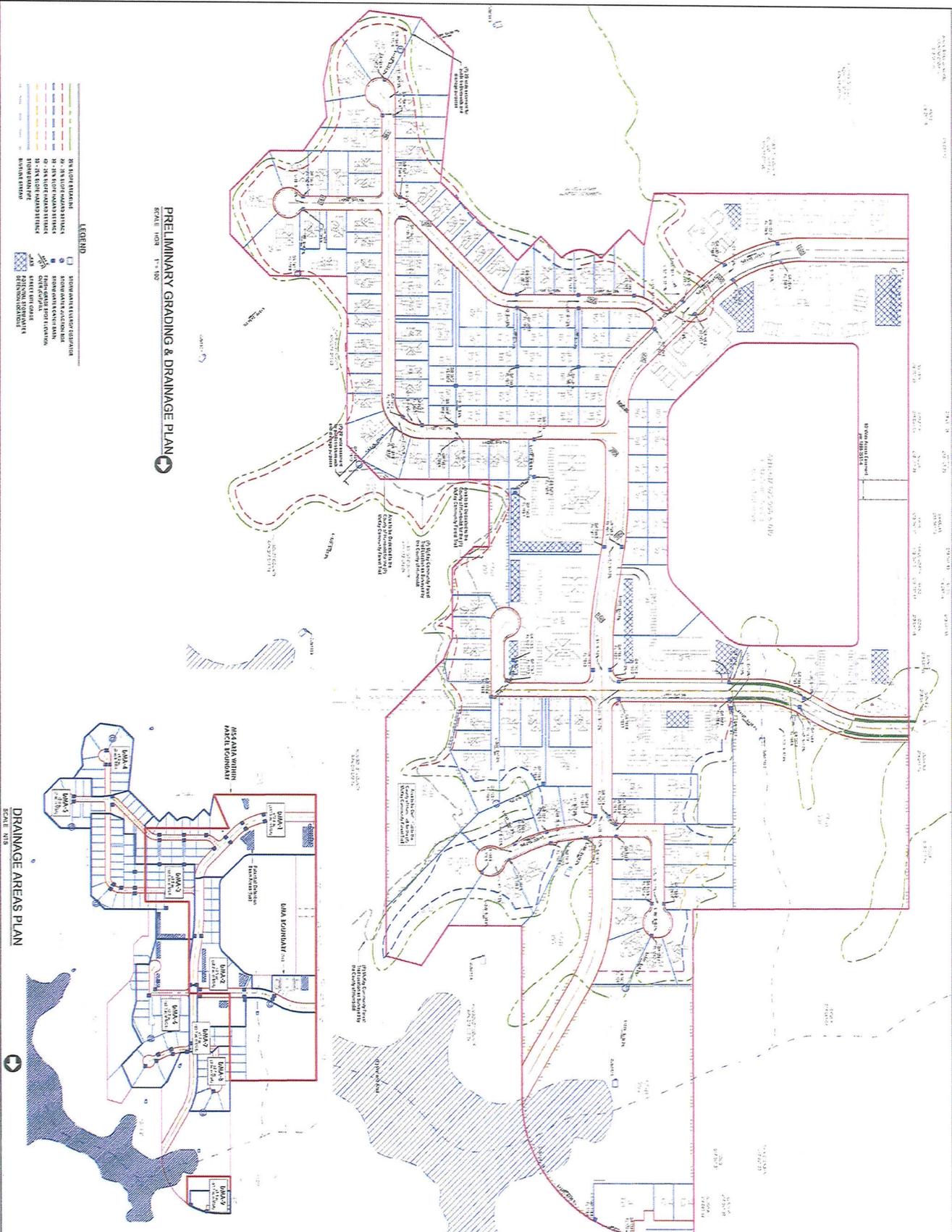
Sheet 1 of 1

**McKAY RANCH SUBDIVISION**  
TENTATIVE MAP FOR a  
PLANNED DEVELOPMENT  
HUMBOLDT COUNTY

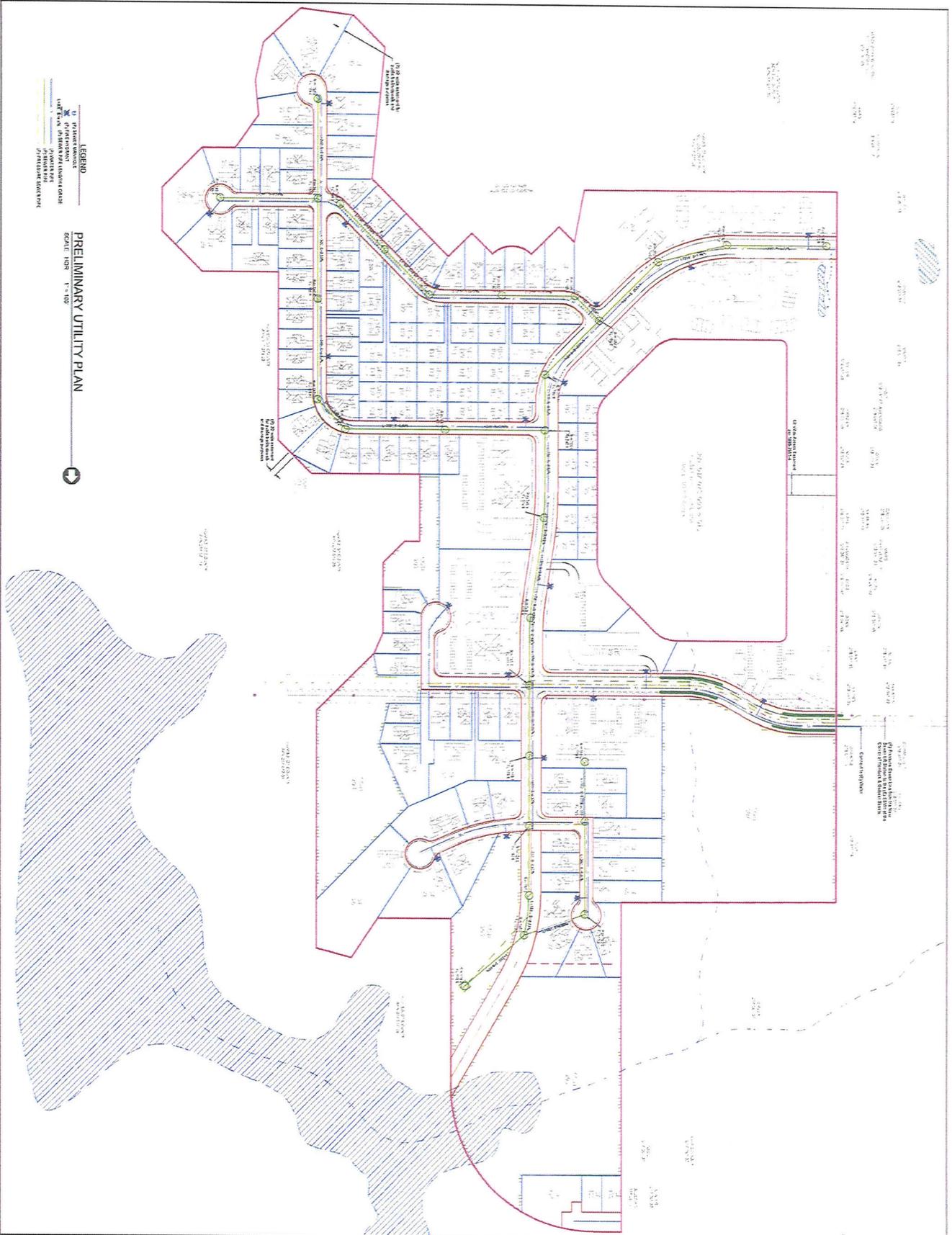
APNs 017-002-003, 017-071-004 & 005, 017-072-002 & 003, 017-073-007 & 006

**O&A**  
UNIVERSITY & ASSOCIATES  
PLANNING & ARCHITECTURE  
2000 10th Street, Suite 200  
Eureka, CA 95501  
(707) 444-2300 fax  
(707) 444-2308 cell  
Contact: Scott Renner  
scott@oandassociates.com





<p><b>PRELIMINARY GRADING &amp; DRAINAGE PLAN</b></p> <p>McKay RANCH SUBDIVISION TENTATIVE MAP FOR a PLANNED DEVELOPMENT</p> <p>HUMBOLDT COUNTY</p> <p>APNs 017-030-002, 017-071-004 &amp; 025, 017-072-002 &amp; 203, 017-073-007 &amp; 026</p>		<p><b>PREPARED BY:</b> O&amp;A ENGINEERING, INC. 1889 maple avenue suite b eureka, ca 95901 (707) 426-2200 office (707) 426-2202 cell Contact: Neil Jenner Chris Erickson</p>				
		<p><b>DATE:</b> 08/08</p> <p><b>PROJECT:</b> 1889</p> <p><b>SCALE:</b> 1"=100'</p> <p><b>REVISIONS:</b></p> <table border="1"> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> <tr> <td>1</td> <td>08/08</td> <td>ISSUED FOR PERMITS</td> </tr> </table>	NO.	DATE	DESCRIPTION	1
NO.	DATE	DESCRIPTION				
1	08/08	ISSUED FOR PERMITS				



**PRELIMINARY UTILITY PLAN**

**McKAY RANCH SUBDIVISION**  
TENTATIVE MAP FOR a  
PLANNED DEVELOPMENT

HUMBOLDT COUNTY

APNs 017-032-003, 017-071-004 & 029, 017-072-052 & 053, 017-073-027 & 029

**LEGEND**

- Preliminary Utility Lines
- Utility Lines Shown for Reference
- Preliminary Boundaries

**PRELIMINARY UTILITY PLAN**

SCALE: 1" = 100'

**PRELIMINARY UTILITY PLAN**

SCALE: 1" = 100'