



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

**AGENDA**

**DATE:** Tuesday, May 10, 2022

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

**LOCATION:** *In accordance with Assembly Bill 361 and District Resolution 2022-04, public meetings will be conducted both in person at 5055 Walnut Drive in Eureka, California, and telephonically through Zoom.*

*The HCSD Boardroom is open to the public during open session segment(s) of the meeting. If you 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>) then clicking "Join A Meeting" and enter the following Meeting ID and prompts for passcode and audio. Access may also be achieved by telephone only by dialing 1-669-900-9128 followed by the Meeting ID and Passcode below:*

*Meeting ID: 852 2739 1602 Passcode: 883017*

*Zoom participation protocol:*

- Please use the MUTE function when not speaking*
- Please use the "RAISE HAND" feature when wishing to be acknowledged for participation. Raise Hand feature is located in the lower right portion of the screen via the "REACTIONS" icon.*
- Please do not speak out of turn; wait for the Board President to call upon you to share.*

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

**B. PLEDGE OF ALLEGIANCE**

**C. CONSENT CALENDAR**

1. Approval of May 10, 2022 Agenda Pgs 1-2
2. Approval of Minutes of the Regular Meeting of April 26, 2022 Pgs 3-6

**D. REPORTS**

1. General Manager
  - a) GM Report Pgs 7-12
2. Engineering
  - a) Engineering Department Update Pgs 13-15

3. Superintendent

- a) April 2022 Construction Operations Report

Pg 17

4. Finance Department

- a) March 2022 Budget Statement  
b) April 2022 Check Register

Pgs 19-28

Pgs 29-37

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. NON-AGENDA**

**G. NEW BUSINESS**

1. Consideration of Resolution No. 2022-05 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings for Another 30 Days Pgs 39-40
2. Consideration of Resolution No. 2022-06 Reinstating Utility Service Disconnection for Non-Payment of Water and Sewer Charges Pgs 41-43

**H. OLD BUSINESS**

**I. ADJOURNMENT**

Next Res: 2022-07

Next Ord: 2022-02

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

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, April 26, 2022, in person and via tele/video conference in accordance with AB 361 and HCSD Resolution 2022-04.

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

Present upon roll call were Directors Benzonelli, Bongio, Gardiner, Hansen, and Matteoli. Staff in attendance: General Manager Williams (GM), Superintendent Latham, and Assistant Engineer Adams (AE).

**B. PLEDGE OF ALLEGIANCE**

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

**C. CONSENT CALENDAR**

1. Approval of April 26, 2022 Agenda
2. Approval of Minutes of the Regular Meeting of April 12, 2022

DIRECTOR GARDINER MOVED, DIRECTOR MATTEOLI SECONDED, TO ACCEPT AND APPROVE THE APRIL 26, 2022 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**D. REPORTS**

1. General Manager

a) GM Report

- Drought – In addition to the Governor directed mandatory application of water supplier Stage 2 Water Shortage Contingency Plans no later than June 10, 2022, urban water suppliers are also required to submit an annual water supply and demand assessment. This assessment requires coordination with Humboldt Bay Municipal Water District (HBMWD) via its Water Task Force (members from each municipal customer) as they supply approximately 2/3 of HCSD's water source. The District wells report will be developed in-house.
- Elk River Crossing – Early in the morning of April 19, 2022, the District's Elk River water main failed. Staff quickly isolated the leak for emergency repairs. As it is located in an environmentally sensitive area, all agencies were promptly notified, best practices implemented, and application for an

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; April 26, 2022

emergency permit completed. A Capital Improvement Project is in development to replace the infrastructure with a more robust solution.

2. Engineering

a) Engineering Department Update

- Park Street Steel Main Replacement (SMR) – Completion of final paving has been hampered by the recent rains and emergency work. Once finished staff will repair additional pavement damage from the March leaks.
- District Office Building Exterior Repairs – Drawings and notes are near completion to ensure no surprises once work commences.
- Hemlock Sewer Reversal – Research and investigation continues in order to determine the feasibility of utilizing the City of Eureka sewer line abandoned as a result of the Martin Slough Interceptor (MSI) project as a gravity line to route flows from Cutten to the MSI. Staff verified the camera will fit into the 12 in. line eliminating the need for pot-holing 10-15 ft. depths, and an encroachment permit is nearing submission to the City.
- Vehicle Storage Upgrades – As the new VacCon is too large to fit into any existing buildings for environmental protection, staff is finalizing details to install a metal carport.

3. Superintendent

a) March 2022 Operations/Maintenance Report

Without comment or question, Superintendent summarized the report advising:

- All stationary and portable generators tested
- 7,654 ft. sewer main line cleaned
- 235 ft sewer lateral line cleaned
- Cleaned sewer wet wells at Edgewood, Maple, Moore, and Wellington sewer lift station
- Hydrant flushing in Myrtle town to gather flow data
- Prepared for and participated in the annual ACWA/JPIA facility inspection on March 24, 2022

6. Director Reports

Director Benzonelli participated in the RREDC Five-year Strategic Planning session. Focus is on housing for economic stability for the community.

**G. PUBLIC PARTICIPATION**

President Bongio invited the public to address the Board on any item not listed on the agenda or issues generally affecting District operations, which are within the jurisdiction of the Board. None

**I. NEW BUSINESS**

1. Consideration of Fiscal Year 22/23 Salary Adjustment for HCSD's Non-represented (Management) Employees

GM reviewed the report recommending an 8.5% Cost of Living Adjustment (COLA) for the District's non-represented staff. Estimated fiscal impact at \$45,000 (0.4% of annual operating budget). Comments included the necessity to maintain existing staff as well as attract new qualified employees, concerns that matching the District Employee Association COLA creates a larger gap between hourly and salary staff, suggestion to provide a lower percentage of increase to higher salaries.

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR BENZONELLI, TO TABLE THE ITEM FOR DISCUSSION AT A LATER DATE.

Public Comment: None

Discussion ensued examining the difficulty and conflict the inflated economy is creating versus the necessity to maintain qualified staff to ensure consistent water delivery and sewage removal from District customers, consideration of McKinleyville CSD's COLA of 8.3%, HBMWD's anticipated 8.5% COLA for all staff, and no COLA planned for City of Eureka staff.

PRESIDENT BONGIO CALLED FOR THE VOTE. MOTION FAILED UPON THE FOLLOWING ROLL-CALL VOTE:

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

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI TO APPROVE AN 8.5% COLA FOR THE NON-REPRESENTED DISTRICT STAFF. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, BONGIO, GARDINER, MATTEOLI  
NOES: HANSEN

DRAFT – MINUTES OF THE REGULAR MEETING  
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HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; April 26, 2022

ABSENT: NONE

3. Consideration of selecting a Candidate to Serve as a Regular and Alternate Special District Member on the Local Agency Formation Commission (LAFCo)

GM summarized the report and recommendation without question.

Public Comment: None

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR BENZONELLI TO AUTHORIZE THE DISTRICT'S VOTE FOR DIRECTOR HANSEN AS A SPECIAL DISTRICT REPRESENTATIVE, AND DIRECTOR BENZONELLI AS ALTERNATE SPECIAL DISTRICT REPRESENTATIVE, TO THE 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: BENZONELLI, BONGIO, GARDINER, HANSEN, MATTEOLI  
NOES: NONE  
ABSENT: NONE

#### **K. ADJOURNMENT**

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF APRIL 26, 2022 AT 5:35 P.M.

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Submitted, Board Secretary

# 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: May 6, 2022

SUBJECT: General Manager Report for May 10, 2022 Board Meeting

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### **ACWA Region One: North Coast Water Forum**

On July 7 and 8, Humboldt Bay Municipal Water District (HBMWD) and the Association of California Water Agencies (ACWA) are co-hosting an annual regional conference here in Eureka. Events will include a tour of Humboldt Bay, a tour of the Nordic Aquafarms Facility, technical presentations from local water agencies with meals at the Sea Grill and the Carson House/Ingomar Club that include networking opportunities and presentations from ACWA and other regional agencies regarding the current state of water in the State.

### **Technical Presentation SCADA**

During the ACWA North Coast Water Forum, I will be making a technical presentation about HCSD's SCADA program. SCADA stands for Supervisory Control and Data Acquisition and is shorthand to describe the system that includes all of the industrial controls, telemetry, monitoring/recording equipment, alarm/alert system, sensors and actuators that enable the operation of the District's water and wastewater facilities.

The District's current SCADA system was designed and built in the early 1990's using a mix of the best available technology and the most cost-effective solutions available at the time. The system is based on a central PC that resides at the District office with radio telemetry to 50 remote sites where water and wastewater is manipulated or monitored. These sites include drinking water storage facilities, drinking water booster stations, wastewater lift stations and water and wastewater flow monitoring stations. District staff rely on the SCADA system to keep them informed of tank levels, wastewater flows, pump activation and system pressures including recording and storing this information for future reference.

The SCADA system is also used to alert staff of emergency situations. If a tank level goes out of range, a pressure falls below a minimum setpoint, a power failure occurs or a pump fails to engage, the SCADA system will call the staff on the telephone and alert them of the situation. If the call does not go through, the SCADA system will work through a list of office and cell phone numbers until the call is acknowledged by a person. This alert system operates 24 hours per day, 7 days per week and has alerted District staff to countless situations that could have resulted in catastrophic emergencies if they had gone un-detected.

The District's SCADA system was designed and built 30 years ago by a contractor from Minnesota. Many of the parts that were used were designed and hand built by the contractor. These hand-built parts are not well documented and are no longer available from the contractor. In fact, the contractor that implemented the District's SCADA system has been acquired by another firm and support is

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Mailing: Post Office Box 158 • Cutton, CA 95534 • tel (707) 443-4558 • fax (707) 443-1490  
Physical Address: 5055 Walnut Drive, Eureka, CA 95503

## General Manager's Report to the Board of Directors for May 10, 2022 Board Meeting

becoming less and less available. Some of the off the shelf components were manufactured by companies that are no longer in business and so are no longer available. The takeaway here is that the District's SCADA system is at the end of life and in need of replacement.

