



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

AGENDA

DATE: Tuesday, April 23, 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 April 23, 2024 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of April 9, 2023 *Pgs 3-5*

D. REPORTS

1. General Manager
 - a) District Update *Pg 7*
2. Finance Department
 - a) March 2024 Budget Report *Pgs 9-18*
3. Engineering
 - a) Update *Pg 19*
4. Planning
 - a) Update *Pg 21*
5. Legal Counsel

6. Director Reports

7. Other

E. PUBLIC PARTICIPATION **

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

F. NEW BUSINESS

1. Consideration of Ratepayer Requests for New Service at 1255 King Salmon Ave *Pgs 23-30*
2. Consideration of Appointing an AdHoc Committee to Assist with Fiscal Year 2024/2025 Employee Wage and Benefit Negotiations *Pg 31*

G. ADJOURNMENT

Next Res: 2024-04

Next Ord: 2024-01

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

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, April 9, 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 Benzonelli, Gardiner, Hansen, Matteoli, and Ryan. Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), Assistant Engineer Rawal (AE), and Utility Services Planner McNeill (USP).

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of the April 9, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of March 26, 2024

Public Comment: None

DIRECTOR MATTEOLI MOVED, DIRECTOR RYAN SECONDED, TO ACCEPT AND APPROVE THE APRIL 9, 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

- Administrative Services Manager Recruitment – The first round of interviews and office skills assessment has been completed. Next, GM will schedule individual one-on-one interviews with select candidates with the intention of filling the role as soon as possible.
- Utility Worker – A new recruitment campaign has been initiated for a Utility Worker in the Construction Department to fill the vacancy created upon Allen Williams’ retirement at the end of March.
- City of Eureka CIP – Although City staff presented their 2024 CIP to City Council April 2nd, to date the programmatic document has not been made available to the HCSD nor the public for review and/or comment. The Board expressed

continued frustration with the inability to obtain critical cost projection information from the City which directly impacts the District's own CIP planning, budgeting, and ultimately rate payers as the District's contractual contribution to City CIP expenses have been as much as 40% of the entire HCSD sewer budget.

2. Finance Department

a) March 2024 Check Register

FM advised most transactions are consistent with normal monthly spending with the exception of new vehicle registration fees, and materials for several CIP projects.

3. Engineering

a) Update

AE summarized his and the Maintenance Department's WinCan software training which is incorporated into the new Sewer CCTV, and affirmed the annual CUPCCAA process to develop a list of qualified contractors to participate in the District's informal bid process for public works projects valued at less than \$200,000 has begun.

4. Planning

a) Update

USP reviewed the April 5, 2024 report advising of various rate-payer matters, routine tasks, advice of an electrical shock issue at a water meter affirming all authorities and staff informed accordingly, affirming completion and ongoing efforts to meet mandated reports such as the eAR, CCR, and the revised Lead and Copper Rule.

6. Director Reports

In light of discussion at the last meeting, Director Gardiner requested the GM look into governance training for the full Board.

E. PUBLIC PARTICIPATION

None

F. NEW BUSINESS

1. Review Redwood Acres' Leak Status

GM summarized the historical and current circumstances of Redwood Acres' significant water leaks concluding appropriate adjustments have been issued and that Redwood Acres should save approximately \$225,000 per year as a result of a recent repair to their ongoing leaks.

2. Consideration of Selecting a Candidate to Serve as a Regular Special Member on the Local Area Formation Commission (LAFCo)

PUBLIC COMMENT: None

Without discussion, IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR HANSEN, TO CAST THE HCSD BOARD'S VOTE FOR DIRECTOR BENZONELLI AS A REGULAR MEMBER SPECIAL DISTRICT REPRESENTATIVE TO HUMBOLDT LAFCo AND INSTRUCT THE BOARD SECRETARY TO COMPLETE THE OFFICIAL BALLOT FOR RETURN TO LAFCo OFFICES. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

G. ADJOURNMENT

There being no further business, IT WAS MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR RYAN, 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 APRIL 9, 2024 AT 5:40 P.M.

Submitted, Board Secretary

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Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors
FROM: Terrence Williams, General Manager
DATE: April 19, 2024
SUBJECT: General Manager Report for April 23, 2024 Board Meeting

Earth Day

Considering that we all live on earth (most of the time) I wanted to make a mention that Earth Day falls on Monday, April 22, 2024 this year. Happy Earth Day.

Governance Trainings

During the April 3, 2024 meeting, Director Gardiner requested that an agenda item to discuss governance training be brought before the Board. This item was discussed at length in December, 2020 and January 2021, after the election cycle. Several options were reviewed ranging in price from free (included with ACWA/JPIA membership) up to about \$20,000. At the time, the Board determined that the best option would be to review the free trainings available from ACWA/JPIA and, if requested, bring the topic back to the Board at a later date. Considering that this is an election year, and three Board members are up for re-election, I recommend that we wait until after the election to consider such a large expense with the potential of identifying a desire for additional governance training within a few months. In the meantime, the ACWA/JPIA trainings can be made available to any board members that would like to review those. A list of the topics covered by the ACWA-JPIA webinars are:

- Board Member Boot Camp
- Chair Board Meetings with Confidence
- Understanding the Brown Act
- Understanding and Complying with the Public Records Act
- Dealing with a Difficult Board Member (Robert's Rules)
- Board Member Roles

For more information about the governance trainings that were considered, please review the December 22, 2020 and January 12, 2021 Board Packets that are archived on the District's website.

