



Mission statement of McKinleyville Community Services District:
“Provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, library services, and other appropriate services for an urban community in an environmentally and fiscally responsible manner.”

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
WILL BE HELD**

WEDNESDAY, November 1, 2023 AT 6:00pm

**LOCATION: AZALEA HALL
1620 Pickett Road
McKinleyville, California**

Or

TELECONFERENCE Via ZOOM & TELEPHONE:

**Use ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>) or DIAL
IN TOLL FREE: 1-888-788-0099 (No Password Required!)**

To participate in person, please come to Azalea Hall.

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: comments@mckinleyvillecsd.com up until 4:30 p.m. on Tuesday, October 31, 2023.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, November 1, 2023 in a supplemental packet information that will also be posted on the website for public viewing.

AGENDA

6:00 p.m.

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions or Changes to the Agenda

Items may be added to the Agenda in accordance with Section 54954.2(b)(2) of the Government Code (Brown Act), upon a determination by two-thirds vote of the members of the legislative body present at the time of the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the McKinleyville Community Services District after the Agenda was posted.

A.4 Approval of the Agenda

A.5 Closed Session Discussion

At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor negotiations, or to discuss with legal counsel matters within the attorney-client privilege.

NO CLOSED SESSION SCHEDULED

B. PUBLIC HEARINGS

These are items of a Quasi-Judicial or Legislative nature. Public comments relevant to these proceedings are invited.

- B.1** Conduct Public Hearing for the Levy of Assessments for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities Pg. 5

Consider Adopting Resolution 2023-22 Declaring the Results of the Property Owner Protest Ballot Proceeding for the Increased Measure B Assessment and Approving Certain Related Actions

Consider Adopting Resolution 2023-23 Approving the Engineer’s Report Regarding the Renewal and Increase of the Measure B Assessment and the Levy and Collection of Assessments Related Thereto Commencing in Fiscal Year 2024/2025

Consider Adopting Resolution 2023-24 Ordering the Establishment of the Increased Measure B Assessments and the Levy and Collection of Assessments Related Thereto Commencing with Fiscal Year 2024/2025

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|--|--------|
| Attachment 1 – Resolution 2023-22 | Pg. 9 |
| Attachment 2 – Resolution 2023-23 | Pg. 11 |
| Attachment 3 – Resolution 2023-24 | Pg. 13 |
| Attachment 4 – Presentation of the Measure B process
And Value of Parks & Recreation in McKinleyville | Pg. 17 |

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

*Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the McKinleyville Community Services District; however, any matter that requires action will be referred to staff for a report of action at a subsequent Committee or Board meeting. As to matters on the Agenda, an opportunity will be given to address the Board when the matter is considered. **Comments are limited to 3 minutes.** Letters should be used for complex issues.*

D. CONSENT CALENDAR

Consent Calendar items are expected to be routine and non-controversial, to be acted upon by the Board of Directors at one time without discussion. If any Board member, staff member, or interested person requests

that an item be removed from the Consent Calendar, it shall be removed so that it may be acted upon separately.

D.1	Consider Approval of the Minutes of the Board of Directors Regular Meeting on October 4, 2023	Pg. 25
	Attachment 1 – Draft Minutes from October 2023	Pg. 27
D.2	Consider Approval of September 2023 Treasurer’s Report	Pg. 31
D.3	Compliance with State Double Check Valve (DCV) Law	Pg. 49
D.4	Resolution for Closing of County of Humboldt Trust Accounts	Pg. 51
	Attachment 1 – Resolution 2023-25	Pg. 53

E. CONTINUED AND NEW BUSINESS

E.1	Consider Appointment of Applicants, Ciara Torres and Dana Merrill to Vacant Seat on the Park and Recreation Committee (PARC) (Action)	Pg. 55
	Attachment 1 – Dana Merrill PARC Application	Pg. 57
	Attachment 2 – Ciara Torres PARC Application	Pg. 59
E.2	Consideration of Aultman Water Leak Adjustment Appeal (Action)	Pg. 61
	Attachment 1 – MCSD Water Leak Adjustment Policy	Pg. 63
	Attachment 2 – Water Leak Adjustment Application and Calculations	Pg. 65
	Attachment 3 – Appeal Form	Pg. 67
E.3	McKinleyville Community Services District Service Line Inventory (Information)	Pg. 69
	Attachment 1 – MCSD Water Service Line Inventory Presentation	Pg. 71
E.4	Consider Proposed Dates of Annual MMAC/MCSD Joint Meeting (Action)	Pg. 87
E.5	Update to Procurement Policy for Conflict of Interest per CalOES Audit (Action)	Pg. 89
	Attachment 1 – September 1, 2023 Compliance Assessment letter From CalOES on PJ0068, the 4.5MG Tank grant	Pg. 91
	Attachment 2 – Draft Section VII-Conflict of Interest Standards of Conduct of Expenditure Control Policy Manual	Pg. 95
E.6	Review Draft 2024-2029 Strategic Plan for McKinleyville Community Services District (Information)	Pg. 96
	Attachment 1 – DRAFT 2024-2029 Strategic Plan	Pg. 99

F. REPORTS

No specific action is required on these items, but the Board may discuss any particular item as required.

F.1 ACTIVE COMMITTEE REPORTS

- a. Parks and Recreation Committee (Binder/Biteman)
- b. Area Fund (John Kulstad/Binder)
- c. Redwood Region Economic Development Commission (Biteman/Mayo)
- d. McKinleyville Senior Center Board Liaison (Binder/Couch)
- e. Audit and Finance Committee (Orsini/Biteman)
- f. Employee Negotiations (Couch/Mayo)
- g. McKinleyville Municipal Advisory Committee (Orsini/Binder)
- h. AdHoc Committee – Community Forest (Mayo/Orsini)

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. Finance & Administration Department (Nicole Alvarado) Pg. 111
- b. Operations Department (James Henry) Pg. 113
- c. Parks & Recreation Department (Lesley Frisbee) Pg. 119

- Attachment 1 – October 18, 2023 PARC Meeting Notes Pg. 121

- d. General Manager (Pat Kaspari) Pg. 125

- Attachment 1 – WWMF Monthly Self-Monitoring Report Pg. 131

F.4 PRESIDENT’S REPORT

F.5 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEMS REQUESTS

G. ADJOURNMENT

Posted 5:00 pm on October 27, 2023

Pursuant to California Government Code Section 54957.5. this agenda and complete Board packet are available for public inspection on the web at McKinleyvillecsd.com/minutes or upon request at the MCSD office, 1656 Sutter Road, McKinleyville. A complete packet is also available for viewing at the McKinleyville Library at 1606 Pickett Road, McKinleyville. If you would like to receive the complete packet via email, free of charge, contact the Board Secretary at (707)839-3251 to be added to the mailing list.

McKinleyville Community Services District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the Board Secretary at (707) 839-3251. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements for accommodations.

McKinleyville Community Services District

BOARD OF DIRECTORS

Nov. 1, 2023

TYPE OF ITEM: **ACTION**

- ITEM: B.1**
- Conduct Public Hearing for the Levy of Assessments for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities**
 - Consider Adopting Resolution 2023-22 Declaring the Results of the Property Owner Protest Ballot Proceeding for the Increased Measure B Assessment and Approving Certain Related Actions**
 - Consider Adopting Resolution 2023-23 Approving the Engineer’s Report Regarding the Renewal and Increase of the Measure B Assessment and the Levy and Collection of Assessments Related Thereto Commencing in Fiscal Year 2024/2025**
 - Consider Adopting Resolution 2023-24 Ordering the Establishment of Increased Measure B Assessments and the Levy and Collection of Assessments Related Thereto Commencing with Fiscal Year 2024/2025**

PRESENTED BY: Lesley Frisbee, Parks and Recreation Director
Mike Medve, Willdan

TYPE OF ACTION: Roll Call Vote

Recommendation:

Staff recommends the Board follow the below process related to the proposed Levy of Assessments for the Measure B Assessment District.

1. Open Public Hearing
 - a. Listen to Staff comments and recommendation to Board
 - b. Open public testimony and consider any public input and written protests
 - c. Call for and collect any remaining ballots on official ballot forms from McKinleyville Property Owners present
2. Close the Public Hearing

3. Table this Agenda Item to allow Willdan to count the Measure B ballots received. Ballots will be counted in the Senior Center Room across the hall and the Public is welcome to oversee the count.
4. Reconvene this item after ballots are counted and tabulated
5. If the Measure passes, Staff recommends the Board adopt the following Resolutions by title only:
 - a. Resolution 2023-22; Declaring the Results of the Property Owner Protest Ballot Proceeding for the Increased Measure B Assessment and Approving Certain Related Actions, **Attachment 1**.
 - b. Resolution 2023-23; Approving the Engineer's Report Regarding the Renewal and Increase of the Measure B Assessment and the Levy and Collection of Assessments Related Thereto Commencing in Fiscal Year 2024/2025, **Attachment 2**.
 - c. Resolution 2023-24; Ordering the Establishment of Increased Measure B Assessments and the Levy and Collection of Assessments Related Thereto Commencing with Fiscal Year 2024/2025, **Attachment 3**.