A couple of years ago, before I was hired onto the District, several operations staff did research on what is available from SCADA integrators and the cost of replacing the District's SCADA system with modern equipment and software. They requested quotes for turn key systems and the results were staggering. The most competitive quote came in at \$2.5M and would result in a modern system built from off the shelf components with similar functionality to the system the District currently has. The biggest problem with this approach is that the District would still be reliant on the contractor for software updates, changes and emergency support.

When I arrived at the District I assessed the current SCADA system and I agree that it is at end of life. I have extensive experience with industrial controls, data acquisition and telemetry so I decided that we should consider developing the SCADA in house. The biggest benefit to this approach is that the District will not be reliant on a contractor to make changes or make emergency repairs; we will have the knowledge and skills in house to react to any issues the system throws at us and District staff will have the capacity to expand the system when the time comes. A secondary benefit to this approach is that we can develop and implement a superior SCADA system to the turn key systems that were quoted for less than \$1M.

As I stated, I have extensive experience with industrial controls and SCADA development and implementation but our staff does not. So, I set to work evaluating the product offerings from various SCADA and industrial control system manufacturers. I downloaded various SCADA server platforms with evaluation licensing and requested demo hardware from many different manufacturers to determine which solution(s) would be the most robust, user friendly, reliable and cost effective.

Some of the hardware that I evaluated was very cost effective but required the user to be extremely adept in embedded software and programming. Other providers had very easy to use software solutions but required the users to be hardware experts in order to match the appropriate components with the software and make it all communicate. Other similar complications made various product offerings more or less appealing so I developed a set of criteria by which to evaluate the various product offerings.

First, I identified the major components that will be required to implement a new SCADA system. Those include:

- The supervisory controller or SCADA Server. This component resides within a PC at the District office. Modern systems have the capacity to enable a standby server that resides at a geographically disparate location in case of catastrophic failure (fire, building collapse etc.) that disables or destroys the primary server, the system will continue to function without interruption in operation or data record provided the remote located standby server is not harmed.
- The Remote Terminal Unit (RTU) sometimes called Programable Logic Controller (PLC). This component resides at the remote sites (tanks, lift stations, booster stations etc.) and communicates back to the SCADA Server. The RTU receives inputs from sensors and provides control signals to pumps and other actuators. The RTUs have the capacity to contain the control logic although our current system is not configured that way. The control logic currently resides in the SCADA Server which is a vulnerability because if the SCADA

## General Manager's Report to the Board of Directors for May 10, 2022 Board Meeting

Server goes down, the whole system goes down and everything will have to be manually operated.

- Data radios are the final piece of the District's SCADA system puzzle. Because of the distances between the remote locations and the topography of the District, the District's SCADA system uses data radios to communicate information between sites and to the SCADA Server. These radios are a critical component of a distributed control system like what we have and are sometimes very difficult to program and implement. Some utility operators use a separate contractor just to implement and maintain their telemetry system (this is another way to say data radio network).

The criteria list that I developed started with the desire to identify a large, established company that would be able to supply and support all of the major components of the District's SCADA system. In my experience, when the PLC comes from one manufacturer, the radio from another and the SCADA Server from a third, implementation is often complicated by networking protocols and interpretation of data to the point that the integrator must be an expert in all three manufacturers product offerings. When something goes wrong, all three manufacturers will blame each other and the "fix" ends up taking much longer than necessary to identify. A single source supplier for the major components was the first criteria.

The second criterion is that the supplier provide extensive support and training on the implementation of the products. What I was looking for here is a supplier with a robust training program that engages the three major components of the SCADA system, the SCADA Server, the RTU and the Radio. I want to be able to send qualified staff to be trained and have them come back with a thorough understanding of how the SCADA system works, how to troubleshoot the system and how to make changes to the software. Once the SCADA program is established, staff will be able to train each other on the perpetual maintenance, upgrades and expansion of the District's SCADA system.

The third criterion is that the software be easy to use. What I mean here is that the software has an intuitive graphical interface with extensive and easy to follow user manual. I am trying to avoid equipment that requires the user to be an expert in embedded controls, capable of counting in hexadecimal in their head and able to speak assembly language fluently. In other words, I don't want equipment that requires a degree in computer science to program. I am developing a SCADA program that will enable our utility operators to perform all of the maintenance, repair, upgrade and expansion work. I want to create a system that is user friendly enough to make myself obsolete once it is fully implemented.

The final criterion for identifying an equipment/software supplier is that the product offerings be designed for use in geographically distributed systems; preferably utility systems. Some SCADA suppliers focus on factory floor or plant management. Others focus on stand-alone devices. A few develop systems specifically for utilities and those will be the best suited to the District's needs.

In recap I determined that I needed to identify companies that produce SCADA Server software, RTUs and Data Radios with a robust training and support program with easy-to-use programming software that is designed for implementation in utility systems.

After a thorough review of product offerings from a myriad of different vendors, suppliers and manufacturers, three manufacturers were able to meet almost all of the criteria listed above:

## General Manager's Report to the Board of Directors for May 10, 2022 Board Meeting

1. Rockwell Automation
2. Schneider Electric
3. ABB Automation

All three are large-scale, well-established companies with robust training programs, easy to use software and designs intended for utility implementation. Schneider Electric and ABB Automation produce all three of the major components identified earlier; SCADA Server software, Data Radio and RTU. Rockwell automation doesn't produce radios but they have a partner company that does and they provide training. So, I set out to identify the one company of these three that would be best suited to the District's needs. I attended webinars, product demos and introductory training sessions. I downloaded trial versions of software and used loaner equipment to get first-hand experience with the interface and the functionality of the hardware. I also specified our particular system and obtained representative quotes from each supplier. When all was said and done, I had a clear winner. Schneider Electric hardware using the SCADAPack 474 RTU with the Trio Q-Series 450 MHz data radio and GeoSCADA SCADA Server software.

Rockwell Automation was a close second. They had a strike against them from the start because they don't have a data radio offering and I would be dealing with two separate suppliers off the bat. The cost to build our system from Rockwell components was significantly higher than Schneider's offerings. Rockwell did offer a less expensive option with lower capability RTU's. Using that solution resulted in significant increase in system and programming complexity by introducing the need for a device called a data concentrator. The reduced cost option was competitive with the cost of the Schneider system. With the increase in system complexity and the added difficulty that the radio partner introduces, Rockwell is almost ruled out. The nail in the coffin is that Rockwell's training center is on the east coast and their trainings are self-paced web-based trainings and are component specific. Schneider has a training center in Santa Rosa, California with live, in person trainings that are designed to teach users to operate these three main components and how they interact and how to integrate them together.

ABB's product offerings are competitive with Schneider's but the cost is significantly higher. ABB is also putting the finishing touches on their SCADA Server software and so their training program is still in development. The demos that I did receive from ABB were internet based with application engineers in Europe. The distributor is based in Southern California with partners representing the telemetry options based in Oregon. ABB has a very strong product offering and extensive utility deployment but the price and the lack of local in person training put Schneider's offering out front.

There are some other benefits of using the Schneider system. The City of Eureka and Shelter Cove Resort Improvement District both use the Schneider system so there are local integrators and operators that are familiar with the implementation, operation, maintenance and system expansion. In fact, Shelter Cove put a local SCADA integrator on staff and he selected the Schneider system so that their SCADA system can be implemented in house. The point here is that there is local expertise that District staff will be able to call on in the event that I am not available to help with programming, communications, electrical or other technical issues; not that I expect to be unavailable.

I have ordered a set of components from Schneider that will allow me to develop the software necessary to implement the SCADA server and any of the various RTU functionality as well as work

## General Manager's Report to the Board of Directors for May 10, 2022 Board Meeting

out the kinks of the system communication. The test bench will consist of a laptop to act as the SCADA Server, three RTUs, three Data Radios and three signal simulators. This allows us to simulate the operation of three separate sites as well the SCADA Server. This is the smallest test bench that will allow simulation of the most complicated of the District's sub-networks; the well field at Humboldt Hill.

There are currently two wells that service the Blue Spruce Tank; the Spruce Point Well and South Bay Well. Each of these locations will have an RTU and a Data Radio. Sometimes the South Bay Well is the primary (lead) well and Spruce Point is the secondary (lag) well and other times it is the other way around. These decisions are currently manually determined at the SCADA Server but should be automatically determined based on runtime hours and other factors. The test bench is intended to allow simulation of Humboldt Hill well field and all other remote systems in the District.

The deployment plan for the SCADA system will be implemented over time. The software for each of the District's remote sites or sub-networks will be developed and implemented one at a time. As the software, hardware, communication etc. for a remote site or sub-network is verified and validated that remote site will be removed from the existing SCADA system and control will be taken over by the new SCADA system. This parallel system implementation will allow the system to be developed and implemented by District staff over time while keeping a fully functional and operational system at all times.

The first sub-network to be implemented will be the Cummings Road Tank and Booster pair. This sub-network consists of an RTU and Data Radio at the Cummings Road Tank, an RTU and Data Radio at the Cummings Road Booster Station and a Data Radio and SCADA Server at the District Office. Once the software is fully functional at the test bench, panels will be built to be tested at the tank and booster station site. Once we are confident that the new SCADA system will control those remote sites reliably, we will allow automatic control.

The Cummings Road Tank and Booster pair were selected to be implemented first because of the low demand on that system and the ease of manual monitoring and control. If something goes wrong, that system can easily be operated manually while the bugs are worked out. Through our verification and validation process we will test every conceivable failure mode so implementation should be seamless, but real-world applications tend to throw curve balls and we want to be prepared for the worst-case scenario.

The plan at this point is to move through the water system first implementing controls for one sub-network at a time and then move on to the wastewater system. The reason for upgrading the water system first is that the SCADA components controlling the operation of the District's water system are older than those controlling the wastewater system and there is more reliance on the SCADA to operate the water system. Water tanks must communicate their levels to the booster stations or wells to initiate a pump call or shutoff etc. The wastewater lift stations are contained to a single location, the wet well and sewage pumps are housed together and controlled by float switches. The current SCADA system only monitors and records the status of the various lift stations and alerts operators in the event of an issue or failure. More functionality will be built into the control of the various wastewater sites as the SCADA system is deployed but the wastewater system is currently less vulnerable than the water system.