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

March 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
OPERATING REVENUE							
Metered Water Sales	5,876,000	448,190	4,151,171	4,407,000	(255,829)	(5.8)	
Sewer Service Charges	8,057,944	617,713	5,605,526	6,043,458	(437,932)	(7.2)	
Water & Sewer Construction Fees	47,000	-	48,851	35,250	13,601	38.6	
Account Fees	35,000	8,532	75,387	26,250	49,137	187.2	
Reimbursable Maintenance Fees	1,000	-	805	750	55	7.3	1
Miscellaneous	2,000	24	1,077	1,500	(423)	(28.2)	1
TOTAL OPERATING REVENUE	14,018,944	1,074,437	10,088,624	10,514,208	(425,584)	(4.0)	
NON-OPERATING REVENUE							
Capital Connection Fees	384,000	-	212,795	288,000	(75,205)	(26.1)	1
Interest/General	30,000	-	-	22,500	(22,500)	(100.0)	1
Discounts Earned	2,000	155	1,289	1,500	(211)	(14.0)	1
Sales:Fixed Assets/Scrap Metal	15,700	-	1,172	11,775	(10,604)	(90.1)	1
Bad Debt Recovery	2,000	-	175	1,500	(1,325)	(88.3)	1
Property Taxes & Assessments	430,000	-	-	322,500	(322,500)	(100.0)	1
TOTAL NON-OPERATING REVENUE	863,700	155	215,431	647,775	(432,344)	(66.7)	1
TOTAL DISTRICT REVENUE	14,882,644	1,074,593	10,304,055	11,161,983	(857,928)	(7.7)	
OPERATING EXPENSES							
Wages Direct	2,000,000	135,616	1,263,183	1,500,000	236,817	15.8	
Benefits: PERS	515,000	40,282	368,234	386,250	18,016	4.7	
Group Ins	1,320,000	93,922	737,298	990,000	252,702	25.5	
Workers Comp Ins	27,500	7,525	22,299	20,625	(1,674)	(8.1)	
FICA/Medicare	155,000	10,449	96,670	116,250	19,580	16.8	
Misc Benefits	500	80	480	375	(105)	(28.0)	
Total Wages and Benefits	4,018,000	287,874	2,488,164	3,013,500	525,336	17.4	
Less: wages & ben charged to Capital Proj.	(300,000)	(16,352)	(158,021)	(225,000)	(66,979)	29.8	
Total Operating Wages and benefits	3,718,000	271,521	2,330,143	2,788,500	458,357		
Water Purchase HBMWD	1,108,192	91,932	848,789	831,144	(17,645)	(2.1)	
Water Purchase Eureka	880,000	60,374	563,508	660,000	96,492	14.6	
Sewage Treatment Operations & Maint.	1,758,385	146,532	1,318,788	1,318,789	1	0.0	
Water/Sewer Analysis	15,000	1,175	5,712	11,250	5,538	49.2	
Supplies/ Construction	154,000	12,545	105,408	115,500	10,092	8.7	
Supplies/ Office-Administration	15,000	1,759	8,876	11,250	2,374	21.1	
Supplies/ Engineering	2,500	-	362	1,875	1,513	80.7	
Supplies/ Maintenance	100,000	8,692	128,752	75,000	(53,752)	(71.7)	2
Invoicing	57,000	4,906	43,815	42,750	(1,065)	(2.5)	
Temporary Labor	64,800	-	73,262	48,600	(24,662)	(50.7)	3
Repairs & Maintenance/Trucks	60,500	16,354	57,200	45,375	(11,825)	(26.1)	4
Equipment Rental	5,000	-	100	3,750	3,650	97.3	
Building & Grounds Maintenance	30,000	2,893	23,949	22,500	(1,449)	(6.4)	
Electrical Power	498,150	38,373	307,885	373,613	65,727	17.6	
Street Lights	100,000	5,856	54,056	75,000	20,944	27.9	
Telephone	14,000	1,028	10,936	10,500	(436)	(4.2)	
Postage	3,000	-	-	2,250	2,250	100.0	
Freight	500	-	343	375	32	8.5	
Chemicals	10,000	1,697	7,153	7,500	347	4.6	
Liability Insurance	85,000	747	101,093	63,750	(37,343)	(58.6)	5
Legal	70,000	732	6,393	52,500	46,107	87.8	
Accounting	15,000	1,091	3,011	11,250	8,239	73.2	
Engineering	1,000	-	-	750	750	100.0	10
Other Professional Services	130,000	-	10,858	97,500	86,642	88.9	