Discussion:

In 1992, McKinleyville voters approved the Measure B Assessment District with a 20-year duration for the purpose of funding the development and maintenance of public recreation facilities including the McKinleyville Activity Center, Azalea Hall and Hiller Sports Site. The Board authorized collection of the assessments in each year beginning in Fiscal Year 1992/1993.

In 2011, a property owner protest ballot proceeding was conducted pursuant to the provisions of the California Constitution Article XIII D for the levy of annual assessments for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities which replaced and extend for another 20-year duration the assessments previously approved by voters in 1992. The proposed assessments were approved by the property owners (55.9% in favor, 45.1% opposed) and the new assessments were levied on the Humboldt County tax rolls for Fiscal Year 2011/2012 (first year's assessment). There was no change to the annual property assessment amount, even though there had been several additions to the Parks & Recreation responsibilities since 1992. Additional responsibilities expanded to include ongoing maintenance of Azalea Hall and the Activity Center in 1995, the Humboldt County Library in 1996, the Humboldt County Law Enforcement Facility (the Sheriff's substation) in 1997, and the Hiller Sports Complex in 2003. The McKinleyville Teen & Community Center was added in 2016.

For the past several years, the District revenue collections have been insufficient to cover the operational and maintenance costs for these additional community assets maintained by the CSD, such that the District is carrying a negative fund balance. Therefore, the CSD has proposed an increased assessment, and the

addition of an annual inflationary adjustment to the maximum rate. Throughout 2022 and 2023, the District has been working with Willdan Financial Services to prepare an Engineering Report to establish the assessment required to cover these costs.

In January of 2023 the District began reaching out to McKinleyville residents to collect feedback and input on Parks and Recreation priorities for the community. A survey of 300 property owners was conducted by Godbe Research and a less formal survey was distributed to the community at large in order to collect input on community priorities. Throughout June and July of this year District staff conducted several presentations to community groups, service clubs and business owners providing information about the Parks & Recreation Department and collecting feedback from the community regarding the work of the Parks & Recreation Dept. The top priorities identified by community residents and property owners through these outreach efforts include:

- Maintaining the facility housing the Sheriff in McKinleyville
- Keeping park restrooms open and clean
- Keeping the Senior Center open and maintained
- Maintaining Azalea Hall, the Library, our Teen & Community Center and Activity Center
- Maintaining playfields and playgrounds in all parks

At this time we would like walk through a presentation detail the Measure B process and the value that Parks & Recreation bring to the community of McKinleyville.

Alternatives:

Staff analysis consists of the following potential alternative:

- Open the Public Hearing to accept public testimony
- Continue the public hearing as needed
- After accepting all public testimony, close the public hearing
- Count ballots, but take no action on the Resolutions

Fiscal Analysis:

The Engineer's Report anticipates that Measure B collections from the existing 5,738 taxable parcels in the assessment district that benefit from the improvements and based on a proposed annual assessment rate of \$94.00 per equivalent benefit unit year, the assessment revenue to be levied and collected on the tax rolls will be approximately \$701,660. This assessment revenue represents approximately 26% of the total estimated \$2,745,010 budgeted for Fiscal Year 2023/2024 to fund the operation and maintenance of MCSD's parks and recreation facilities.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2023-22
- Attachment 2 – Resolution 2023-23
- Attachment 3 – Resolution 2023-24
- Attachment 4 – Presentation of the Measure B process and value of Parks & Recreation to McKinleyville

RESOLUTION 2023 – 22

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, DECLARING THE RESULTS OF THE PROPERTY OWNER PROTEST BALLOT PROCEEDING FOR THE INCREASED MEASURE B ASSESSMENT AND APPROVING CERTAIN RELATED ACTIONS

WHEREAS, the Board of Directors has called and duly held a public hearing regarding the renewal of the Measure B Assessment and the establishment of an increased Measure B Assessment (hereafter referred to as the “District” or “Measure B”) and the proposed levy of assessments on all lots and parcels of land within the District; pursuant to the provisions of the Landscaping and Lighting Act of 1972 (Sts. & Hy. Code, sec. 22500 et seq.), and additionally The Improvement Act of 1911 (Sts. & Hy. Code sec. 5000, et. Seq.) and The Improvement Act of 1913 (Sts. & Hy. Code sec. 10000, et. seq.) (See Gov. Code, secs. 61122 & 61129) (collectively known as “The Acts”) and the provisions of the California Constitution Article XIID.

WHEREAS, the Board of Directors has conducted a property owner protest ballot proceeding for the purpose of presenting to the property owners of record within the District, the proposed annual levy of assessments for the costs and expenses related to the ongoing maintenance, servicing and operation of parks, open space, recreational facilities, library facilities and public safety facilities within the District.

WHEREAS, the property owner(s) of record within the District as of the close of the Public Hearing held on November 1, 2023 did cast their ballots, weighted by the proportional financial obligation of each ballot, the results of which are illustrated below:

Yes: \$ _____

No: \$ _____

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

- Section 1 Recitals: That the preceding recitals are all true and correct.
- Section 2 Confirmation of Ballots: The results of the tabulation of the valid property owner protest ballots returned by the property owners of record within said District, prior to the conclusion of the Public Hearing and property owner protest proceeding held for the District is hereby confirmed and made public record.
- Section 3 Determination: The tabulation of the valid property owner protest ballots returned by the property owners within said District indicates that majority protest of the assessment does not exist, and the Board of Directors is

authorized to take the necessary steps to levy the assessments as approved.

Section 4 Declaration: The Secretary of the Board is hereby directed to enter this Resolution on the minutes of the Board of Directors, which shall constitute the official declaration of the result of such property owner protest proceeding.

Section 5 Effective date: This Resolution shall become effective immediately upon its adoption and the Secretary of the Board shall certify the adoption of this Resolution.

ADOPTED by the Board of Directors of the McKinleyville Community Services District at a meeting held on November 1, 2023 with the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Gregory P. Orsini, Board President

Attest:

Joey Blaine, Board Secretary

RESOLUTION 2023 – 23

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, APPROVING THE ENGINEER’S REPORT REGARDING THE RENEWAL AND INCREASE OF THE MEASURE B ASSESSMENT AND THE LEVY AND COLLECTION OF ASSESSMENTS RELATED THERETO COMMENCING IN FISCAL YEAR 2024/2025.

WHEREAS, The Board of Directors did by previous Resolution order the Engineer to prepare and file a report in connection with the renewal and increase of the Measure B Assessment (hereafter referred to as the “District” or “Measure B”); and the proposed levy and collection of assessments related thereto commencing with fiscal year 2024/2025, said fiscal year beginning July 1, 2024 and ending June 30, 2025; pursuant to the provisions of the Landscaping and Lighting Act of 1972 (Sts. & Hy. Code, sec. 22500 et seq.), and additionally The Improvement Act of 1911 (Sts. & Hy. Code sec. 5000, et. Seq.) and The Improvement Act of 1913 (Sts. & Hy. Code sec. 10000, et. seq.) (See Gov. Code, secs. 61122 & 61129) (collectively known as “The Acts”) and the provisions of the California Constitution Article XIID and,

WHEREAS, The Engineer has prepared and filed with the Board of Directors of the McKinleyville Community Services District and the Secretary of the Board has presented to the Board of Directors such report entitled “Measure B Maintenance Assessment District Renewal Establishment of Increased Assessment 2024/2025 Engineer’s Report” (hereafter referred to as “Report”) in accordance with the Acts; and,

WHEREAS, The Board of Directors has carefully examined and reviewed the Report as presented, and is satisfied with each and all of the items and documents as set forth therein, and finds that the levy of assessments has been spread in accordance with the special benefits to be received from the improvements, operation, maintenance and services to be performed, as set forth in said Engineer’s Report; and,

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1 Recitals: That the preceding recitals are all true and correct.

Section 2 Report Content: That the Report as presented, consists of the following:

- a) Plans and specifications that describe the District and Improvements.
- b) Method of Apportionment that outlines the special benefit conferred on properties within the District from the improvements; and the calculations used to establish each parcel’s proportional special benefit assessment including the establishment of a maximum assessment rate and assessment range formula commencing in fiscal year 2024/2025.
- c) The Budget that outlines the costs and expenses to service and maintain the improvements including incidental expenses authorized by the Act.

d) An Assessment Diagram that identifies the lots, parcels and properties included in the boundaries of the District.

e) An Assessment Roll containing each of the Assessor Parcel Numbers that comprise the District and the proportional maximum assessment commencing fiscal year 2024/2025.

Section 3 Report Approval: The Report as presented, is hereby approved (as submitted or amended by direction of this Board of Directors), and is ordered to be filed in the Board Chambers of the Secretary of the Board as a permanent record and to remain open to public inspection.

Section 4 Certification: The Secretary of the Board shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of the Report.