## General Manager's Report to the Board of Directors for May 10, 2022 Board Meeting

The beauty of this phased approach is that staff can respond to an evolving situation. If the control system for a wastewater location fails before we have completed the water system implementation, we will be able to respond to that situation before completing the work on the water system. Another benefit to this approach is that we will be able to reuse much of the existing hardware, enclosures, and back panels. As one station is converted to our new SCADA program the hardware, enclosures and back panel will be available for reuse at a different site. Not all of the hardware will be reusable, but much of it will.

If the District were to engage a contractor to replace the entire SCADA system at once, the contractor would build all of the panels at their workshop with new enclosures. They would develop all of the software remotely ahead of time with very little opportunity for testing and validation. They would come out and spend a week or two installing new enclosures and deploying the software. In the event of a glitch or bug, the District would be have to manually operate systems while the contractor figures out what went wrong. If the Contractor's schedule doesn't allow enough time for debugging, the District could be left to manually operate the system for weeks until the contractor can return. I have seen these projects go that way before and I can tell you that we do not want to be in that position.

# 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:** Benjamin Adams, Assistant Engineer  
**DATE:** May 6, 2022  
**SUBJECT:** Engineering Dept. Status Report for May 10, 2022 Board Meeting

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### Pressure Zone Delineation and Documentation

Engineering staff has been working on an update to the Sample Siting Plan which must be approved by the Waterboard. The Sample Siting Plan must include clear documentation of the District's bacteriological sample locations and the distribution system pressure zones. Water samples drawn from these locations are laboratory tested for the presence or absence of coliforms. The sample location, and pressure zone information is reviewed by the Waterboard to ensure that the system is accurately represented by the sample results. Engineering staff has updated the District's electronic maps to include layers that clearly identify each of the 22 pressure zones in the distribution system.

Pressure Zones are established by one of twelve water booster stations or by one or more of the 21 pressure augmenting valves operating within the distribution system. These valves modulate in real time based on system demand to maintain pressure and flow within their controlled zones. In some cases, houses next to each other or on opposite sides of the same street are in different pressure zones.

### Coordination with County for Oak & F Signal

The District was contacted by an engineering firm from Sacramento which has been contracted by Humboldt County, to provide engineering services for the construction of traffic signals at F St. & Oak St., which is just outside the city limits.

District Engineering staff is responding to the request for as-built and record drawing information for District infrastructure within the project's vicinity. The intersection contains public water and sewer infrastructure.

### Coordination with Caltrans for Broadway Roadwork

The District was also contacted by a representative from Caltrans in regard to a proposed project along Broadway between Tomlinson and 4<sup>th</sup> St.

District Engineering staff is responding to Caltrans request for as-built and record drawing information for District infrastructure within the project's vicinity. The District's 16" water transmission main originates at the Truesdale pumping station, and traverses

the project area. The water transmission main conveys Humboldt Bay Municipal Water to the District facility on Walnut Drive, and supplies portions of Pine Hill and Rosewood along the way. The District does not have any sewer infrastructure within this project's extents.

### **Establishing List of Pre-Qualified Contractors for the FY 22/23**

In March, the Board adopted Ordinance no. 2022-01, which established a simplified bidding procedure, in accordance with the Uniform Public Construction Cost Accounting Act, for District projects that cost between \$60,000 and \$200,000.

On April 14<sup>th</sup> of this year, the District distributed a pre-qualification packet to establish the FY 22/23 Annual List of Contractors. To date, the District has received six pre-qualification packets in response to the distribution. Pre-Qualification packets are due by 4:00 pm on May 31<sup>st</sup>.

### **Response to County Building & Planning Referrals**

In the month of April, District Engineering staff responded to 18 Building Department Permit referrals.

Responses can range from "No comment", in cases such as residential additions which do not identify plumbing work, or propose an addition overtop of the sewer lateral serving the residence; to detailed letters identifying required backflow prevention devices, or drainage fixture unit counts to compute sewer connection fees.

A notable response was in regard to developing the area just East of HealthSport in Myrtle town. It looks like the area may finally be developed after sitting partially developed since 2010.

### **Response to Underground Service Alert Tickets**

In the month of April, District Engineering staff responded to 161 Underground Service Alert (USA) tickets. Responsible residents and contractors call 811 (USA North) at least 2 business days prior to any excavation or ground disturbing project, which is to be marked in white paint. Projects can include planting a tree in your yard, repaving a street, excavating to replace a culvert, or grinding out tree stumps.

In return, USA North notifies all utility providers who provide services in the reported project area, to mark the project area using the American Public Works Association (APWA) standard color code: blue is water, green is sewer or storm drain, yellow is gas, red is electric, orange is telecommunications or fiber, and purple is reclaimed water.

The USA program benefits the District in several ways. First, when staff initiates a USA ticket for a project that requires ground disturbance, we are informed of other agency

utilities in the project area. Next, when HCSD utilities are accurately marked, contractors and other agencies are less likely to damage District infrastructure. Finally, when the District is called to mark a USA, we are made aware of construction projects within our jurisdiction. If we received a referral, we are alerted to the progress of the construction project. If we did not receive a referral, we are alerted to the existence of a construction project that may or may not affect District infrastructure. USAs are cross referenced with referrals and known construction projects to ensure contractors and other agencies are in compliance with District policies, procedures and design standards.

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# Humboldt Community Services District

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

## **BOARD MEMORANDUM**

To: H.C.S.D. Board of Directors  
From: Tim Latham, District Superintendent  
Date: May 3, 2022  
Subject: April 2022 Construction Operations Report

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General business for the month of April included water service line leak repairs on Mitchell Road and at the end of “C” Street in Fields Landing and water main line leak repairs on Crane Street and on the Elk River crossing, which transfers water between Pine Hill and Humboldt Hill.

Other business included performing vehicle and equipment maintenance, water meter reading, customer service orders, hauling dirt to fill sites, valve exercising, District yard clean-up and organization, cross training with the Operations/Maintenance Department and the completion of required annual respiratory fit testing.

Capital Improvement Project (CIP) business included continued construction of a new water main line on Park Street as part of the Park Street Steel Water Main Line Replacement Project.

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

**March 2022**

	Budgeted 2021-22	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	5,200,000	444,403	4,046,523	3,900,000	146,523	3.8	
Water Charges - Pass Through	-	-	17,150	-	17,150	-	
Sewer Service Charges	5,015,000	437,220	3,920,542	3,761,250	159,292	4.2	
Sewer Service Charges - Pass Through	1,447,800	131,911	1,132,893	1,085,850	47,043	4.3	
Water & Sewer Construction Fees	32,000	2,831	30,881	24,000	6,881	28.7	
Account Fees	140,000	18,433	120,444	105,000	15,444	14.7	
Reimbursable Maintenance Fees	1,000	-	761	750	11	1.5	1
Miscellaneous	2,000	127	5,644	1,500	4,144	276.3	1
<b>TOTAL OPERATING REVENUE</b>	<b>11,837,800</b>	<b>1,034,926</b>	<b>9,274,839</b>	<b>8,878,350</b>	<b>396,489</b>	<b>4.5</b>	
<b>NON-OPERATING REVENUE</b>							
Capital Connection Fees	180,000	9,657	104,601	135,000	(30,399)	(22.5)	1
Interest/General	42,000	-	-	31,500	(31,500)	(100.0)	1
Discounts Earned	2,000	292	1,489	1,500	(11)	(0.7)	
Sales:Fixed Assets/Scrap Metal	15,700	-	652	11,775	(11,123)	(94.5)	1
Bad Debt Recovery	10,000	14	3,264	7,500	(4,236)	(56.5)	
Property Taxes & Assessments	490,000	-	-	367,500	(367,500)	(100.0)	1
Insurance Rebate	20,000	-	-	15,000	(15,000)	(100.0)	
Other Non-Operating Revenue	6,500	-	-	4,875	(4,875)	(100.0)	
<b>TOTAL NON-OPERATING REVENUE</b>	<b>766,200</b>	<b>9,962</b>	<b>110,006</b>	<b>574,650</b>	<b>(464,644)</b>	<b>(80.9)</b>	<b>1</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>12,604,000</b>	<b>1,044,889</b>	<b>9,384,845</b>	<b>9,453,000</b>	<b>(68,155)</b>	<b>(0.7)</b>	
<b>OPERATING EXPENSES</b>							
Wages Direct	1,510,000	112,036	1,082,865	1,132,500	49,635	4.4	
Benefits: PERS	460,000	36,803	338,121	345,000	6,879	2.0	
Group Ins	1,210,000	66,777	780,545	907,500	126,955	14.0	
Workers Comp Ins	23,000	-	14,839	17,250	2,411	14.0	
FICA/Medicare	117,000	8,621	83,212	87,750	4,538	5.2	
Misc Benefits	600	40	360	450	90	20.0	
Total Wages and Benefits	3,320,600	224,277	2,299,941	2,490,450	190,509		
Less: wages & ben charged to Capital Proj.	(166,000)	(23,401)	(141,840)	(124,500)	17,340	(13.9)	
<b>Total Operating Wages and benefits</b>	<b>3,154,600</b>	<b>200,876</b>	<b>2,158,101</b>	<b>2,365,950</b>	<b>207,849</b>		<b>3</b>
Water Purchase HBMWD	1,075,000	87,760	804,406	806,250	1,844	0.2	
Water Purchase Eureka	810,000	63,283	597,859	607,500	9,641	1.6	
Sewage Treatment Operations & Maint.	1,465,000	122,104	1,098,936	1,098,750	(186)	(0.0)	
Water/Sewer Analysis	20,000	442	6,460	15,000	8,540	56.9	
Supplies/ Construction	134,000	21,250	124,730	100,500	(24,230)	(24.1)	2
Supplies/ Office-Administration	19,000	2,513	9,768	14,250	4,482	31.5	
Supplies/ Engineering	2,500	411	447	1,875	1,428	76.2	
Supplies/ Maintenance	97,500	16,959	85,175	73,125	(12,050)	(16.5)	2
Invoicing	52,476	4,599	43,168	39,357	(3,811)	(9.7)	
Temporary Labor	25,600	-	21,196	19,200	(1,996)	(10.4)	3
Repairs & Maintenance/Trucks	55,000	3,490	47,157	41,250	(5,907)	(14.3)	4
Equipment Rental	5,000	-	-	3,750	3,750	100.0	
Building & Grounds Maintenance	32,000	2,769	22,438	24,000	1,562	6.5	
Electrical Power	295,800	25,373	210,372	221,850	11,478	5.2	
Street Lights	65,000	5,487	50,703	48,750	(1,953)	(4.0)	
Telephone	19,000	909	9,872	14,250	4,378	30.7	
Postage	3,000	-	-	2,250	2,250	100.0	
Freight	500	-	106	375	269	71.7	
Chemicals	12,000	289	6,150	9,000	2,850	31.7	
Liability Insurance	65,000	-	58,474	48,750	(9,724)	(19.9)	5