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

March 2024

	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	812	8,565	15,000	6,435	42.9	
Transportation	78,555	3,721	49,602	58,916	9,314	15.8	
Office Equip. Maintenance	5,000	525	2,466	3,750	1,284	34.2	
Computer Software Maintenance	45,000	2,049	31,823	33,750	1,927	5.7	
Memberships & Subscriptions	24,600	-	23,927	18,450	(5,477)	(29.7)	6
Bad Debts & Minimum Balance Writeoff	50,000	-	(7)	37,500	37,507	100.0	
Conference & Continuing Ed	34,500	473	3,307	25,875	22,568	87.2	
Certifications	3,500	370	1,206	2,625	1,419	54.1	
State/County & LAFCO Fees and Charges	40,000	-	32,113	30,000	(2,113)	(7.0)	
Hydraulic Water Model Maintenance	2,000	-	-	1,500	1,500	100.0	
Elections Expense	-	-	-	-	-	-	
Human Resources	25,000	1,335	24,128	18,750	(5,378)	(28.7)	7
Miscellaneous	12,000	177	4,712	9,000	4,288	47.6	
Director's Fees	16,000	700	8,600	12,000	3,400	28.3	
TOTAL OPERATING EXPENSES	9,251,182	678,368	6,200,835	6,938,387	737,551	10.6	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	88,800	-	88,800	66,600	(22,200)	(33.3)	8
2012 CIP & Refi.	177,600	-	177,600	133,200	(44,400)	(33.3)	8
Davis-Grunsky Loan	6,050	-	5,905	4,538	(1,367)	(30.1)	8
VacCon Truck Loan	117,441	-	117,441	88,081	(29,360)	(33.3)	8
2014 Wastewater Revenue Bonds	485,575	-	130,287	364,181	233,895	64.2	8
TOTAL LONG TERM DEBT PAYMENTS	875,466	-	520,033	656,600	136,567	20.8	8
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	560,000	444,334	781,931	420,000	(361,931)	(86.2)	9
Building, Yard & Paving Improvements	92,500	-	36,966	69,375	32,409	46.7	
Capital Improvements Water	1,966,360	6,917	830,694	1,474,770	644,076	43.7	
Capital Improvements Sewer	1,388,000	46,573	100,112	1,041,000	940,888	90.4	
Engineering & Studies	110,000	-	-	82,500	82,500	100.0	10
District Design Standards	-	-	-	-	-	-	
TOTAL CAPITAL EXPENDITURES	4,116,860	497,824	1,749,702	3,087,645	1,337,943	43.3	
OTHER							
City of Eureka Projects: Treatment Plant	433,029	-	-	324,772	324,772	100.0	
TOTAL City of Eureka Projects	433,029	-	-	324,772	324,772	100.0	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	206,107	(101,600)	1,833,485	154,580	1,678,905	(1,086.1)	

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

March 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE & EXPENSES						
TOTAL OPERATING REVENUE	14,018,944	1,074,437	10,088,624	10,514,208	(425,584)	(4.0)
TOTAL OPERATING EXPENSES	(9,251,182)	(678,368)	(6,200,835)	(6,938,387)	737,551	10.6
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,767,762	396,069	3,887,789	3,575,822	311,967	8.7
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	863,700	155	215,431	647,775	(432,344)	(66.7)
TOTAL LONG TERM DEBT SERVICE	(875,466)	-	(520,033)	(656,600)	136,567	20.8
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	4,755,996	396,224	3,583,187	3,566,997	(256,943)	(7.2)
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(4,116,860)	(497,824)	(1,749,702)	(3,087,645)	1,337,943	43.3
CITY of EUREKA PROJECT REIMBURSEMENT	(433,029)	-	-	(324,772)	324,772	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>206,107</u>	<u>(101,600)</u>	<u>1,833,485</u>	<u>154,580</u>	<u>1,678,905</u>	<u>(1,086.1)</u>