ADOPTED by the Board of Directors of the McKinleyville Community Services District at a meeting held on November 1, 2023 with the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Gregory P. Orsini, Board President

Attest:

Joey Blaine, Board Secretary

RESOLUTION 2023 – 24

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, ORDERING THE ESTABLISHMENT OF THE INCREASED MEASURE B ASSESSMENT; AND THE LEVY AND COLLECTION OF ASSESSMENTS RELATED THERETO COMMENCING WITH FISCAL YEAR 2024/2025

WHEREAS, The Board of Directors has by previous Resolutions initiated proceedings and declared its intention to renew the Measure B Assessment and establish an increased Measure B Assessment (hereafter referred to as the “District” or “Measure B”); and to levy and collect annual special benefit assessments against parcels of land within the said District commencing with fiscal year 2024/2025, pursuant to the provisions of the Landscaping and Lighting Act of 1972 (Sts. & Hy. Code, sec. 22500 et seq.), and additionally The Improvement Act of 1911 (Sts. & Hy. Code sec. 5000, et. Seq.) and The Improvement Act of 1913 (Sts. & Hy. Code sec. 10000, et. seq.) (See Gov. Code, secs. 61122 & 61129) (collectively known as “The Acts”) to pay the costs and expenses related to the ongoing maintenance, servicing and operation of parks, open space, recreational facilities, library facilities and public safety facilities within the District; and,

WHEREAS, the Engineer selected by the Board of Directors has prepared and filed with the Secretary of the Board, and the Secretary of the Board has presented to the Board of Directors an Engineer’s Report that describes the District and assessments against parcels of land within the District commencing with fiscal year 2024/2025, pursuant to the provisions of the Act and the California Constitution Article XIID; and,

WHEREAS, the Board of Directors has caused notices and property owner assessment ballots to be mailed to all property owners of record of the affected properties in accordance with the provisions of California Constitution Article XIID; and

WHEREAS, the Board of Directors following notice duly given, has held a full and fair Public Hearing on November 1, 2023, regarding the establishment of an increased Measure B assessment in the District, the Engineer’s Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters, pursuant to the Act; and has conducted property owner protest ballot proceedings for the proposed District assessments and assessment range formula described in the Engineer’s Report in accordance with the provisions of the California Constitution Article XIID.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1 Recitals: That the preceding recitals are all true and correct.

Section 2 Protest Findings: The Board of Directors upon the conclusion of the noticed Public Hearing has tabulated the property owner protest ballots

returned and received, weighted according to the proportional financial obligation of each affected property (“Weighted Assessment Ballots”). Based on this tabulation, the Board of Directors finds the record owners of property within the District, or others authorized to submit assessment ballots, have approved the proposed assessment, the assessment range formula connected therewith, and the levy and collection of assessments as described in the Engineer’s Report and furthermore finds that written majority protest does not exist, pursuant to the provisions of the Acts.

Section 3 Intent to Levy: The Board of Directors desires to annually levy and collect assessments against parcels of land within the District commencing in fiscal year 2024/2025, to pay the costs and expenses related to the ongoing maintenance, servicing and operation of parks, open space, recreational facilities, library facilities and public safety facilities within the District.

Section 4 Benefit Findings: The Board of Directors has carefully reviewed and examined the Engineer’s Report in connection with the District, and the levy and collection of assessments which has been filed with the Secretary of the Board. Based upon its review (and amendments, as applicable), the Board of Directors hereby finds and determines that:

- a) The territory of land within District will receive special benefits from the ongoing maintenance, servicing and operation of parks, open space, recreational facilities, library facilities and public safety facilities; and,
- b) The District includes all of the lands so benefited; and,
- c) The net amount to be assessed upon the lands within the District has been apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the special benefits to be received by each parcel from the improvements and services, in accordance with the proposed budget and method of apportionment that established the initial Maximum Assessment and Assessment Range Formula commencing in fiscal year 2024/2025; and that such assessments are levied without regard to property valuation.

Section 5 Ordering Formation: The Board of Directors hereby orders the establishment of the increased assessment within the District commencing with fiscal year 2024/2025.

Section 6 Ordering Improvements: The Board of Directors hereby orders the proposed improvements to be made, which improvements are briefly described as the ongoing maintenance, servicing and operation of parks, open space, recreational facilities, library facilities and public safety facilities as described in the Engineer’s Report and all administration expenses associated therewith that will be provided by the McKinleyville Community Services District and funded through annual assessments.

Section 7 **Collection of Assessments:** The maintenance, operation and servicing of improvements shall be performed pursuant to the Acts and the County Auditor of Humboldt County shall enter on the County Assessment Roll opposite each parcel of land the amount of levy, and such levies shall be collected at the same time and in the same manner as the County taxes are collected. After collection by the County, the net amount of the levy shall be paid to the McKinleyville Community Services District Finance Director.

Section 8 **Use of Funds:** The McKinleyville Community Services District Finance Director shall deposit all money representing assessments collected by the County for the District to the credit of a fund for the Measure B Assessment, and such money shall be expended only for the maintenance, operation and servicing of the improvements as described in Section 6 of this Resolution and more specifically described in the Engineers Report.

Section 9 **Certification:** The adoption of this Resolution constitutes the renewal of the District; the establishment of the increased maximum assessment rate and assessment range formula described in the Engineer's Report and the annual levy of assessments for fiscal year 2024/2025.

ADOPTED by the Board of Directors of the McKinleyville Community Services District at a meeting held on November 1, 2023 with the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Gregory P. Orsini, Board President

Attest:

Joey Blaine, Board Secretary

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Parks & Recreation in McKinleyville



The Value of Parks, Trails & Open Spaces

Easily accessed parks and open spaces contribute to:

- Improving physical & mental health in community members
- Decreasing stress, blood pressure and risks of chronic illness
- Increasing positive cognitive function and sense of well-being
- Bringing economic vitality to the community
- Boosting property values
- Providing entry level jobs to youth in the community



Community Driven Development

McKinleyville Parks & Recreation consistently works to engage the community in the process of developing recreation amenities and opportunities within the District to ensure that developments are meeting the needs and desires of the residents.

1988—Hiller Park developed

1991—Pierson Park developed

Measure B initiated in 1993

1995—Azalea Hall & McKinleyville Activity Center
Constructed

1996—McKinleyville Library constructed

1997—Law Enforcement Facility constructed
(funded and donated by Mad River Rotary)

2003—Hiller Sports Site developed

2015—Pierson Park Picnic Pavilion constructed

2016—McKinleyville Teen & Community Center
constructed

Currently in development planning, coming in:

2023—Skate Park phase 1

2024—BMX Track & Park at School Rd. & Washington
Ave.

2024/2025—556 Acre Community Forest

Community Outreach

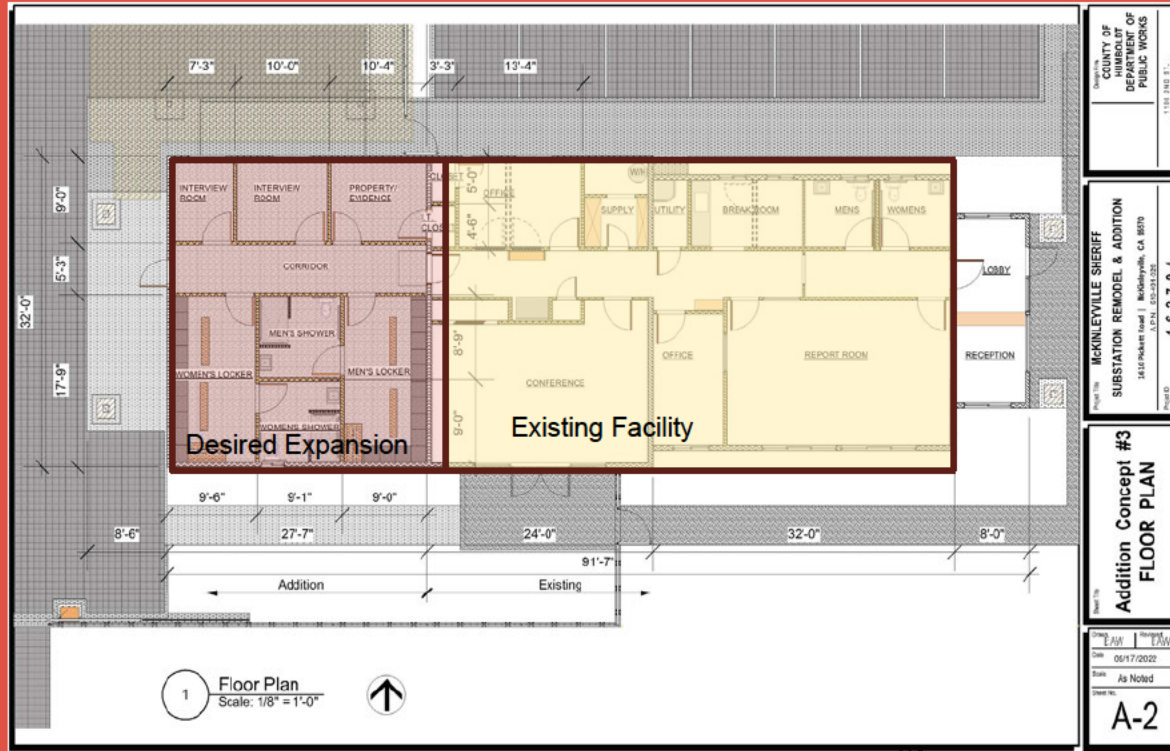
In January of this year MCSD surveyed 300 property owners via phone or email collecting input on community priorities for services provided by the Parks & Recreation Dept.