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

**March 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Legal	30,000	128	2,839	22,500	19,662	87.4	
Accounting	15,000	-	2,321	11,250	8,929	79.4	
Engineering	1,000	-	526	750	224	29.9	9
Other Professional Services	38,000	-	2,185	28,500	26,315	92.3	
Bank Service Charges	35,000	1,906	19,964	26,250	6,286	23.9	
Transportation	60,000	6,234	47,336	45,000	(2,336)	(5.2)	
Office Equip. Maintenance	14,000	300	2,049	10,500	8,451	80.5	
Computer Software Maintenance	45,000	114	27,170	33,750	6,580	19.5	
Memberships & Subscriptions	22,300	321	23,393	16,725	(6,668)	(39.9)	6
Bad Debts & Minimum Balance Writeoff	200,000	-	72	150,000	149,928	100.0	
Conference & Continuing Ed	20,000	28	1,338	15,000	13,662	91.1	
Certifications	5,400	305	1,062	4,050	2,988	73.8	
State/County & LAFCO Fees and Charges	50,000	21,295	30,932	37,500	6,568	17.5	
Hydraulic Water Model Maintenance	6,000	-	-	4,500	4,500	100.0	
Human Resources	20,000	-	3,764	15,000	11,236	74.9	
Miscellaneous	9,000	5,541	9,369	6,750	(2,619)	(38.8)	7
Director's Fees	16,000	1,050	8,350	12,000	3,650	30.4	
<b>TOTAL OPERATING EXPENSES</b>	<b>7,994,676</b>	<b>595,736</b>	<b>5,538,189</b>	<b>5,996,007</b>	<b>457,818</b>	<b>7.6</b>	
<b>LONG TERM DEBT PAYMENTS</b>							
Safe Drinking Water Bond	177,429	-	88,715	133,072	44,357	33.3	8
2012 CIP & Refi.	227,100	-	227,100	170,325	(56,775)	(33.3)	8
Davis-Grunsky Loan	5,912	-	5,772	4,434	(1,338)	(30.2)	8
VacCon Truck Loan	117,441	-	117,441	88,081	(29,360)	(33.3)	8
2014 Wastewater Revenue Bonds	487,575	-	138,786	365,681	226,895	62.0	8
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>1,015,457</b>	<b>-</b>	<b>577,814</b>	<b>761,593</b>	<b>183,779</b>	<b>24.1</b>	<b>8</b>
<b>CAPITALIZED EXPENDITURES</b>							
Vehicles, Rolling Stock & Equipment	58,000	-	1,943	43,500	41,557	95.5	
Building, Yard & Paving Improvements	170,000	3,862	16,880	127,500	110,620	86.8	
Capital Improvements Water	1,260,000	94,769	865,295	945,000	79,705	8.4	
Capital Improvements Sewer	275,000	4,815	23,545	206,250	182,705	88.6	
Engineering & Studies	100,000	-	1,118	75,000	73,882	98.5	9
District Design Standards	-	-	1,036	-	(1,036)	-	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,863,000</b>	<b>103,445</b>	<b>909,815</b>	<b>1,397,250</b>	<b>487,435</b>	<b>34.9</b>	
<b>OTHER</b>							
City of Eureka Projects: Treatment Plant	1,336,000	-	572,308	1,002,000	429,692	42.9	
<b>TOTAL City of Eureka Projects</b>	<b>1,336,000</b>	<b>-</b>	<b>572,308</b>	<b>1,002,000</b>	<b>429,692</b>	<b>42.9</b>	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>394,867</b>	<b>345,708</b>	<b>1,786,719</b>	<b>296,150</b>	<b>1,490,569</b>	<b>(503.3)</b>	

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

**March 2022**

	Budgeted 2021-22	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	11,837,800	1,034,926	9,274,839	8,878,350	396,489	4.5
TOTAL OPERATING EXPENSES	(7,994,676)	(595,736)	(5,538,189)	(5,996,007)	457,818	7.6
NET SURPLUS/(DEFICIT) FROM OPERATIONS	3,843,124	439,191	3,736,650	2,882,343	854,307	29.6
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL NON-OPERATING REVENUE	766,200	9,962	110,006	574,650	(464,644)	(80.9)
TOTAL LONG TERM DEBT SERVICE	(1,015,457)	-	(577,814)	(761,593)	183,779	24.1
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	3,593,867	449,153	3,268,842	2,695,400	205,885	7.6
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(1,863,000)	(103,445)	(909,815)	(1,397,250)	487,435	34.9
CITY of EUREKA PROJECT REIMBURSEMENT	(1,336,000)	-	(572,308)	(1,002,000)	429,692	42.9
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>394,867</u>	<u>345,708</u>	<u>1,786,719</u>	<u>296,150</u>	<u>1,490,569</u>	<u>(503.3)</u>

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

**March 2022**

	Budgeted 2021-22	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	5,200,000	444,403	4,046,523	3,900,000	146,523	3.8
Water Pass Through	-	-	17,150	-	17,150	-
Water Construction Fees	20,000	2,831	26,181	15,000	11,181	74.5
Account Fees	79,800	10,507	68,653	59,850	8,803	14.7
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	-	761	600	161	26.9
Miscellaneous	1,000	73	3,217	750	2,467	329.0
<b>TOTAL OPERATING REVENUE</b>	<b>5,301,600</b>	<b>457,814</b>	<b>4,162,486</b>	<b>3,976,200</b>	<b>186,286</b>	<b>4.7</b>
<b>NON-OPERATING REVENUE</b>						
Water Capital Connection Fees	90,000	6,699	53,314	67,500	(14,186)	(21.0)
Interest/General	32,966	-	-	24,725	(24,725)	(100.0)
Discounts Earned	1,280	166	849	960	(111)	(11.6)
Sales:Fixed Assets/Scrap Metal	8,844	-	371	6,633	(6,262)	(94.4)
Bad Debt Recovery	5,700	8	1,860	4,275	(2,415)	(56.5)
FW/MR Assessment	140,000	-	-	105,000	(105,000)	(100.0)
Other Non-Operating Revenue	2,200	-	-	1,650	(1,650)	(100.0)
<b>TOTAL NON-OPERATING REVENUE</b>	<b>280,990</b>	<b>6,873</b>	<b>56,395</b>	<b>210,743</b>	<b>(154,348)</b>	<b>(73.2)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>5,582,590</b>	<b>464,687</b>	<b>4,218,881</b>	<b>4,186,943</b>	<b>31,939</b>	<b>0.8</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	709,700	54,673	515,799	532,275	16,476	3.1
Wages & Benefits: Allocated	593,250	35,550	405,467	444,938	39,470	8.9
Benefits: PERS	165,600	8,053	74,253	124,200	49,947	40.2
Group Ins	375,100	30,059	254,799	281,325	26,526	9.4
Workers Comp Ins	12,420	-	7,353	9,315	1,962	21.1
FICA/Medicare	54,990	4,167	39,327	41,243	1,915	4.6
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,911,060</b>	<b>132,502</b>	<b>1,296,998</b>	<b>1,433,295</b>	<b>136,297</b>	<b>9.5</b>
Less: wages & ben charged to Capital Proj.	(122,840)	(18,615)	(116,226)	(92,130)	24,096	(26.2)
<b>Total Operating Wages and benefits</b>	<b>1,788,220</b>	<b>113,888</b>	<b>1,180,772</b>	<b>1,341,165</b>	<b>160,393</b>	<b>12.0</b>
Water Purchase HBMWD	1,075,000	87,760	804,406	806,250	1,844	0.2
Water Purchase Eureka	810,000	63,283	597,859	607,500	9,641	1.6
Water Analysis	15,000	442	6,460	11,250	4,790	42.6
Supplies/ Construction	99,160	17,175	97,195	74,370	(22,825)	(30.7)
Supplies/Office-Administration	5,700	228	3,600	4,275	675	15.8
Supplies/ Engineering	1,425	234	234	1,069	835	78.1
Supplies/ Maintenance	48,750	5,833	31,440	36,563	5,123	14.0
Temporary Labor	11,544	-	12,082	8,658	(3,424)	(39.5)
Repairs & Maintenance/Trucks	30,800	1,344	25,395	23,100	(2,295)	(9.9)
Equipment Rental	3,700	-	-	2,775	2,775	100.0
Building & Grounds Maintenance	1,920	361	3,218	1,440	(1,778)	(123.5)
Electrical Power	162,690	15,337	127,383	122,018	(5,365)	(4.4)
Telephone	6,080	-	-	4,560	4,560	100.0
Postage	1,290	-	-	968	968	100.0
Freight	285	-	25	214	188	88.1
Chemicals	12,000	289	6,150	9,000	2,850	31.7
Engineering	390	-	526	293	(233)	(79.7)
Other Professional Services	7,600	-	-	5,700	5,700	100.0
Transportation	34,200	3,553	26,981	25,650	(1,331)	(5.2)
Office Equip. Maintenance	2,100	125	439	1,575	1,136	72.1
Computer Software Maintenance	21,600	-	14,702	16,200	1,498	9.2
Memberships & Subscriptions	1,338	183	1,567	1,004	(564)	(56.2)
Bad Debts & Minimum Balance Writeoff	114,000	-	41	85,500	85,459	100.0
Conference & Continuing Ed	7,000	-	750	5,250	4,500	85.7
Certifications	1,620	305	757	1,215	458	37.7
State/County & LAFCO Fees and Charges	17,000	21,295	25,001	12,750	(12,251)	(96.1)
Hydraulic Water Model Maintenance	6,000	-	-	4,500	4,500	100.0