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

March 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Metered Water Sales	5,876,000	448,190	4,151,171	4,407,000	(255,829)	(5.8)
Water Construction Fees	35,000	-	33,232	26,250	6,982	26.6
Account Fees	19,950	4,863	42,971	14,963	28,008	187.2
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	-	805	600	205	34.2
Miscellaneous	1,000	14	401	750	(349)	(46.5)
TOTAL OPERATING REVENUE	5,932,750	453,067	4,228,580	4,449,563	(220,983)	(5.0)
NON-OPERATING REVENUE						
Water Capital Connection Fees	145,000	-	142,116	108,750	33,366	30.7
Interest/General	23,547	-	-	17,660	(17,660)	(100.0)
Discounts Earned	1,280	88	735	960	(225)	(23.4)
Sales:Fixed Assets/Scrap Metal	8,844	-	668	6,633	(5,965)	(89.9)
Bad Debt Recovery	1,140	-	100	855	(755)	(88.3)
FW/MR Assessment	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	179,811	88	143,619	134,858	8,760	6.5
TOTAL DISTRICT REVENUE	6,112,561	453,155	4,372,198	4,584,421	(212,222)	(4.6)
OPERATING EXPENSES						
Wages Direct	940,000	65,157	587,845	705,000	117,155	16.6
Wages & Benefits: Allocated	670,438	48,659	447,283	502,828	55,545	11.0
Benefits: PERS	185,400	8,722	81,255	139,050	57,795	41.6
Group Ins	409,200	31,658	239,687	306,900	67,213	21.9
Workers Comp Ins	14,850	4,374	13,261	11,138	(2,123)	(19.1)
FICA/Medicare	72,850	4,993	44,750	54,638	9,887	18.1
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,292,738	163,562	1,414,082	1,719,553	305,471	17.8
Less: wages & ben charged to Capital Proj.	(185,000)	(10,522)	(95,744)	(138,750)	(43,006)	31.0
Total Operating Wages and benefits	2,107,738	153,040	1,318,337	1,580,803	262,466	16.6
Water Purchase HBMWD	1,108,192	91,932	848,789	831,144	(17,645)	(2.1)
Water Purchase Eureka	880,000	60,374	563,508	660,000	96,492	14.6
Water Analysis	15,000	1,175	5,712	11,250	5,538	49.2
Supplies/ Construction	113,960	10,680	80,263	85,470	5,207	6.1
Supplies/Office-Administration	4,500	869	3,571	3,375	(196)	(5.8)
Supplies/ Engineering	1,425	-	206	1,069	862	80.7
Supplies/ Maintenance	50,000	3,074	43,891	37,500	(6,391)	(17.0)
Temporary Labor	29,484	-	41,759	22,113	(19,646)	(88.8)
Repairs & Maintenance/Trucks	33,880	9,322	32,112	25,410	(6,702)	(26.4)
Equipment Rental	3,700	-	100	2,775	2,675	96.4
Building & Grounds Maintenance	1,800	334	3,101	1,350	(1,751)	(129.7)
Electrical Power	273,983	17,849	170,130	205,487	35,357	17.2
Telephone	4,480	-	56	3,360	3,304	98.3
Postage	1,290	-	-	968	968	100.0
Freight	285	-	189	214	25	11.7
Chemicals	10,000	1,697	7,153	7,500	347	4.6
Engineering	390	-	-	293	293	100.0
Other Professional Services	34,000	-	-	25,500	25,500	100.0
Transportation	44,776	2,121	28,273	33,582	5,309	15.8
Office Equip. Maintenance	750	180	282	563	280	49.8
Computer Software Maintenance	21,600	1,928	17,986	16,200	(1,786)	(11.0)
Memberships & Subscriptions	1,476	-	1,670	1,107	(563)	(50.8)
Bad Debts & Minimum Balance Writeoff	28,500	-	(4)	21,375	21,379	100.0
Conference & Continuing Ed	12,075	302	1,780	9,056	7,276	80.3
Certifications	1,050	370	1,027	788	(240)	(30.4)
State/County & LAFCO Fees and Charges	13,600	-	28,110	10,200	(17,910)	(175.6)
Hydraulic Water Model Maintenance	2,000	-	-	1,500	1,500	100.0
Human Resources	9,750	56	1,045	7,313	6,267	85.7

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

March 2024

	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	-	-	1,980	1,980	100.0
General & Admin Expense Allocation	286,811	10,638	164,063	215,108	51,045	23.7
TOTAL OPERATING EXPENSES	5,099,134	365,939	3,363,109	3,824,351	461,242	12.1
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	-	88,800	133,072	44,271	33.3
2012 CIP & Refi.	-	-	-	-	-	-
Davis-Grunsky Loan	6,050	-	5,905	4,538	(1,367)	(30.1)
TOTAL LONG TERM DEBT PAYMENTS	183,479	-	94,705	137,609	42,904	31.2
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	2,021,360	6,917	807,120	1,516,020	708,900	46.8
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	2,021,360	6,917	807,120	1,516,020	708,900	46.8
INTERFUND TRANSFERS IN	-	-	-	-	-	-
BUDGET SURPLUS (DEFICIT)	(1,191,412)	80,299	107,265	(893,559)	1,000,824	112.0