Additionally, between June-August MCSD conducted a series of presentations throughout the community and distributed a written survey which received 317 responses collecting additional feedback from residents on service priorities. The community clearly identified the following as most important:

- **Maintaining the Sheriff's Facility in McKinleyville**
- **Keeping park restrooms open and clean**
- **Keeping the Senior Center open and maintained**
- **Maintaining Azalea Hall, the Library, our Teen & Community Center and Activity Center**
- **Maintaining playfields and playgrounds in all parks**



McKinleyville Law Enforcement Facility (Sheriff Substation)



MCSD provides all janitorial and capital maintenance for the Sheriff Substation in McKinleyville. In recent years, capital maintenance has been deferred due to limited funds and competing priorities.

The image shows the existing Sheriff Substation layout in yellow and the desired expansion to the facility in pink.

Parks & Facilities

Parks & Facility Maintenance is accomplished by a crew of 4 full time maintenance workers with additional labor provided through partnerships with Northern Humboldt Employment Services and the Sheriff Work Alternative Program.

Maintenance of McKinleyville's existing parks, facilities and open spaces utilizes over 11,000 labor hours annually.

The labor hours are spent on over 160 acres of park, field, and open space landscaping as well as approximately

30,000 square feet of facility space. Including park restrooms.



Pierson Park at dusk



McKinleyville Parks & Recreation

The parks & facilities managed and maintained by MCSD provide safe spaces for:

- Youth programs like Playgroup, various youth sports, day camps, middle school dances, classes, and more, serving hundreds of community youth throughout the year
- Community events such as Pony Express Days, Summer Music in the Park, Car shows, providing opportunity for community members to connect and support one another.



Questions—Comments

Thank you



McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2023

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Consider Approval of the Minutes of the Board of Directors**

PRESENTED BY: **Joey Blaine, Board Secretary**

TYPE OF ACTION: **Roll Call Vote – Consent Calendar**

Recommendation:

Staff recommends the approval of the Minutes of the Board of Directors for the October 4, 2023 Regular Board Meeting.

Discussion:

The Draft minutes are attached for the above listed meeting. A reminder that the minutes are approved by the legislative body that is the Board of Directors, not individual members of the Board who were present at a meeting.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Minutes from October 4, 2023 Regular Meeting

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MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, October 4, 2023 at 6:00 P.M. IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA and TELECONFERENCE Via ZOOM & TELEPHONE: ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>) and TOLL FREE: 1-888-788-0099

AGENDA ITEM A. CALL TO ORDER:

A.1 Roll Call: The meeting was called to order at 6:00 p.m. with following Directors and staff in attendance in person at Azalea Hall:

Greg Orsini, President	Pat Kaspari, General Manager
Scott Binder, Vice President	Joey Blaine, Board Secretary
James Biteman, Director	James Henry, Operations Director
David Couch, Director	Kirsten Messmer, Parks & Recreation Coordinator
Dennis Mayo, Director	

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by Director Binder.

A.3 Additions to the Agenda: There were no additions or changes to the agenda.

A.4 Approval of the Agenda:

Motion: It was moved to approve the agenda.

Motion by: Director Mayo; **Second:** Director Biteman

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

A.5 Closed Session Discussion

There was no closed session.

AGENDA ITEM B. PUBLIC HEARINGS:

There was no public hearing scheduled.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

There was no public comment.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on August 2, 2023 and Special Meeting on August 22, 2023

D.2 Consider Approval of July 2023 Treasurer’s Report

D.3 Compliance with State Double Check Valve (DCV) Law

Motion: It was moved to approve the Consent Calendar

Motion by: Director Mayo; **Second:** Director Biteman

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

(Items are listed in the order in which they occurred)

E.1 Consider Adoption of Resolution 2023-20 Recognizing, Honoring and Commending James Henry for Twenty-Five (25) Years of Service

GM Kaspari presented the item. Board members, staff, and members of the public gave their words of encouragement, commendation, and appreciation regarding Operation Director James Henry's achievement of 25 years of employment by McKinleyville Community Services District (MCSD).

Motion: It was moved to approve Resolution 2023-20.

Motion by: Director Mayo **Second:** Director Biteman

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

E.4 Consider Approval of Final Project Signs and Naming for the Baduwa't or Mad River Floodplain and Public Access Project.

General Manager Kaspari overviewed the staff report and then invited Mary Burke, North Coast Regional Manger for California Trout, to add additional context and information regarding the proposed names recommended for the site.

The Board expressed admiration for the graphic design of the proposed signs.

President Orsini commended the craftsmanship of the signs and asked Ms. Burke if the content of the signs had received endorsement from the Wiyot tribe. Ms. Burke replied that while the signs had been reviewed by Tribal staff, they had not yet gone before Tribal council for review.

President Orsini expressed hesitance to the place the signs without Tribal council approval of the content displayed on the signs.

Director Mayo moved to approve Resolution 2023-31 contingent upon consideration for modification from the Wiyot Tribal Council.

Motion: It was moved to approve Resolution 2023-21 contingent upon consideration for modification from the Wiyot Tribal Council.

Motion by: Director Mayo **Second:** Director Binder

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

E.2 MCSD History of Measure B and the Value of Parks & Recreation

Parks and Recreation Coordinator Kirsten Messmer presented the item.

General Manager Kaspari reported on the progress of returned Measure B ballots. Board Secretary Blaine reported that as of the day of the meeting approximately 900 individual envelopes, some indicating that they contained multiple ballots, had been received.

Director Biteman inquired about the number of ballots that had been mailed. General Manager Kaspari replied approximately 6000 ballots had been sent out.

There was no public comment.

This was an information only item. No action was taken.

E.3 Transfer of Investment Funds to California Class

The item was overviewed by General Manager Kaspari.

Director Biteman asked if there was a current figure for the number of agencies participating in California CLASS. General Manager Kaspari replied that he would find out and report back.

President Orsini added that as of the last briefing he received, over \$1 Billion had been invested into the California CLASS fund.

This was an information only item. No action was taken.

E.5 Approve the Regular Board Meeting Dates, Time and Location for the 2024 Calendar Year and Discuss Possible Dates for the 2023 Joint MMAC/MCSD Meeting

Board Secretary Blaine presented the item.

The Board had no further comment on the 2024 Regular Board Meeting Calendar.

General Manger Kaspari proposed to the Board possible dates for the 2023 Joint McKinleyville Municipal Advisory Committee (MMAC)/MCSD Meeting; specifically, November 8, November 15, or December 13.

President Orsini suggested he propose the recommended dates to the MMAC for discussion at their October 25, 2023 meeting and bring MMAC's response back for discussion at the November 1, 2023 MCSD Regular Meeting.

Motion: It was moved to approve the 2024 Regular Board Meeting Calendar and for President Orsini to suggest the proposed dates for the 2023 Joint MMAC/MCSD Meeting to the MMAC at their October 25, 2023 meeting.

Motion by: Director Binder **Second:** Director Couch

Roll Call: Ayes: Binder, Biteman, Couch, Mayo, and Orsini Nays: None Absent: None

Motion Summary: Motion passed.

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Biteman):** Director Binder had nothing to report further than that in Parks and Recreation Director Frisbee's staff report.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Did not meet.
- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief report on the activities of the Senior Center.
- e. **Audit and Finance (Orsini/Biteman):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.

- g. McKinleyville Municipal Advisory Committee (Orsini/Binder):** President Orsini gave a brief report on the activities of MMAC.
- h. Ad Hoc Community Forest Committee (Mayo/Orsini):** General Manger Kaspari gave a brief report of a recent meeting with Green Diamond and of a recent clean-up day of the property organized by Green Diamond.

F.2 LEGISLATIVE AND REGULATORY REPORTS

There were no reports.

F.3 STAFF REPORTS

- a. Finance and Administration Department (Nicole Alvarado):** No further comments.
- b. Operations Department (James Henry):** No further comments.
- c. Parks & Recreation Department (Lesley Frisbee):** No further comments.
- d. General Manager (Patrick Kaspari):** General Manager Kaspari updated the Board on the progress of the 4.5 MG Tank Project, the Central Avenue Water/Sewer Mainline Rehabilitation project, and the September 25 MMAC/MCSD/County monthly 2x2 meeting with this month's guest being Sheriff William Honsal.

F.4 PRESIDENT'S REPORT:

F.5 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS:

G. ADJOURNMENT:

Meeting Adjourned at 7:48 p.m.