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

**March 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Human Resources	7,800	-	-	5,850	5,850	100.0
Miscellaneous	1,980	-	114	1,485	1,371	92.3
General & Admin Expense Allocation	217,981	11,837	123,080	163,486	40,405	24.7
<b>TOTAL OPERATING EXPENSES</b>	<b>4,514,173</b>	<b>343,473</b>	<b>3,090,179</b>	<b>3,385,630</b>	<b>295,451</b>	<b>8.7</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Safe Drinking Water Bond	177,429	-	88,715	133,072	44,357	33.3
2012 CIP & Refi.	49,500	-	24,750	37,125	12,375	33.3
Davis-Grunsky Loan	5,912	-	5,772	4,434	(1,338)	(30.2)
					-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>232,841</b>	<b>-</b>	<b>119,237</b>	<b>174,631</b>	<b>55,394</b>	<b>31.7</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	1,260,000	94,769	865,295	945,000	79,705	8.4
Engineering & Studies	-	-	255	-	(255)	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,260,000</b>	<b>94,769</b>	<b>865,550</b>	<b>945,000</b>	<b>79,450</b>	<b>8.4</b>
<b>INTERFUND TRANSFERS IN</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(424,424)</b>	<b>26,445</b>	<b>143,915</b>	<b>(318,318)</b>	<b>462,233</b>	<b>145.2</b>

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

**March 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Sewer Service Charges	5,015,000	437,220	3,920,542	3,761,250	159,292	4.2
Sewer Service Charges - Pass Through	1,447,800	131,911	1,132,893	1,085,850	47,043	4.3
Sewer Construction Fees	12,000	-	4,700	9,000	(4,300)	(47.8)
Account Fees	60,200	7,926	51,791	45,150	6,641	14.7
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	200	-	-	150	(150)	(100.0)
Miscellaneous	1,000	55	2,427	750	1,677	223.6
<b>TOTAL OPERATING REVENUE</b>	<b>6,536,200</b>	<b>577,113</b>	<b>5,112,353</b>	<b>4,902,150</b>	<b>210,203</b>	<b>4.3</b>
<b>NON-OPERATING REVENUE</b>						
Sewer Capital Connection Fees	90,000	2,958	51,287	67,500	(16,213)	(24.0)
Interest/General	9,034	-	-	6,776	(6,776)	(100.0)
Discounts Earned	720	125	640	540	100	18.6
Sales:Fixed Assets/Scrap Metal	6,856	-	280	5,142	(4,862)	(94.5)
Bad Debt Recovery	4,300	6	1,404	3,225	(1,821)	(56.5)
Other Non-Operating Revenue	4,300	-	-	3,225	(3,225)	(100.0)
<b>TOTAL NON-OPERATING REVENUE</b>	<b>115,210</b>	<b>3,089</b>	<b>53,611</b>	<b>86,408</b>	<b>(32,796)</b>	<b>(38.0)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>6,651,410</b>	<b>580,202</b>	<b>5,165,964</b>	<b>4,988,558</b>	<b>177,407</b>	<b>3.6</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	437,900	29,032	329,988	328,425	(1,563)	(0.5)
Wages & Benefits: Allocated	593,250	35,550	405,467	444,938	39,470	8.9
Benefits: PERS	105,800	4,471	48,145	79,350	31,205	39.3
Group Ins	229,900	16,723	171,060	172,425	1,365	0.8
Workers Comp Ins	7,590	-	5,639	5,693	54	0.9
FICA/Medicare	35,100	2,212	25,155	26,325	1,170	4.4
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,409,540</b>	<b>87,988</b>	<b>985,454</b>	<b>1,057,155</b>	<b>71,701</b>	<b>6.8</b>
Less: wages & ben charged to Capital Proj.	(43,160)	(1,000)	(8,177)	(32,370)	(24,193)	74.7
<b>Total Operating Wages and benefits</b>	<b>1,366,380</b>	<b>86,988</b>	<b>977,277</b>	<b>1,024,785</b>	<b>47,508</b>	<b>4.6</b>
Sewage Treatment: Operating & Maint.	1,465,000	122,104	1,098,936	1,098,750	(186)	(0.0)
Sewer Analysis	5,000	-	-	3,750	3,750	100.0
Supplies/ Construction	34,840	4,075	27,536	26,130	(1,406)	(5.4)
Supplies/ Office-Administration	5,700	172	2,716	4,275	1,559	36.5
Supplies/ Engineering	1,075	177	213	806	593	73.6
Supplies/ Maintenance	48,750	11,126	53,736	36,563	(17,173)	(47.0)
Temporary Labor	4,056	-	9,114	3,042	(6,072)	(199.6)
Repairs & Maintenance/Trucks	24,200	2,145	21,761	18,150	(3,611)	(19.9)
Equipment Rental	1,300	-	-	975	975	100.0
Building & Grounds Maintenance	1,600	273	2,428	1,200	(1,228)	(102.3)
Electrical Power	70,992	4,965	40,196	53,244	13,048	24.5
Telephone	3,040	-	-	2,280	2,280	100.0
Postage	960	-	-	720	720	100.0
Freight	215	-	19	161	142	88.1
Legal	-	-	-	-	-	-
Engineering	100	-	-	75	75	100.0
Other Professional Services	7,600	-	1,485	5,700	4,215	73.9
Transportation	25,800	2,680	20,354	19,350	(1,004)	(5.2)
Office Equip. Maintenance	1,540	95	331	1,155	824	71.3

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

**March 2022**

	Budgeted 2021-22	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Computer Software Maintenance	16,200	-	11,091	12,150	1,059	8.7
Memberships & Subscriptions	892	138	1,182	669	(513)	(76.7)
Bad Debts & Minimum Balance Writeoff	86,000	-	31	64,500	64,469	100.0
Conference & Continuing Ed	8,800	-	-	6,600	6,600	100.0
Certifications	1,242	-	135	932	796	85.5
State/County & LAFCO Fees and Charges	9,000	-	5,546	6,750	1,204	17.8
Human Resources	5,800	-	-	4,350	4,350	100.0
Miscellaneous	1,440	-	85	1,080	995	92.1
General & Admin Expense Allocation	217,981	11,837	123,080	163,486	40,405	24.7
<b>TOTAL OPERATING EXPENSES</b>	<b>3,415,503</b>	<b>246,776</b>	<b>2,397,255</b>	<b>2,561,627</b>	<b>164,373</b>	<b>6.4</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 Wastewater Revenue Bonds	487,575	-	138,786	365,681	226,895	62.0
2012 CIP & Refi.	177,600	-	88,800	133,200	44,400	33.3
VacCon Truck Loan	117,441	-	117,441	88,081	(29,360)	(33.3)
Debt Service: Allocated	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>782,616</b>	<b>-</b>	<b>345,027</b>	<b>586,962</b>	<b>241,935</b>	<b>41.2</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	350	-	(350)	-
Building, Yard & Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	275,000	4,815	23,545	206,250	182,705	88.6
Engineering & Studies	-	-	863	-	(863)	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>275,000</b>	<b>4,815</b>	<b>24,758</b>	<b>206,250</b>	<b>181,492</b>	<b>88.0</b>
<b>OTHER</b>						
City of Eureka Projects:						
Treatment Plant	1,336,000	-	572,308	1,002,000	429,692	42.9
Martin Slough	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>1,336,000</b>	<b>-</b>	<b>572,308</b>	<b>1,002,000</b>	<b>429,692</b>	<b>42.9</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>842,291</b>	<b>328,612</b>	<b>1,826,617</b>	<b>631,718</b>	<b>1,194,898</b>	<b>(189.2)</b>

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

**March 2022**

	Budgeted 2021-22	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	350,000	-	-	262,500	(262,500)	(100.0)
Insurance Rebate	20,000	-	-	15,000	(15,000)	(100.0)
Miscellaneous Income	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>370,000</b>	<b>-</b>	<b>-</b>	<b>277,500</b>	<b>(277,500)</b>	<b>(100.0)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>370,000</b>	<b>-</b>	<b>-</b>	<b>277,500</b>	<b>(277,500)</b>	<b>(100.0)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	362,400	28,331	237,078	271,800	34,722	12.8
Benefits: PERS	188,600	24,278	215,723	141,450	(74,273)	(52.5)
Group Ins	605,000	19,995	354,686	453,750	99,064	21.8
Workers Comp Ins	2,990	-	1,846	2,243	396	17.7
FICA/Medicare	26,910	2,243	18,730	20,183	1,453	7.2
Misc Benefits	600	40	360	450	90	20.0
Total Wages and Benefits	1,186,500	74,887	828,423	889,875	61,452	6.9
Less: wages & ben charged to Capital Proj.	-	(3,786)	(17,437)	-	17,437	-
Less: Allocated to Water and Sewer Funds	(1,186,500)	(71,100)	(810,934)	(889,875)	(78,941)	8.9
Total Unallocated Wages and Benefits	-	-	52	-	(52)	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,400	2,113	3,452	4,800	1,348	28.1
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	-	-	-	-	-	-
Invoicing	52,476	4,599	43,168	39,357	(3,811)	(9.7)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	10,000	-	-	7,500	7,500	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	28,480	2,135	16,792	21,360	4,568	21.4
Electrical Power	62,118	5,072	42,794	46,589	3,794	8.1
Street Lights	65,000	5,487	50,703	48,750	(1,953)	(4.0)
Telephone	9,880	909	9,872	7,410	(2,462)	(33.2)
Postage	750	-	-	563	563	100.0
Freight	-	-	62	-	(62)	-
Liability Insurance	65,000	-	58,474	48,750	(9,724)	(19.9)
Legal Services	30,000	128	2,839	22,500	19,662	87.4
Accounting	15,000	-	2,321	11,250	8,929	79.4
Engineering	510	-	-	383	383	100.0
Other Professional Services	22,800	-	700	17,100	16,400	95.9
Bank Service Charges	35,000	1,906	19,964	26,250	6,286	23.9
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	10,360	80	1,279	7,770	6,491	83.5
Computer Software Maintenance	7,200	114	1,376	5,400	4,024	74.5
Memberships & Subscriptions	20,070	-	20,643	15,053	(5,591)	(37.1)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	4,200	28	588	3,150	2,562	81.3
Certifications	2,538	-	170	1,904	1,734	91.1