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

March 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Sewer Service Charges	8,057,944	617,713	5,605,526	6,043,458	(437,932)	(7.2)
Sewer Construction Fees	12,000	-	15,619	9,000	6,619	73.5
Account Fees	15,050	3,669	32,417	11,288	21,129	187.2
Inspection Fees	-	-	505	-	505	-
Reimbursable Maintenance Fees	200	-	-	150	(150)	(100.0)
Miscellaneous	1,000	10	676	750	(74)	(9.9)
TOTAL OPERATING REVENUE	8,086,194	621,370	5,860,044	6,064,646	(204,601)	(3.4)
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	239,000	-	70,679	179,250	(108,571)	(60.6)
Interest/General	6,453	-	-	4,840	(4,840)	(100.0)
Discounts Earned	720	67	554	540	14	2.7
Sales:Fixed Assets/Scrap Metal	6,856	-	504	5,142	(4,638)	(90.2)
Bad Debt Recovery	860	-	75	645	(570)	(88.3)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	253,889	67	71,813	190,417	(118,604)	(62.3)
TOTAL DISTRICT REVENUE	8,340,083	621,437	5,931,857	6,255,062	(323,205)	(5.2)
OPERATING EXPENSES						
Wages Direct	580,000	38,700	369,085	435,000	65,915	15.2
Wages & Benefits: Allocated	670,438	48,659	447,283	502,828	55,545	11.0
Benefits: PERS	118,450	4,840	45,925	88,838	42,913	48.3
Group Ins	250,800	21,104	148,973	188,100	39,127	20.8
Workers Comp Ins	9,075	2,209	6,359	6,806	447	6.6
FICA/Medicare	46,500	2,968	28,085	34,875	6,790	19.5
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,675,263	118,481	1,045,710	1,256,447	210,737	16.8
Less: wages & ben charged to Capital Proj.	(65,000)	-	(33,904)	(48,750)	(14,846)	30.5
Total Operating Wages and benefits	1,610,263	118,481	1,011,806	1,207,697	195,891	16.2
Sewage Treatment: Operating & Maint.	1,758,385	146,532	1,318,788	1,318,789	1	0.0
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,040	1,865	25,145	30,030	4,885	16.3
Supplies/ Office-Administration	4,500	655	2,694	3,375	681	20.2
Supplies/ Engineering	1,075	-	156	806	651	80.7
Supplies/ Maintenance	50,000	5,618	82,568	37,500	(45,068)	(120.2)
Temporary Labor	19,116	-	31,503	14,337	(17,166)	(119.7)
Repairs & Maintenance/Trucks	26,620	7,032	25,088	19,965	(5,123)	(25.7)
Equipment Rental	1,300	-	-	975	975	100.0
Building & Grounds Maintenance	1,500	252	2,339	1,125	(1,214)	(107.9)
Electrical Power	119,556	13,550	74,457	89,667	15,210	17.0
Telephone	2,240	-	42	1,680	1,638	97.5
Postage	960	-	-	720	720	100.0
Freight	215	-	13	161	148	91.8
Legal	-	-	-	-	-	-
Engineering	100	-	-	75	75	100.0
Other Professional Services	24,000	-	1,760	18,000	16,240	90.2
Transportation	33,779	1,600	21,329	25,334	4,005	15.8
Office Equip. Maintenance	550	136	213	413	199	48.3
Computer Software Maintenance	16,200	-	12,114	12,150	36	0.3

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

March 2024

	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	-	1,351	738	(613)	(83.0)
Bad Debts & Minimum Balance Writeoff	21,500	-	-	16,125	16,125	100.0
Conference & Continuing Ed	15,180	171	1,286	11,385	10,099	88.7
Certifications	805	-	179	604	425	70.4
State/County & LAFCO Fees and Charges	7,200	-	3,619	5,400	1,781	33.0
Human Resources	7,250	42	789	5,438	4,649	85.5
Miscellaneous	1,920	-	(3)	1,440	1,443	100.2
General & Admin Expense Allocation	286,811	10,638	164,063	215,108	51,045	23.7
TOTAL OPERATING EXPENSES	4,052,048	306,573	2,781,298	3,039,036	257,738	8.5
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	484,575	-	130,287	363,431	233,145	64.2
2012 CIP & Refi.	177,600	-	-	133,200	133,200	100.0
VacCon Truck Loan	117,441	-	117,441	88,081	(29,360)	(33.3)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	779,616	-	247,728	584,712	336,984	57.6
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	450,000	444,334	444,354	337,500	(106,854)	(31.7)
Building, Yard & Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	1,443,000	2,228	111,293	1,082,250	970,958	89.7
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	1,893,000	446,562	555,646	1,419,750	864,104	60.9
OTHER						
City of Eureka Projects:						
Treatment Plant	433,029	-	-	324,772	324,772	100.0
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	433,029	-	-	324,772	324,772	100.0
BUDGET SURPLUS (DEFICIT)	1,182,390	(131,698)	2,347,185	886,793	1,460,393	(164.7)

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

March 2024

	Budgeted 2023-24	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
TOTAL OPERATING REVENUE	-	-	-	-	-	-
NON-OPERATING REVENUE						
Property Taxes	430,000	-	-	322,500	(322,500)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	430,000	-	-	322,500	(322,500)	(100.0)
TOTAL DISTRICT REVENUE	430,000	-	-	322,500	(322,500)	(100.0)
OPERATING EXPENSES						
Wages Direct	480,000	31,759	306,253	360,000	53,747	14.9
Benefits: PERS	211,150	26,720	241,054	158,363	(82,691)	(52.2)
Group Ins	660,000	41,160	348,638	495,000	146,362	29.6
Workers Comp Ins	3,575	942	2,679	2,681	2	0.1
FICA/Medicare	35,650	2,488	23,835	26,738	2,903	10.9
Misc Benefits	500	80	480	375	(105)	(28.0)
Total Wages and Benefits	1,390,875	103,149	922,939	1,043,156	120,217	11.5
Less: wages & ben charged to Capital Proj.	(50,000)	(5,830)	(28,373)	(37,500)	(9,127)	24.3
Less: Allocated to Water and Sewer Funds	(1,340,875)	(97,319)	(894,566)	(1,005,656)	(111,090)	11.0
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	235	2,611	4,500	1,889	42.0
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	-	-	2,293	-	(2,293)	-
Invoicing	57,000	4,906	43,815	42,750	(1,065)	(2.5)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	16,200	-	-	12,150	12,150	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	26,700	2,307	18,509	20,025	1,517	7.6
Electrical Power	104,612	6,975	63,298	78,459	15,160	19.3
Street Lights	100,000	5,856	54,056	75,000	20,944	27.9
Telephone	7,280	1,028	10,838	5,460	(5,378)	(98.5)
Postage	750	-	-	563	563	100.0
Freight	-	-	141	-	(141)	-
Liability Insurance	85,000	747	101,093	63,750	(37,343)	(58.6)
Legal Services	70,000	732	6,393	52,500	46,107	87.8
Accounting	15,000	1,091	3,011	11,250	8,239	73.2
Engineering	510	-	-	383	383	100.0
Other Professional Services	72,000	-	9,098	54,000	44,902	83.2
Bank Service Charges	20,000	812	6,193	15,000	8,807	58.7
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	3,700	209	1,971	2,775	804	29.0
Computer Software Maintenance	7,200	121	1,724	5,400	3,676	68.1
Memberships & Subscriptions	22,140	-	20,906	16,605	(4,301)	(25.9)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,245	-	241	5,434	5,193	95.6
Certifications	1,645	-	-	1,234	1,234	100.0