Joey Blaine, Board Secretary

**McKinleyville Community Services District
Treasurer's Report
September 2023**

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Ratios

as of September 30, 2023

- Utility Accounts Receivable Turnover Days	11
- YTD Breakeven Revenue, Water Fund:	\$ 802,727
- YTD Actual Water Sales:	\$ 1,177,599
- Days of Cash on Hand-Operations Checking/MM	215

**McKinleyville Community Services District
Investments & Cash Flow Report
as of September 30, 2023**

Petty Cash & Change Funds 9,197.46

Cash

Operating & Money Market - Beginning Balance 4,456,003.55

Cash Receipts:

Utility Billings & Other Receipts 1,146,618.46
 Money Market Account Interest 50.13
 Transfers from County Funds #2560, #4240, CalTRUST, Meas. B 2,299,975.95
 Other Cash Receipts (Grants/Other Receivables) -

Total Cash Receipts 3,446,644.54

Cash Disbursements:

Transfers to County Funds #2560, #4240, CalTRUST -
 Payroll Related Expenditures (incl. CalPERS UAL pmt) (286,867.68)
 Debt Service -
 Capital & Other Expenditures (1,246,654.08)

Total Cash Disbursements (1,533,521.76)

Operating & Money Market - Ending Balance 6,369,126.33

Total Cash 6,378,323.79

Investments (Interest and Market Valuation will be re-calculated as part of the year-end close, if material)

LAIF - Beginning Balance -

Interest Income 1,111.79

LAIF - Ending Balance 1,111.79

Humboldt Co. #2560 - Beginning Balance 3,843,737.80

Property Taxes and Assessments (3,578,849.86)

Transfer to/from CalCLASS -

Interest Income (net of adjustments) -

Humboldt Co. #2560 - Ending Balance 264,887.94

Humboldt Co. #4240 - Beginning Balance 2,837,107.81

Transfer to/from Operating Cash (2,676,740.93)

Transfer to/from Biosolids Reserve -

Interest Income -

Humboldt Co. #4240 - Ending Balance 160,366.88

Humboldt Co. #9390 - Beginning Balance 663,032.08

Reserves Recovery Deposits/Other Bal Withdrawals (663,032.08)

Humboldt Co. #9390 - Ending Balance -

USDA Bond Reserve Fund - Beginning Balance 84,010.00

Bond Reserve Payment/Transfer to Service Fund (84,010.00)

Debt Service Payment, Principal/Interest (Net) -

Interest Adjustment -

USDA Bond Reserve Fund - Ending Balance -

Market Valuation Account (283,666.51)

BNY COPS Series A & B - Beginning Balance 8,204,045.69

Bond Principal Total (Series A & B) -

Bond Draws for Capital Projects (2,422,294.61)

Bond Reserve Payment/Transfer to Service Fund -

Debt Service Payment, Principal/Interest (Net) -

Bond Earned Interest 220,260.10

BNY COPS Series A & B - Ending Balance 6,002,011.18

Section 115 Trust Beginning Balance 2,538,091.00

Net Transfer to/from Designated Reserves: OPEB -

Net: Interest Income/Unrealized Gain/Loss (63,555.00)

Section 115 Trust Ending Balance 2,474,536.00

CalCLASS - Beginning Balance 7,920,443.14

Net Transfer to/from Checking 7,072,955.80

Net Transfer to/from Designated Reserves: PERS/OPEB -

Net Transfer to/from Capacity Fees/Catastrophe/Other Reserves -

Net: Interest Income/Unrealized Gain/Loss 131,309.37

CalCLASS - Ending Balance 15,124,708.31

Total Investments 23,743,955.59

Total Cash & Investments - Current Quarter 30,122,279.38

Total Cash & Investments - Prior Quarter 32,578,991.42

Net Change to Cash & Investments This Quarter (2,456,712.04)

Cash & Investment Summary

Cash & Cash Equivalents 29,510,867.10

Davis-Grunsky Loan Reserve 611,412.28

Total Cash & Investments 30,122,279.38

McKinleyville Community Services District
Consolidated Balance Sheet by Fund
as of September 30, 2023

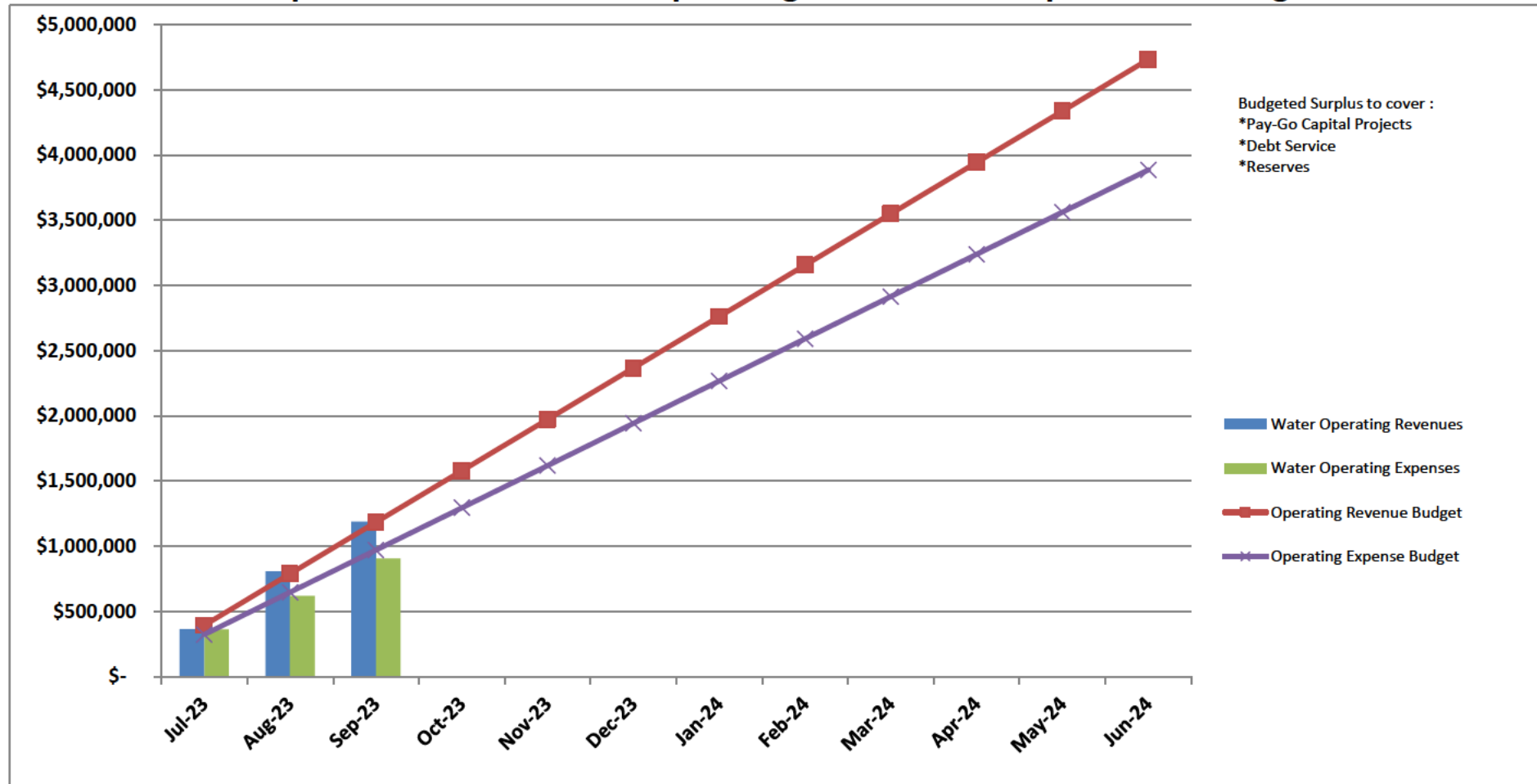
	Governmental Funds			Proprietary Funds		Total (Memorandum Only)
	Parks & General	Measure B	Streetlights	Water	Wastewater	
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 628,694.08	\$ (658,988.76)	\$ 152,622.43	\$ 9,779,898.33	\$ 12,862,862.42	\$ 22,765,088.50
Accounts receivable	5,829.18	-	4,992.34	504,211.03	562,490.63	1,077,523.18
Prepaid expenses & other current assets	102,274.91	7,492.42	4,728.09	163,472.39	97,436.17	375,403.98
Total Current Assets	736,798.17	(651,496.34)	162,342.86	10,447,581.75	13,522,789.22	24,218,015.66
Noncurrent Assets						
Restricted cash & cash equivalents	164,948.03	-	-	2,369,690.37	3,648,013.04	6,182,651.44
Other noncurrent assets	-	-	-	1,126,783.53	1,149,881.60	2,276,665.13
Capital assets (net)	-	-	-	11,725,459.00	31,703,295.99	43,428,754.99
Total Noncurrent Assets	164,948.03	-	-	15,221,932.90	36,501,190.63	51,888,071.56
TOTAL ASSETS	\$ 901,746.20	\$ (651,496.34)	\$ 162,342.86	\$ 25,669,514.65	\$ 50,023,979.85	\$ 76,106,087.22
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 78,430.73	\$ 1,466.30	\$ 855.68	\$ 266,442.15	\$ 30,157.77	\$ 377,352.63
Accrued payroll & related liabilities	132,050.31	-	-	78,038.40	78,513.54	288,602.25
Total Current Liabilities	210,481.04	1,466.30	855.68	344,480.55	108,671.31	665,954.88
Noncurrent Liabilities						
Long-term debt	-	-	-	6,389,615.90	20,174,443.68	26,564,059.58
Other noncurrent liabilities	-	-	-	4,680,949.93	4,426,935.29	9,107,885.22
Total Noncurrent Liabilities	-	-	-	11,070,565.83	24,601,378.97	35,671,944.80
TOTAL LIABILITIES	210,481.04	1,466.30	855.68	11,415,046.38	24,710,050.28	36,337,899.68
Fund Balance/Net Assets						
Fund balance	(3,398,207.10)	(652,962.64)	161,487.18	-	-	(3,889,682.56)
Net assets	4,089,472.26	-	-	8,918,625.17	13,785,077.26	26,793,174.69
Investment in capital assets, net of related debt	-	-	-	5,335,843.10	11,528,852.31	16,864,695.41
Total Fund Balance/Net Assets	691,265.16	(652,962.64)	161,487.18	14,254,468.27	25,313,929.57	39,768,187.54
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 901,746.20	\$ (651,496.34)	\$ 162,342.86	\$ 25,669,514.65	\$ 50,023,979.85	\$ 76,106,087.22
Investment in General Capital Assets	\$ 3,737,206.97					
General Long-term Liabilities						
PG&E Streetlights Loan	-					
Meas. B Loan: Teen/Community Center	724,772.00					
OPEB Liability	2,678,440.47			OPEB Liability	1,514,369.82	1,187,276.78
CalPERS Pension Liability/Deferred Inflows-Outflows	534,291.05			CalPERS Pension Liability	406,894.59	456,504.74
Accrued Compensated Absences	78,689.49					5,380,087.07
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 4,016,193.01					1,397,690.38

McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
September 2023

					% Year Remaining: 75.00%				
Department Summaries	September	% of Year 25.00% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Total Budget	Remaining		Notes
							Budget	Budget %	
Water									
Water Sales	386,935	1,177,599	1,075,000	102,599	9.54%	4,300,000	3,122,401	72.61%	
Other Revenues	(8,074)	10,786	108,738	(97,952)	-90.08%	434,950	424,164	97.52%	
Total Operating Revenues	378,860	1,188,386	1,183,738	4,648	0.39%	4,734,950	3,546,564	74.90%	
Salaries & Benefits	88,247	349,857	349,873	(16)	0.00%	1,399,492	1,049,635	75.00%	Budget spread evenly across 12 months, but actuals vary by schedule
Water Purchased	107,177	319,609	317,600	2,009	0.63%	1,270,398	950,789	74.84%	
Other Expenses	57,018	135,006	204,450	(69,444)	-33.97%	817,800	682,795	83.49%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Depreciation	33,333	99,999	100,000	(1)	0.00%	400,000	300,001	75.00%	
Total Operating Expenses	285,774	904,470	971,923	(67,453)	-6.94%	3,887,690	2,983,220	76.74%	
Net Operating Income	93,086	283,915	211,815	(62,805)		847,260	563,345		
Grants	1,948	1,948	1,753,125	(1,751,177)		7,012,500	7,010,552	99.97%	
Interest Income	15,594	41,208	(12,500)	53,708	-429.66%	(50,000)	(91,208)	182.42%	
Interest Expense	-	-	(85,088)	(85,088)	-100.00%	(340,351)	(340,351)	100.00%	
Total Non-Operating Income	17,542	43,156	1,655,537	(1,782,557)		6,622,149	6,578,993		
Net Income (Loss)	110,628	327,071	1,867,352	(1,845,362)		7,469,409	7,142,338		
Wastewater									
Wastewater Service Charges	359,811	1,088,801	1,050,000	38,801	3.70%	4,200,000	3,111,199	74.08%	
Other Revenues	14,043	30,787	147,773	(116,986)	-79.17%	591,092	560,305	94.79%	
Total Operating Revenues	373,854	1,119,588	1,197,773	(78,185)	-6.53%	4,791,092	3,671,504	76.63%	
Salaries & Benefits	119,318	442,701	366,686	76,015	20.73%	1,466,742	1,024,041	69.82%	
Other Expenses	74,640	179,447	275,075	(95,628)	-34.76%	1,100,300	920,853	83.69%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Depreciation	125,000	375,000	375,000	-	0.00%	1,500,000	1,125,000	75.00%	
Total Operating Expenses	318,957	997,148	1,016,761	(19,613)	-1.93%	4,067,042	3,069,894	75.48%	
Net Operating Income	54,896	122,440	181,012	(58,572)		724,050	601,610		
Grants	-	-	196,375	(196,375)	-100.00%	785,500	785,500	100.00%	
Interest Income	19,694	60,985	(12,500)	73,485	-587.88%	(50,000)	(110,985)	221.97%	
Interest Expense	-	-	(89,067)	(89,067)	-100.00%	(356,267)	(356,267)	100.00%	
Total Non-Operating Income	19,694	60,985	94,808	33,823		379,233	318,248	83.92%	
Net Income (Loss)	74,591	183,425	275,820	(92,395)		1,103,283	919,858		
Enterprise Funds Net Income (Loss)	185,219	510,496	2,143,172	(1,632,676)		8,572,692	8,062,196		

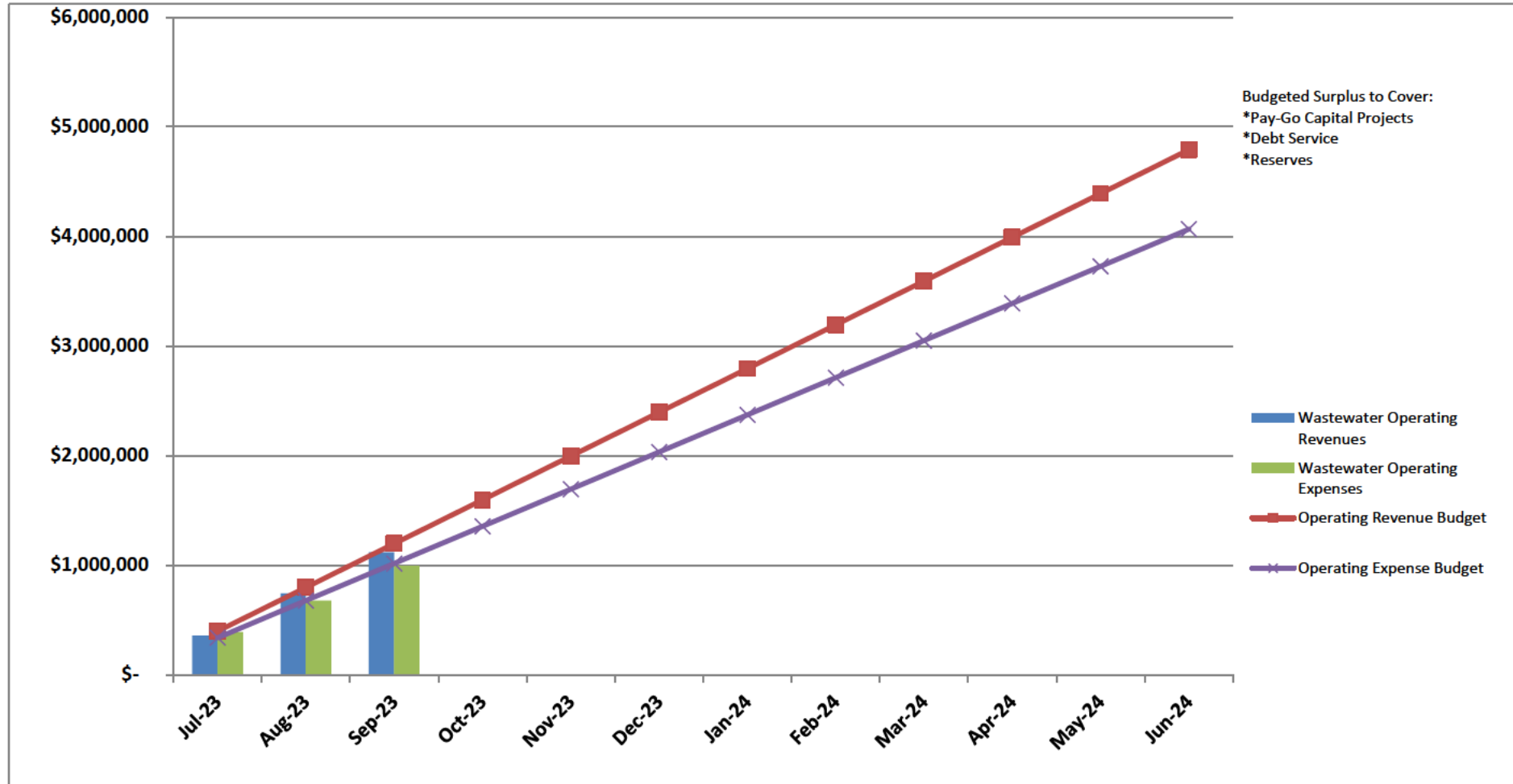
McKinleyville Community Services District September 2023