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

**March 2022**

	Budgeted 2021-22	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	24,000	-	384	18,000	17,616	97.9
Elections Expense	-	-	-	-	-	-
Human Resources	6,400	-	3,764	4,800	1,036	21.6
Miscellaneous	5,580	5,541	9,169	4,185	(4,984)	(119.1)
Director's Fees	16,000	1,050	8,350	12,000	3,650	30.4
General & Admin Expense Allocation	(434,762)	(23,675)	(246,161)	(326,072)	(79,911)	24.5
<b>TOTAL OPERATING EXPENSES</b>	<b>65,000</b>	<b>5,487</b>	<b>50,755</b>	<b>48,750</b>	<b>(2,005)</b>	<b>(4.1)</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	113,550	-	(113,550)	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>-</b>	<b>-</b>	<b>113,550</b>	<b>-</b>	<b>(113,550)</b>	<b>-</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	58,000	-	1,593	43,500	41,907	96.3
Building, Yard & Paving Improvements	170,000	3,862	16,880	127,500	110,620	86.8
Engineering & Studies	100,000	-	-	75,000	75,000	100.0
District Design Standards	-	-	1,036	-	(1,036)	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>328,000</b>	<b>3,862</b>	<b>19,508</b>	<b>246,000</b>	<b>226,492</b>	
<b>INTERFUND TRANSFER OUT</b>		<b>-</b>	<b>-</b>	<b>-</b>		
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(23,000)</b>	<b>(9,349)</b>	<b>(183,813)</b>	<b>(17,250)</b>	<b>(166,563)</b>	<b>965.6</b>

# Humboldt Community Services District

## Notes March 2022

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 - Construction and Supplies - Maintenance

Supplies for construction and maintenance were higher than expected primarily due to two unexpected necessary expenditures: Hot asphalt paving was an unplanned construction expense due to a large water main break on Lucia Ave, and the Pine Hill pump was an unplanned maintenance expense due to pump failure.

Note 3 - Temporary labor

The district has had to utilize the services of temporary labor provided through an employment agency due to staff shortage in the Maintenance department. This Temporary labor expense has been offset by reduction in regular wage expenses.

Note 4 - Repairs and Maintenance: Trucks

Higher than normal expenses due to unexpected repairs needed on units #1, Unit #18, and Unit #15, In addition to normal expected maintenance expenses.

Note 5 - Liability Insurance

Insurance premiums are paid on an annual basis. There are two primary insurance premiums which are both paid annually, at different times of the year. The total annual expense is expected to be in line with budgeted amount.

Note 6 - Memberships & Subscriptions

Annual dues to ACWA paid in October. Very little additional expenses expected to Memberships & Dues for remainder of FY.

Note 7 - Miscellaneous

Primary source of miscellaneous expense overage is from repairs after recent vandalism

Note 8 - Loan Payments

Loan payments occur periodically throughout the year. Payments for the full year will match budgeted amount for the full year.

Note 9 - Engineering

<b>Engineering Expense - a/c 6810 - Operating Expense</b>	Mar 2022	YTD
Water Fund		
Compaction Testing		
SHN Consulting Engineers	-	526
<b>Total posted to 6810</b>	<b>-</b>	<b>526</b>
<hr style="border-top: 3px double #000;"/>		
<b>Engineering &amp; Studies - a/c 9040 - Capital Improvement Projects</b>		
Non Engineering Costs Posted to 9040		
S Broadway FM	863	863
Eitzen Annexation	-	116
<b>Grand Total posted to 9040</b>	<b>-</b>	<b>116</b>
	<hr style="border-top: 3px double #000;"/>	<hr style="border-top: 3px double #000;"/>

# Accounts Payable

## Checks by Date - Detail by Check Date

User: FM  
 Printed: 5/4/2022 4:17 PM

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

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
55219	A160	ACWA-JPIA	04/08/2022	
	684716	aMedical Plan - Employees		112,753.60
	684716	bDental Plan - Employees		3,483.48
	684716	cVision Plan - Employees		640.83
	684716	dLife/AD&D Plan - Employees		816.50
	684716	eMedical Plan - Board Members		25,125.04
	684716	fDental Plan - Board Members		897.52
	684716	gVision Plan - Board Members		156.30
	684716	hLife/AD&D Plan -Board Members		61.22
	684716	iMedical Plan -Retired Members		37,133.58
	684716	jDental Plan - Retired Members		2,253.60
	684716	kVision Plan - Retired Members		656.46
Total for Check Number 55219:				183,978.13
55220	A360	AFLAC	04/08/2022	
	706024	Supplemental Health Premium - March		276.84
Total for Check Number 55220:				276.84
55221	B284	Badger Meter Inc	04/08/2022	
	80093961	Initial order of 5/8 size Badger AMR Meters		45,578.25
	80093961	Initial order of 3/4 size Badger AMR Meters		1,185.25
Total for Check Number 55221:				46,763.50
55222	C475	Coast Counties Peterbilt	04/08/2022	
	07161470P	Unit #18/Alarm back-up/Prem fluid-windshield v		51.83
	0782602S	Unit #18/Suspension R&R tie rod ends		1,091.25
Total for Check Number 55222:				1,143.08
55223	D640	SWRCB Accounting Office	04/08/2022	
	LW-1033754	Water System Annual Fees System No.1210009		21,294.60
Total for Check Number 55223:				21,294.60
55224	D910	Don's Rent-All Inc	04/08/2022	
	222994	Hand pump for red diesel		7.65
Total for Check Number 55224:				7.65
55225	E485	Cooney Parris and Rieke Corp	04/08/2022	
	03312022	Discount Earned - March		-15.86
	114753/3	Bobcat/Thread seal tape/Flare aprtr/Reduc cplg		17.20
	114759/3	Park St SMR/Concrete mix 60# quikrete		41.96
	114803/3	Construction Tools/Midland 2-way radio		59.25
	114989/3	Kibreez dispos mask10pk/Hardware screws		24.44
	115131/3	4780 Union/Sewer repair		41.96
	115188/3	Composite Shims 8" 12 pk		6.07
	115203/3	Bobcat/Elbow 45 deg/Coupling fpt brs		32.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	115390/3	Valve gate brass 2" ips		53.86
	115628/3	Surge strip 8' white		34.47
	115876/3	2145 Alder Canyon/Sewer Repair/60# Quickrete		30.13
			Total for Check Number 55225:	325.76
55226	E558	NAPA Auto Parts of Eureka	04/08/2022	
	259671	Shop/Pick-up tool		16.05
	262099	Unit #1 #18/2.5 Blue Def		127.76
	262849	Bobcat/Red toggle safety/On off toggle/Wire acc		39.20
	263213	Shop degreaser/Super clean 5gal clnr		86.29
	265745	Unit #18/2.5 Blue Def		42.59
			Total for Check Number 55226:	311.89
55227	E650	Eureka Ready Mix	04/08/2022	
	77183	Park St SMR/Base		435.04
	77183	Pea Gravel/Base		1,238.50
	77592	Pea Gravel/Base		1,279.53
	77592	Park St SMR/Base		870.08
			Total for Check Number 55227:	3,823.15
55228	H010	Keenan Supply	04/08/2022	
	03312022	Discount Earned - March		-260.42
	S012361498.001	Yard Restock/6" Hymax grip clpg/Hymax 2 flip		3,147.90
	S012361498.002	8 Grip ring acy pak		1,347.70
	S012386321.001	Yard Restock/Std brass npl/IPS 250 psi poly pipe		1,127.06
	S012386565.001	Park St SMR		593.70
	S012387144.001	Park St/Main Break/Krausz 6" hymax grip cplg/l		493.28
	S012388547.001	Park St SMR/End cap for cut and cap/6 BLK enc		44.80
	S012393776.001	Yard Restock/SDR35 Gskt boe plas pipe		1,059.44
	S012393776.001	3232 Myrtle/Clow 8 rw gate valve		853.32
	S012395796.001	Yard Restock/2 150 imp blk mi sq head plug		19.38
	S012399963.001	3232 Myrtle/Drausz 12" hymax 2 flip 260 psi		588.42
	S012407135.001	Park St Main Break/Hymax 2 flip 260psi/Clow r		3,093.98
	S012407135.002	Yard Replacement/Std brass nipple		96.53
	S012409758.001	Yard Stock/Concrete dual utility box/B24G wate		980.21
	S012415165.001	Yard Stock/Clow Thrd rw gate vlv		384.67
	S012415165.001	Quaker Ln/Clow Thrd rw gate vlv		384.67
			Total for Check Number 55228:	13,954.64
55229	H690	Humboldt Fasteners and Tools	04/08/2022	
	457327	(2) Multi directional light towers for night work		569.63
	457862	(2) Multi directional light towers for night work		1,006.88
			Total for Check Number 55229:	1,576.51
55230	I700	IBS Interstate Battery System	04/08/2022	
	5096120	Unit #5 Gen/Battery charger		50.20
	5096274	Credit returns/Old batteries		-22.00
			Total for Check Number 55230:	28.20
55231	J800	Johnson's Mobile Rentals LLC	04/08/2022	
	137133	Rental fencing for the Ridgewood Temporary Wi		252.78
			Total for Check Number 55231:	252.78
55232	M230	Mendes Supply Co	04/08/2022	
	M226076	MC Premium Foaming soap		364.33