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

March 2024

	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	-	384	14,400	14,016	97.3
Elections Expense	-	-	-	-	-	-
Human Resources	8,000	1,237	22,295	6,000	(16,295)	(271.6)
Miscellaneous	7,440	177	4,712	5,580	868	15.6
Director's Fees	16,000	700	8,600	12,000	3,400	28.3
General & Admin Expense Allocation	(573,622)	(21,276)	(328,126)	(430,217)	(102,091)	23.7
TOTAL OPERATING EXPENSES	100,000	5,856	54,056	75,000	20,943	27.9
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	177,600	-	(177,600)	-
New Financing	(340,000)	-	-	(255,000)	(255,000)	100.0
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	(340,000)	-	177,600	(255,000)	(432,600)	169.6
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	316,239	-	(316,239)	-
Building, Yard & Paving Improvements	92,500	-	36,966	69,375	32,409	46.7
Engineering & Studies	110,000	-	-	82,500	82,500	100.0
District Design Standards	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	202,500	-	353,205	151,875	(201,330)	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	467,501	(5,856)	(584,861)	350,625	(935,486)	(266.8)

Humboldt Community Services District

Notes March 2024

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. As of current month, positions have been filled and temp labor costs are now 0

Note 4 - Repairs and Maintenance - Trucks

Significant vehicle repair costs in March due to vehicle repair after accident (Unit 12), and air compressor replacement necessary for Dump Truck.

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 - Memberships & 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 7 - Human Resources

Additional HR expenses in December due to onboarding of multiple new Staff members as well as expenses for Employee Appreciation Dinner. Total for year expected to be in line with Budget

Note 8 - Debt Service

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

Note 9 - Vehicles, Rolling Stock & Equipment

Vehicle Expenditure amount exceeds budget due to Unit 10 Dump Truck originally budgeted for FY 23 being received and paid in FY 2024.

Note 10 - Engineering

Engineering Expense - a/c 6810 - Operating Expense	Mar 2024	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	-	-

Humboldt Community Services District

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

ENGINEERING MEMORANDUM

To: Board of Directors
From: Kush Rawal, Assistant Engineer
Date: April 17, 2024
Subject: Assistant Engineer Progress Report for April 23, 2024 Board Meeting

Cla-Val is a designer and manufacturer of hydraulic control valves which are utilized across the District's entire system. The District currently has 79 Cla-Val valves in operation. The District uses hydraulic pressure control valves called pressure reducing valves (PRVs) that automatically open and close to convert a variable inlet pressure into fixed outlet pressure with variable flow. Pressure reducing valves are used to protect our system from over pressurizing across 22 different pressure zones. Another type of Cla-Val valve that is installed across the District's system is a pump control valve. The pump control valves are designed to be installed on the discharge side of a booster pump to mitigate the effects of water hammer and prevent damage to the District's infrastructure. This type of valve is in service at all of the District's wells and booster stations.

On April 11, 2024, both the construction and maintenance departments attended a training covering the installation, operation, maintenance, trouble shooting and repair of Cla-Val valves. The training consisted of a classroom lecture explaining the difference between various types of pressure control valves and the applications of each type of valve; and a field demonstration that included a live trouble shooting demonstration at two sites in the District. The Cla-Val training was very informative. The District will be scheduling future advanced topic trainings because of the critical nature of pressure control valve maintenance to the longevity of the District's infrastructure.

I continue to work closely with the construction and maintenance foremen to prepare for upcoming CIP projects that are going to be completed during the current dry season. Beyond scheduling the phasing and duration of each project, I have been working to complete tasks that have the potential to interrupt a project if not properly planned for in advance. Such tasks include: double checking the bill of materials and ordering parts so they arrive before the project start date, scheduling contractors to assist with intermittent project steps, and modifying the master schedule to reflect the effect of non-CIP projects and other unplanned delays on the duration of planned CIP projects.