Comparison of Water Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District September 2023

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



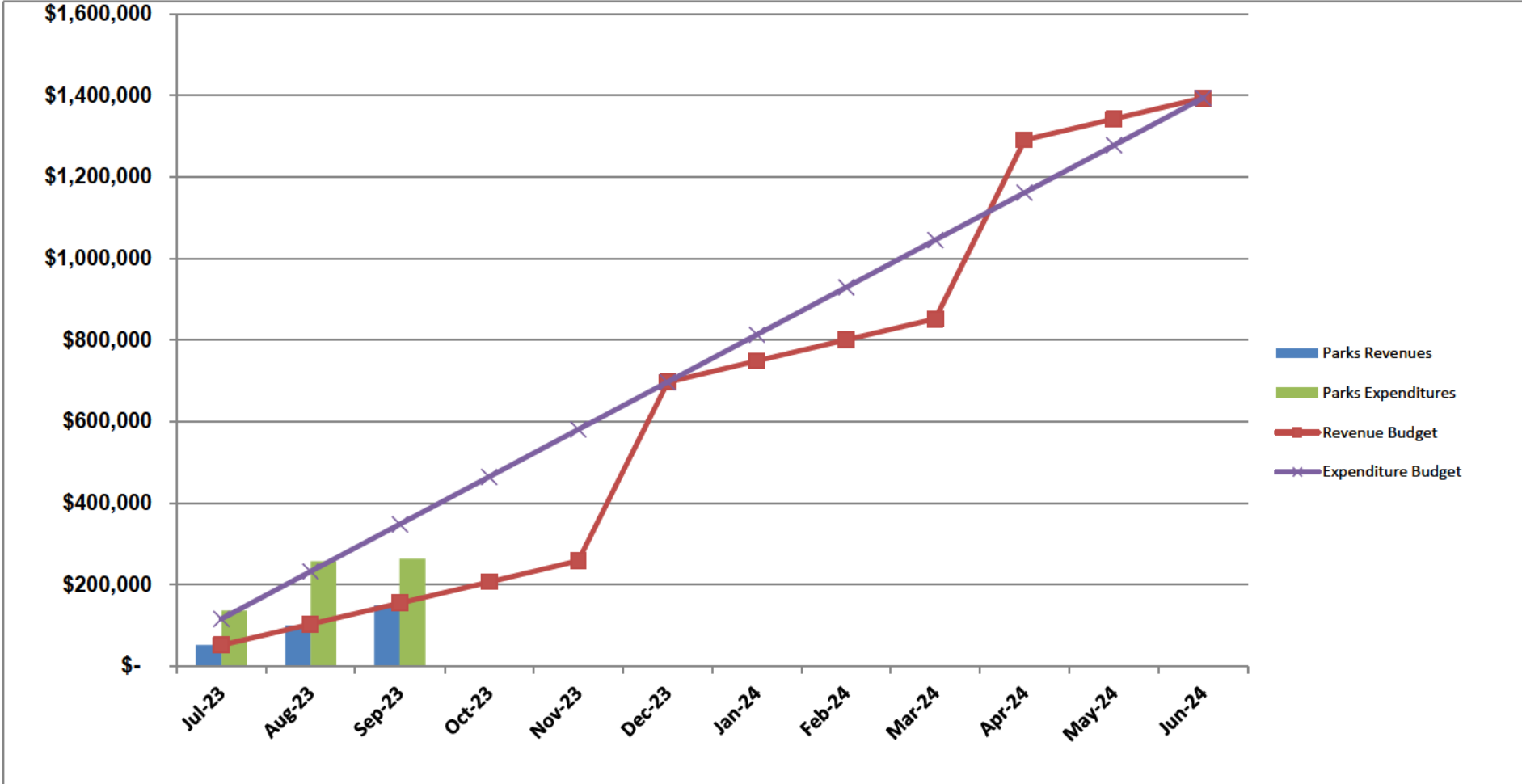
**McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
September 2023**

					% Year Remaining: 75.00%				
Department Summaries	September	% of Year 25.00% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Total Budget	Remaining		Notes
							Budget	Budget %	
*Parks & Recreation									
Program Fees	6,027	47,503	76,633	(29,130)	-38.01%	306,530	259,027	84.50%	Budget spread evenly across 12 months, but actuals vary by schedule
Rents & Facility Related Fees	6,254	21,411	21,455	(44)	-0.20%	85,819	64,408	75.05%	
Property Taxes	-	-	193,419	(193,419)	-100.00%	773,676	773,676	100.00%	
Other Revenues	22,379	54,424	47,013	7,411	15.76%	188,050	133,626	71.06%	Budget spread evenly across 12 months, but actuals vary by schedule
Interest Income	14,990	26,706	10,000	16,706	167.06%	40,000	13,294	33.23%	
						620,399			
Total Revenues	49,651	150,044	348,520	(198,476)	-56.95%	1,394,075	1,244,031	89.24%	
Salaries & Benefits	85,881	285,194	219,294	65,900	30.05%	877,174	591,980	67.49%	
Other Expenditures	36,665	94,288	129,208	(34,920)	-27.03%	516,831	422,543	81.76%	
Total Expenditures	122,546	379,483	348,502	30,981	8.89%	1,394,005	1,014,522	72.78%	
Other Financing Sources:									
Grant Revenues	-	-	281,000	(281,000)	-100.00%	1,124,000	1,124,000	100.00%	
Capital Expenditures	(30,218)	103,181	1,016,667	(913,486)	-84.06%	1,124,000	1,020,819	90.82%	Budget spread evenly across 12 months, but actuals vary by project schedule
Excess (Deficit)	(42,677)	(332,620)	(735,649)	403,029		70	1,353,509		
*Measure B Assessment									
Total Revenues	166	1,725	58,050	(56,325)	-97.03%	232,200	230,475	99.26%	
							-		
Salaries & Benefits	9,221	26,854	19,592	7,262	37.07%	78,367	51,513	65.73%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	1,466	8,014	6,613	1,401	21.19%	26,451	18,437	69.70%	Budget spread evenly across 12 months, but actuals vary seasonally
Capital Expenditures/Loan Repayment	-	-	31,863	(31,863)	-100.00%	127,453	127,453	100.00%	Budget is spread evenly across 12 months. Loan pmts are October & April
Total Expenditures	10,687	34,869	58,068	(23,199)	-39.95%	232,271	197,402	84.99%	
Excess (Deficit)	(10,521)	(33,144)	(18)	(33,126)		(71)	33,073		
*Street Lights									
Total Revenues	11,503	34,384	32,150	2,234	6.95%	128,600	94,216	73.26%	
Salaries & Benefits	3,627	12,027	14,718	(2,691)	-18.28%	58,873	46,846	79.57%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	5,815	16,254	11,122	5,132	46.15%	44,487	28,233	63.46%	
Capital Expenditures/Loan Repayment	-	-	18,250	(18,250)	-100.00%	73,000	73,000	100.00%	Budget spread evenly across 12 months, but actuals vary by project
Total Expenditures	9,442	28,282	44,090	(15,808)	-35.85%	176,360	148,078	83.96%	
Excess (Deficit)	2,061	6,102	(11,940)	(18,042)		(47,760)	(53,862)		
Governmental Funds Excess (Deficit)	(51,137)	(359,662)	(747,607)	387,945		(47,761)	1,332,720		