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	M226410	PSCQcarbactacid		319.45
	M226410	Drum deposit		30.00
	M226454	Credit/Drum Deposit		-60.00
Total for Check Number 55232:				653.78
55233	M450	Mission Linen	04/08/2022	
	516570731	Uniforms/Mats		407.32
	516614059	Uniforms/Mats		243.28
	516656823	Uniforms/Mats		408.79
	516698531	Uniforms/Mats		239.00
	516740583	Uniforms/Mats		408.00
Total for Check Number 55233:				1,706.39
55234	M780	Municipal Maintenance Equipmen	04/08/2022	
	0167525-IN	Filters and grease for Unit #20		218.01
	0167525-IN	Filters and grease for Unit #20		913.24
	0167776-IN	(3) new sewer jetting nozzles and the rebuild of (		6,922.28
Total for Check Number 55234:				8,053.53
55235	P006	PACE Supply Corp.	04/08/2022	
	O27540196	Parts for the Park St SMR Project 01-2008 M		1,004.75
	Smt03302022	Credit per J Ameperosa/Parts for the Park St SM		-39.15
Total for Check Number 55235:				965.60
55236	P430	Pierson Building Center	04/08/2022	
	024421	Stlwks alum ang 6421/O'Cedar lg ang broom		76.99
	026006	Bronze gate valve		142.01
	026069	Construction Tools/Slot screwdriver/Bulk fastenc		21.15
	026908	Meter Reading/Stlwks tube rnd/Asstd hardware		22.37
	028555	Fields Landing and Hoover/O'Cedar outdoor ang		74.90
	03312022	Discount Earned - March		-15.44
Total for Check Number 55236:				321.98
55237	R100	Rainbow Body Shop	04/08/2022	
	012691	Passenger side door handle repairs due to vandal		345.55
Total for Check Number 55237:				345.55
55238	U410	United Way of Humboldt	04/08/2022	
		PR Batch 00001.04.2022 UNITED WAY	PR Batch 00001.04.2022 UNI	0.17
		PR Batch 00001.04.2022 UNITED WAY	PR Batch 00001.04.2022 UNI	2.08
		PR Batch 00001.04.2022 UNITED WAY	PR Batch 00001.04.2022 UNI	1.75
Total for Check Number 55238:				4.00
55239	V700	Valley Pacific Petroleum Services Inc	04/08/2022	
	96152	Fuel		6,233.71
Total for Check Number 55239:				6,233.71
55240	W208	Watt's Cleaning Services	04/08/2022	
	1036	Cleaning services for March 2022		950.00
Total for Check Number 55240:				950.00
55241	W570	Western Chain Saw	04/08/2022	
	325214	Blower/Polycut head/Blades/Shldr stud/21" SP S		1,473.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55241:	1,473.66
55242	UB*01969	CHRISJENNA MOORE	04/08/2022	
		Refund Check		13.13
		Refund Check		3.04
		Refund Check		15.37
		Refund Check		3.06
		Refund Check		11.52
			Total for Check Number 55242:	46.12
55243	UB*01968	CHRISTINA THOMPSON	04/08/2022	
		Refund Check		23.81
		Refund Check		19.39
		Refund Check		3.14
		Refund Check		40.11
		Refund Check		13.55
			Total for Check Number 55243:	100.00
			Total for 4/8/2022:	294,591.05
55244	UB*01972	JEFFREY BRAZIL	04/22/2022	
		Refund Check		8.36
		Refund Check		66.69
		Refund Check		21.05
		Refund Check		36.17
			Total for Check Number 55244:	132.27
55245	UB*01970	DEREK KONDRATOWICZ	04/22/2022	
		Refund Check		14.47
		Refund Check		17.81
		Refund Check		5.09
		Refund Check		40.85
		Refund Check		14.52
			Total for Check Number 55245:	92.74
55246	UB*01971	CHRIS NEWELL	04/22/2022	
		Refund Check		8.17
		Refund Check		12.43
		Refund Check		8.61
		Refund Check		22.91
		Refund Check		7.23
			Total for Check Number 55246:	59.35
55247	A072 4759	Accurate Drug Testing Services DOT DMV Physical/TL	04/22/2022	
				100.00
			Total for Check Number 55247:	100.00
55248	B284 1480575 1496944	Badger Meter Inc AMR system upgrade 2 inch meters	04/22/2022	
				16,763.13
				3,774.21
			Total for Check Number 55248:	20,537.34

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
55249	B726 2206	Rusty Brown Annual respiratory fit testing	04/22/2022	805.00
Total for Check Number 55249:				805.00
55250	C036	Corporate Payment Systems	04/22/2022	
	240552220830833	DT/A SmartSign Store/Utility work ahead/Sign s		733.03
	241374620685006	WP/Tractor Supply/Bobcat/Water pump repair/F		16.80
	241374620685006	WP/Tractor Supply/Bobcat/Water pump repair/1:		141.04
	242316820754000	MT/Harbor Freight/Rubber wheel chock w eye		52.05
	242750420790300	MM/Cables for Board room audio, public podiu		44.78
	244273320827402	TL/Murphys/Safety Training/Food		28.34
	244309920744008	TL/Microsoft		84.00
	246921620681000	MM/Microphones for Board room audio, public		162.33
	246921620711002	NM/Amazon/Face shields		54.06
	246921620731001	TW/Amazon: Decaf Coffee Packs		85.98
	246921620731002	MM/Refrigerator for downstairs office area		269.37
	246921620731008	TW/Amazon: TI Pro Engineering Calculator		28.47
	246921620901003	TW/Amazon: Canon iPF 785 Plotter Ink Cartridg		410.81
	24692162092	DT/Amazon/Comok 6 Pt hex socket set/Tekton €		95.66
	246921620921003	NM/Amazon/Face shields		21.52
	248019720897624	WP/FleetPride/Unit #20/75W90 Gear oil		218.24
	249064120771429	TL/DRI Crash Plan		29.97
	249430020718980	DT/Costco/Shop racks		786.57
Total for Check Number 55250:				3,263.02
55251	C180	Canon Solutions America Inc.	04/22/2022	
	6000162880	Office/Color Copies WXD03492-02.28.22-03.3€		67.42
	6000162880	Use Tax Recovery Fee/OfficeCop		2.98
	6000162880	Office/Black Copies WXD03492-02.28.22-03.3€		9.49
Total for Check Number 55251:				79.89
55252	C410	City of Eureka: SW	04/22/2022	
	March 2022	Humboldt Hill 21%		25,641.84
	March 2022	General 79%		96,462.16
Total for Check Number 55252:				122,104.00
55253	C430	City of Eureka: WA	04/22/2022	
	03312022	Water Purchased - March		63,283.00
Total for Check Number 55253:				63,283.00
55254	C450	City of Eureka: Water Test	04/22/2022	
	INV02681	Microbiological Testing - Feb		442.00
Total for Check Number 55254:				442.00
55255	F049	Fastenal Company	04/22/2022	
	CAEUR121120	Hand sanitizer 12oz		52.77
	CAEUR121120	Cowhide driver's gloves		40.67
Total for Check Number 55255:				93.44
55256	F050	Fastenal Industrial	04/22/2022	
	CAEUR121119	Tissue/Paper towels		90.40
	CAEUR121250	Sq pt shovel		15.56
	CAEUR121250	60 Gal contr bags/Ctr pull ppr twl		176.55
	CAEUR121251	Office masks		182.89

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	CAEUR121369	Recip saw blade/SS hcs/SS bhscs/SS flhn		54.40
	CAEUR121411	Multi fold hand towels/Ctr pull ppr twl/Glass cle		100.13
			Total for Check Number 55256:	619.93
55257	G090 AL5619001	Galco Industrial Electronics Inc Blackberry SLS inverters	04/22/2022	3,500.75
			Total for Check Number 55257:	3,500.75
55258	H410 13993000	Humboldt Bay Municipal Water D Water Purchased - March	04/22/2022	87,759.62
			Total for Check Number 55258:	87,759.62
55259	H810 358335 380735 384010 50057953	Humboldt Waste Management Auth Credit/Jan Inv 358335 Greenwaste Solid Waste Recycle In/E-Waste Comm	04/22/2022	-10.29 2.45 24.93 2.20
			Total for Check Number 55259:	19.29
55260	I525 209989	Infosend UB/Process and Mail/Bills - March	04/22/2022	3,307.36
			Total for Check Number 55260:	3,307.36
55261	I555 A120-012822	Inland Potable Services Inc. Diving services for the cleaning and inspection o	04/22/2022	8,006.00
			Total for Check Number 55261:	8,006.00
55262	1780 619202	Itron Inc. Meter reading hardware maint contract 05.01.22	04/22/2022	2,431.01
			Total for Check Number 55262:	2,431.01
55263	M340 106688	Mercer Fraser Co Yard Restock/Asphalt Concrete	04/22/2022	1,103.45
			Total for Check Number 55263:	1,103.45
55264	M560 49784	The Mitchell Law Firm LLP Legal Services - March 2022	04/22/2022	128.00
			Total for Check Number 55264:	128.00
55265	P190 180458 180654 181118 181558	Pacific Paper Co Avery file folder labels BF/Pentel 7mm Twist ere BS Rnd ring 1/2" view bndr/BS Rnd ring 3" view Screen cleaner kits/Scissors/Wire 3" letter tray M Avery plastic tab dividers/Pilot Gn xf blk/Pentel	04/22/2022	43.19 176.74 62.99 117.63
			Total for Check Number 55265:	400.55
55266	P550 1020442780 1020442780	Pitney Bowes Inc Qtrly Rent Base PM G900 Qtrly Rent Base PM G900	04/22/2022	123.64 21.82
			Total for Check Number 55266:	145.46
55267	R250	Recology Humboldt County	04/22/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	28316230	Garbage Service - March		488.26
			Total for Check Number 55267:	488.26
55268	S400 11379	Sharp Auto Graphics and Signs SLS Diesel tank stickers	04/22/2022	430.00
			Total for Check Number 55268:	430.00
55269	S908 26174	SWRCB-DWOCP D4 Water Operator Renewal/BMc	04/22/2022	105.00
			Total for Check Number 55269:	105.00
55270	T410 1005567-01	Malcolm Kelly Inc. Parts for the Park Street SMR Project	04/22/2022	1,417.20
			Total for Check Number 55270:	1,417.20
55271	U410	United Way of Humboldt PR Batch 00002.04.2022 UNITED WAY PR Batch 00002.04.2022 UNITED WAY PR Batch 00002.04.2022 UNITED WAY	04/22/2022 PR Batch 00002.04.2022 UNI PR Batch 00002.04.2022 UNI PR Batch 00002.04.2022 UNI	1.36 0.82 1.82
			Total for Check Number 55271:	4.00
55272	U730 883120 898746 899454 906634 908357	USA Bluebook Cond Standard/Hach ph 10 buffer Credit/883120 Credit/883120 Aluminum Drum Wrench HCSD Yard Signs/Eyewash Stn/Flammable	04/22/2022	92.22 -82.34 -9.93 64.54 145.52
			Total for Check Number 55272:	210.01
			Total for 4/22/2022:	321,067.94
55273	H660 CEQA04252022	Humboldt County Clerk Recorder Fee/Record Notice of Exemption for Elk River c	04/25/2022	50.00
			Total for Check Number 55273:	50.00
			Total for 4/25/2022:	50.00
55274	UB*01973	DUANE EZEDI Refund Check Refund Check Refund Check Refund Check Refund Check	04/28/2022	0.04 0.27 0.05 0.49 0.16
			Total for Check Number 55274:	1.01
55275	UB*01974	ZEKE MILLER Refund Check Refund Check Refund Check Refund Check Refund Check	04/28/2022	1.30 0.25 2.40 0.76 0.24