Thank you for your time, I am continually looking forward to improving myself and the services HCSD provides to better serve our community.

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Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors
FROM: Brian McNeill, Utility Services Planner
DATE: April 18, 2024
SUBJECT: Utility Services Planner Report for April 23, 2024 Board Meeting

The Planning Department completed required raw water sampling at the Spruce Point Well which was due this month. Those samples were tested for alkalinity bicarbonate, alkalinity carbonate, hardness total, hydroxide as calcium carbonate, magnesium, and sodium. The results all came back within the acceptable range. The hardness of the District's well water is 55 mg/L as CaCO₃ which is very low compared to the national average for groundwater.

The Planning Department also provided information to inquiring rate payers for an array of issues. Examples of those inquiries include; providing fire flow data from nearby fire hydrants to assist in completing fire sprinkler suppression system calculations, reviewing building plans and generating Capacity Charge quotes, reviewing and processing fill dirt applications from rate payers who desire to have the District bring them loads of fill dirt to their properties, reviewing a proposal from Redwood Acres to install an additional water sub-meter to serve their RV park to potentially further reduce their operating costs.

The Planning Department is also developing a list of District maintained, private pressure reducing valves (PRVs) within the District. Per District policy, these valves are located behind customer water meters where the pressure supplied by the District is over 95 psi. The benefit of having this list will be twofold, 1) if a customer calls regarding pressure issues this list will help the front office staff identify if this customer already has a District maintained private PRV, and 2) the list will help track the age of the PRV's which will assist in implementation of a systematic District maintained private PRV maintenance program.

The Planning Department has also performed some regular chores, which include gathering the required bacteriological water quality samples from throughout the District and sending backflow reminder letters to rate payers who are due to submit their annual backflow test results.

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Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: April 23, 2024

AGENDA ITEM: F.1 (New Business)

TITLE: Consideration of Ratepayer Requests for 1255 King Salmon Ave.

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Review the ratepayer request and supporting documentation. Direct staff.

Summary:

The property at 1255 King Salmon Avenue has heretofore never been developed. The current property owner, Brian Papstein, is requesting that the Board of Directors consider providing water and sewer services to the property for the previous Capacity Charge price because Mr. Papstein claims he was not aware the property did not have water and sewer service. Mr. Papstein's written request with photos is included with this report. Additionally, Mr. Papstein is requesting that the District relocate the utility connections that serve the neighboring property, 1281 King Salmon Avenue.

The District received a referral for a proposed construction project at the subject property from the Humboldt County Planning and Building Department in May of 2022. In the response dated June 3, 2022, also attached, District staff indicated that, "Water and sewer service is available upon payment of applicable fees." Since that time, the State has made a distinction between Connection Fees and Capacity Charges and the District now refers to such as Capacity Charges, but the intention of the charge to the builder is the same. Standard protocol by the County is to forward the letter to the project proponent to inform them of District conditions. Thus, the Papstein's have been aware that the project would require payment to the District to connect to the District's system.

The property owner's request to relocate the water meter and sewer cleanout that serve 1281 King Salmon Avenue, the neighboring property, has been considered by District staff. Staff has determined that the meter, service line, cleanout and lateral are within the County Right of Way and not on the project proponent's parcel. District legal counsel has also indicated that the District has no obligation to relocate these connections or their associated piping; even if these items are on private property.

The District's policy is to charge the applicable Capacity Charges at the time that a project proponent applies to connect to the District's system. At this time, the project proponent has not officially requested a quote or applied to connect to the District's system. Additionally, the District's policy is that the project proponent is responsible to pay for all project related expenses, including relocation of utility connections.

Fiscal Impact: None

Petition for Waiver of the HCSD 2023 Increased Fee
for 1255 King Salmon Ave

Background

In the Summer of 2021, my then-wife and dog would routinely drive from the family house in Eureka to the beach at King Salmon so Leo the Dog could “wade into the bay” and enjoy an hour or so on the beach.

In August, the then owner, Judy Harrison-Nelson (and later in the year, her Trust) decided to sell the parcels known as 1255 King Salmon Ave, as Judy was in her final health battle. After negotiations and some delay, we were successful in purchasing the property.

At that time, the property was severely overgrown with berries, scrub brush trees (alders) and some renegade Monterey Pine trees. HCSD staff at that time were aware of the property condition. The vegetation was cleaned up and the property has been maintained since.

Through both my experience and conversations with multiple contractors, I am aware that it is routine to have utility services located in front of the property served. However, the situation at 1255 King Salmon is out of character and certainly is visually misleading. It is unknown if the utility services at the subject property were located purposefully or unintentionally.

Preliminary Work for the Project

All the routine “background” work for building on the property has been done since last Spring, including, but not limited to:

- survey of the property.
- plan development and engineered (S.E.E. – Stan Elcock).
- plan approval from the Humboldt Building and Planning Department, the California Coastal Commission, and the Humboldt County Public Works Department.

During this time, the three parcels were merged into one property, changing the APN to 305-073-084.