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55275:	4.95
55276	UB*01975	BENJAMIN/BETHANY SNEED	04/28/2022	
		Refund Check		8.83
		Refund Check		13.42
		Refund Check		4.65
		Refund Check		19.80
		Refund Check		6.25
			Total for Check Number 55276:	52.95
55277	A072 4932	Accurate Drug Testing Services DOT Random	04/28/2022	
				65.00
			Total for Check Number 55277:	65.00
55278	C180 6000363149 6000363149 6000363149	Canon Solutions America Inc. Constr Black Copies XLN04212-01.19.22-04.18 UseTaxRecoveryFee/Constr Copier Constr Color Copies XLN04212-01.19.22-04.18	04/28/2022	
				5.61
				0.49
				6.98
			Total for Check Number 55278:	13.08
55279	C194 30218273INV	Carahsoft Technology Corp Annual AutoCad Water Model Software 05.26.22	04/28/2022	
				1,676.00
			Total for Check Number 55279:	1,676.00
55280	F010 91500774	Farmer Brothers Co DC 2.0 (2)/Creamer shakers	04/28/2022	
				251.36
			Total for Check Number 55280:	251.36
55281	N030 1221001394	NBS Professional Services/Rate Study	04/28/2022	
				3,345.00
			Total for Check Number 55281:	3,345.00
55282	P010 05062022 05062022 05062022 05062022 05062022 05062022 05062022	Pacific Gas and Electric-GN aWA Pump & District/Cummings bHH Water System cFW/MR Water System dGeneral Sewer System eKS/HH Sewer System fOffice/Yard gSpark energy Gas/LP Gas Chgs	04/28/2022	
				5,480.35
				9,413.23
				598.60
				3,326.94
				1,313.59
				4,990.41
				291.37
			Total for Check Number 55282:	25,414.49
55283	P130 05092022	Pacific Gas and Electric-St Street Lighting - April	04/28/2022	
				5,858.32
			Total for Check Number 55283:	5,858.32
55284	S750 05012022	Standard Insurance Company Short&Long Term Empl Disabilit	04/28/2022	
				1,567.50
			Total for Check Number 55284:	1,567.50
55285	S850 05162022+10	Suddenlink Internet/Phone 04.24.22 - 05.23.22	04/28/2022	
				518.12

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55285:	518.12
55286	V500 9904725727	Verizon Wireless Cellular Service - April	04/28/2022	365.28
			Total for Check Number 55286:	365.28
			Total for 4/28/2022:	39,133.06
55287	J900 Q3 FY 22 Q3 FY 22 Q3 FY 22 Q3 FY 22	ACWA/Joint Powers Insurance Authority Workers Comp Prog-Water Workers Comp Prog-Clerical/Brd Workers Comp Prog-Sewer Workers Comp Prog-Sales/Meter	04/29/2022	2,059.80 621.39 1,448.79 557.68
			Total for Check Number 55287:	4,687.66
			Total for 4/29/2022:	4,687.66
			Report Total (69 checks):	659,529.71

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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: May 10, 2022

**AGENDA ITEM:** G.1

**TITLE:** Consideration of Resolution 2022-05 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings

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

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### Recommendation:

Motion to adopt Resolution 2022-05 by title only. Roll-call vote.

### Summary:

The Governor's Executive Order N-08-21 provided modification to the Brown Act authorizing public teleconference meetings during the COVID-19 Emergency without the requirement of personal appearance. On September 16, 2021, Governor Newsom signed Assembly Bills (AB) 339 and 361 into law which was followed by Executive Order N-15-21 on September 20, 2021 stipulating the sunset of Executive Order N-08-21 as of September 30, 2021.

As presented at the October 12, 2021 regular meeting, and subsequently at each first meeting of the month, provisions of AB 361 officially modify the Brown Act to enable public agencies to move immediately to relaxed teleconference meetings under a declared state of emergency. Each month the March 20, 2020 state of emergency remains in effect, the Board is required to pass a resolution every thirty (30) days until lifted, affirming the following:

1. The Board has considered the circumstances of the state of emergency
2. Any of the following circumstances exist:
  - a. The state of emergency continues to directly impact the ability of the members to meet safely in person.
  - b. State or local officials continue to impose or recommend measures to promote social distancing.

Resolution 2022-05 before you, affirms the foregoing conditions allowing the District to proceed with virtual meetings for the next thirty (30) days while the current state of emergency remains in effect and/or the County's recommendations for social distancing remain in effect. Although many restrictions have been lifted, to date there is no estimate as to when the state of emergency will be rescinded.

**Fiscal Impact:** None

**RESOLUTION NO. 2022-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL MEETINGS**

**WHEREAS**, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow legislative bodies to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act;

**WHEREAS**, Assembly Bill 361, which was signed into law on September 20, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the legislative body makes certain findings;

**WHEREAS**, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect;

**WHEREAS**, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing as more particularly set forth in his August 6, 2021, Order, among other prior orders and guidance;

**NOW, THEREFORE**, the Board of Directors does hereby find and resolve as follows:

1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;
2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;
3. That the Board may continue to conduct public meetings in accordance with Government Code section 54953(e);
4. That the Board will reconsider the above findings within 30-days of this Resolution.

**PASSED AND ADOPTED** on the 10<sup>th</sup> day of May 2022 by the following vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:  
ATTEST:

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Alan Bongio, Board President

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Attest: Brenda K. Franklin  
Board Secretary

# Humboldt Community Services District

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

## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: May 10, 2022

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

**TITLE:** Consideration of Adopting Resolution 2022-06, resuming Utility Service Disconnection for Non-Payment of Water and Sewer Charges

**PRESENTED BY:** Michael Montag, Finance Manger

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### **Recommendation:**

Motion to adopt resolution 2022-06 by title only.

### **Summary:**

At the Humboldt Community Services District regular board meeting on March 24 2020, the board passed Resolution 2020-03, temporarily suspending utility service disconnection for non-payment of water and sewer service charges.

All restrictions that were previously in place disallowing the District from resuming service disconnection for non-payment have now expired or been rescinded, enabling the district to resume service disconnections.

Upon passing of resolution 2022-06, District staff will prepare notification letters to all delinquent customer accounts informing them of their account delinquency, and that service will be discontinued 30 days after delivery of the letter, unless action has been taken to resolve the delinquency. The notifications will inform customers of the option to establish an Alternative Payment Plan, allowing them to pay off their delinquent balance over a period of up to 12 months. Customers who do not respond and whose accounts are still delinquent 30 days after delivery of the notification letters will then be subject to service disconnection and referral to collections.

### **Fiscal Impact:**

There are currently 410 Utility ratepayer accounts that are in delinquent status, totaling \$409,000 in account balances. This is a significant reduction from the past due balance total of \$716,000 as of January 2022, due to payments from the California State Water and Wastewater arrearage program, as well as customers making payments to bring their accounts current. Of these accounts, 284 have balances that are over 120 days past due, with a total of \$338,900 in balances, which represents the maximum amount in account balances that might be expected to remain unpaid.

**RESOLUTION 2022-06**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT  
REINSTATING THE TEMPORARY SUSPENSION OF  
UTILITY SERVICE DISCONNECTION FOR NON-PAYMENT OF  
WATER AND SEWER CHARGES**

**WHEREAS**, all restrictions previously in place preventing the district from reinstating utility service disconnections for non-payment have been removed; and

**WHEREAS**, it is essential to the continued operation of the District, including the ability to deliver safe drinking water and properly collect/convey wastewater, that customers of the District continue to timely pay charges for such utility services; and

**WHEREAS**, with the understanding that all affected district customers will be offered the option of establishing an alternative payment schedule for their delinquent balances; and

**WHEREAS**, for the avoidance of doubt, nothing in this Resolution shall operate or be interpreted to reduce, waive, forgive, defer or otherwise affect the obligation or responsibility for the payment of utility rates and charges; and

**WHEREAS**, for the avoidance of doubt, nothing in this Resolution shall operate or be interpreted to preclude the Board from disconnecting water or sewer service for reasons other than non-payment or to modify or rescind this Resolution at any point in the future, including prior to the expiration or termination of the State of Emergency orders; and

**WHEREAS**, for the avoidance of doubt, this Resolution reinstates service disconnections for nonpayment of utility charges only, removing the temporary suspension of utility service disconnections put into place under resolution 2020-03 dated March 24, 2020.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Humboldt Community Services District does hereby find, determine and/or declare, as follows:

1. Each of the foregoing is true and correct and incorporated herein by this reference.
2. District staff will notify all currently delinquent customers of the reinstatement of service disconnections. This notice will include description of and application to establish an Alternative Payment Plan.

3. Delinquent customers will have thirty (30) days after the delivery date of the notice to avoid service disconnection by making payment or applying for an Alternative Payment Plan.

**ADOPTED, SIGNED, AND APPROVED** at a duly called meeting of the Board of Directors of the Humboldt Community Services District on May 10, 2022 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Alan Bongio, Board President

Attest:

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Brenda K. Franklin, Board Secretary