We are actively preparing the building site. This includes being re-surveyed for a LOMA by Mike O'Hern who has done the previous survey work on the property and the preliminary work-order for PG&E service, currently underway. Note: The building site is recognized by all but FEMA as being outside the 100-year flood zone. The results of the survey underway is expected to confirm this.

As you might well imagine, considerable time and money has been spent on the property planning, observing, maintaining, and enjoying it. During June last year, well before the imposition of the additional fee schedule of September 12th, 2023, the meter box and sewer drain clean out were observed. The lid was opened, and a meter was observed. It was not researched further, as all involved presumed it serviced the subject property.

Wrong Assumptions Made

At the time of seeing the meter and seeing that the units were in the middle of the 1255 King Salmon property (see picture taken April 9th, 2024), we incorrectly assumed there had been preliminary work completed to develop the property (by either Judy Harrison-Nelson or Evo and Catherine Fanucchi), the previous owners.

With this observation and inaccurate thought that the services were already in place, no consideration was thought of to provide the house plans to the HCSD until we got closer to actually building the house. Obviously, we have learned the services located in front of the subject property do not service the same and failing to research those utilities when first observed was not wise.

Current Status

The laterals for utilities to 1281 King Salmon Avenue running north, perpendicular from the sewer/water mains and located in the easement of the 1255 King Salmon Avenue property, is logical. However, the current placement of the meter box and sewer drain cleanout for 1281 King Salmon Avenue will require the utilities for 1255 King Salmon to be located elsewhere, most likely on the north side (far-side) of the utility boxes for the house at 1281 King Salmon Avenue. This certainly would be a very unique, and potentially very confusing situation. This utility location will happen because the driveway/access to the property must be placed from the manhole cover to the north, per the instructions from the Humboldt County Public Works Director/Department.

We are planning to break ground shortly.

The 1281 King Salmon Avenue meter box status (see attached photo) must be addressed. The meter box must be replaced as it is located at the edge of the agreed to and required location of the driveway/vehicle access to the subject property. If the neighboring utilities are allowed to remain where they are, the meter box has to be a Traffic Grade quality to have vehicles travel over it.

The Request

We fully recognize there is shared fault caused by our assumptions, and presumptions. However, it is also understandable and considered probable that any reasonable person with construction/ building experience would conclude the observed services were for the subject property, not the neighboring property.

We request in light of this understandable confusion, the additional fees instituted in mid-September be dismissed/waived.

Additionally, we request a resetting of the Meter Box to a Traffic Grade and Sewer Drain Clean Out be reset, allowing for the logical placement of both 1255 King Salmon Avenue and 1281 King Salmon Avenue side-by-side services in a logical sequence and a more typical order.



Brian Papstein

Property Owner/Future Homeowner









Humboldt Community Services District

Post Office Box 158 Cutten, Ca 95534 (707) 443-4558 Fax (707) 443-0818

Attn: Ashley Wilson
Humboldt County Building Dept.
3015 H Street
Eureka, CA 95501

June 3, 2022

Re: 1255 King Salmon Ave., Eureka 95503, CA; APN 305-073-004-000
Owner: Angela & Brian Papstein
Humb. Co. Bldng Applic. No. BLD-2022-56226

Dear Ms. Wilson:

The District has reviewed the site plan dated Aug, 2021, revised 4-27-22, for the above referenced project and we offer the following comments for the project:

1. Water and sewer service is available upon payment of applicable fees.
2. A privately owned, maintained, and accessible water shutoff valve is required directly behind the water meter service, behind the sidewalk area, see HCSD detail WS-104.
3. Water and sewer services shall not be located within a traffic or parking area. Building sewer and waterlines shall meet minimum cover requirements for traffic areas.
4. The applicant/owner is required to provide any residential fire sprinkler system design calculations and plans to the District. Depending on the type of fire sprinkler system, a water backflow prevention device may be required, see HCSD Detail WS-108.
5. A landscape sprinkler system requires a water backflow prevention device.
6. An accessible sewer cleanout is required within 2 feet of the exterior of the building. Accessible cleanouts shall be spaced no more than 100' apart and at the top end of all horizontal direction changes of the building sewer.
7. All exterior sewer lateral and water piping construction is required to be inspected by this office.

The District has no objections to granting a building permit, although the District requests that final occupancy not be granted until the District signs off on the project.

Please feel free to call me at 443-1340 ext. 225, should you have any questions.

Sincerely,



Ben Adams
Assistant Engineer

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

Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: April 23, 2024

AGENDA ITEM: F.2

TITLE: Consideration of Appointing an AdHoc Committee to Assist with Fiscal Year 2024/2025 Employee Wage and Benefit Negotiations

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Please appoint two Board Members to Assist with Employee Wage and Benefit Negotiations followed by a roll-call vote.

Summary:

It is that time of year again wherein the District negotiates benefit modifications and new requests by the HCSD Employee Association (EA) which represents all non-exempt (hourly) regular employees. As such, the GM requests the Board identify two Directors to participate in the negotiations. To incorporate possible changes to the Fiscal Year 2024/2025 Draft Budget, time is of the essence. Historically, the meeting consisting of the EA officers and AdHoc members conclude within an hour's time.

Fiscal Impact:

None at this time