*Governmental Funds use a modified accrual basis of accounting per GASB

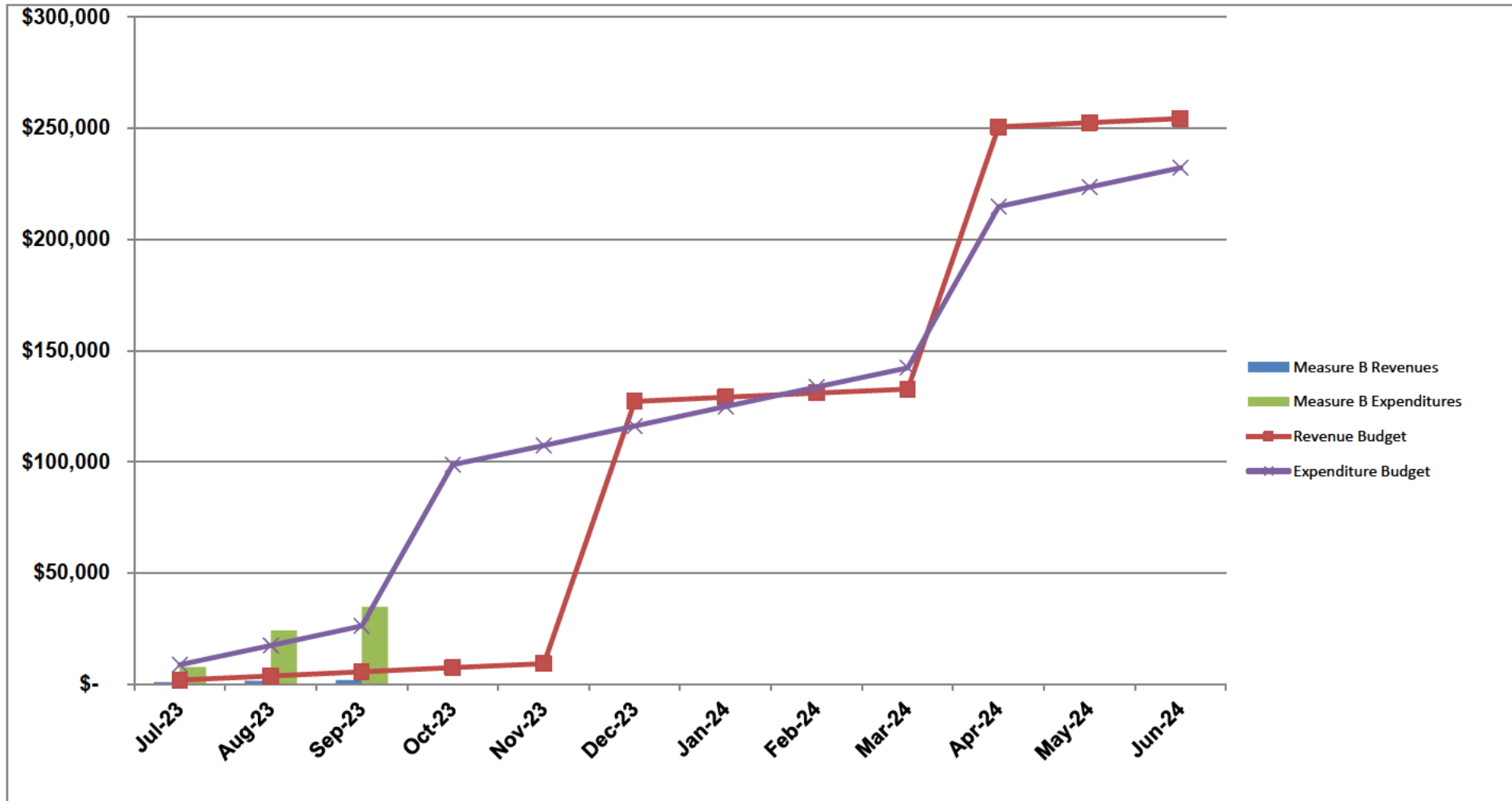
**McKinleyville Community Services District
September 2023**

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



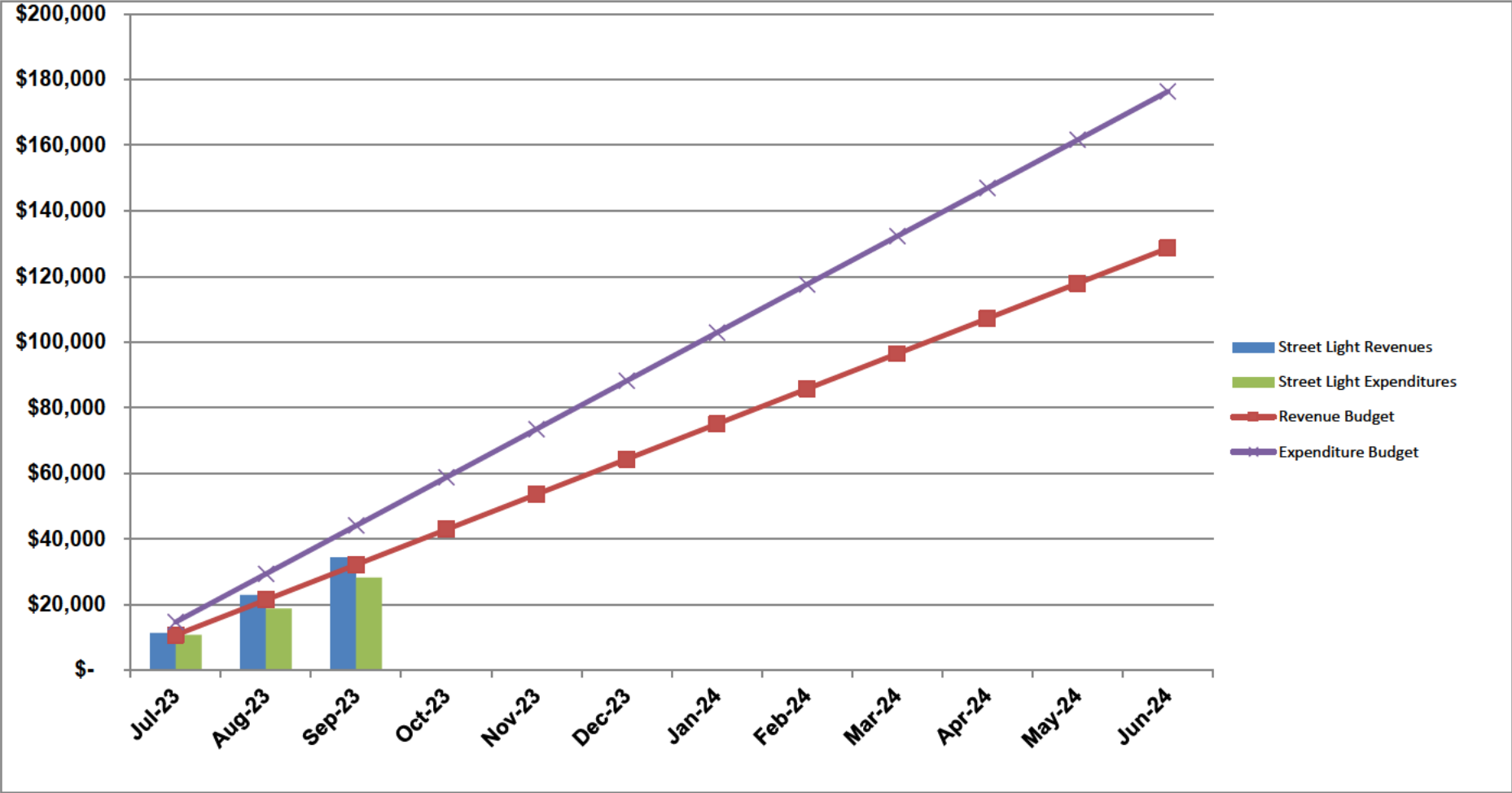
**McKinleyville Community Services District
September 2023**

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District
September 2023**

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District
Capital Expenditure Report
as of September 30, 2023**

	September	YTD Total	FY 23-24 Budget	Remaining		Notes
				Budget \$	Budget %	
Water Department						
4.5m New Water Tank	325,270	327,365	9,000,000	8,672,635	96%	Drilling, LACO Assoc.
Water Tank Cathodic	-	7,034	8,000	966	12%	
Digital Control & Radio Telemetry Upgrade	-	-	10,000	10,000	100%	
Emergency Water Supply Mad River	-	-	250,000	250,000	100%	
Meter Reader Upgrade	-	-	8,000	8,000	100%	
MCCluski Tank 3 Replacement	-	30,660	100,000	69,340	69%	
Fire Hydrant System Upgrade	-	-	7,000	7,000	100%	
Water Main Rehab & Replacement	20,250	527,448	1,800,000	1,272,552	71%	Water Main Rehab
Subtotal	345,520	892,507	11,183,000	10,290,493	92%	
Wastewater Department						
Sewer Main Rehab & Replacement	-	145,483	1,500,000	1,354,517	90%	Sewer Main Rehab
WWMF Sludge Disposal - next	-	-	200,000	200,000	100%	Sludge handling/disposal
WWMF Pond Armoring	-	-	60,000	60,000	100%	WWMF Pond Armoring
WWMF Pumps & Motors	-	5,910	8,000	2,090	26%	
Collection Upgrades-UndercrossingsProj	8,952	8,952	100,000	91,048	91%	Collection System upgrades
Fischer Lift Station Generator	-	12,864	40,000	27,136	68%	Fischer Lift Stn Generator
Solar Project - CWSRF Grant/Loan	-	-	766,000	766,000	100%	WWMF Solar Project
WWMF - CEQA/ NPDES Permit	-	-	25,000	25,000	100%	NPDES Permit Project
Underground pipe locator & camera	-	-	5,000	5,000	100%	Underground pipe locator & camer
SCBA Apparatus and Bottles	-	-	6,000	6,000	100%	WWMF Lab Cabinets
Sewer Main Camera Replacement	19,612	277,462	30,000	(247,462)	-825%	SwrLiftStnUpgrade-Letz
Subtotal	28,564	450,671	2,740,000	2,289,329	84%	
Water & Wastewater Operations						
Heavy Equipment	-	-	308,000	308,000	100%	backhoe, aircompressor
Utility Vehicles	-	-	50,000	50,000	100%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	-	-	480,000	480,000	100%	Facilities upgrade/sealcoat
Computers & Software	-	-	219,000	219,000	100%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tree fa	8,725	17,492	35,000	17,508	50%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Irrig	969	9,455	45,000	35,545	79%	Barn/ house/ fence, Irrig. pipe, Unc
Office Remodel	-	3,085	163,000	159,916	98%	Purch property behind main offc
Small Equipment & Other	-	-	20,000	20,000	100%	Misc,response, & GPS surveying
Subtotal	9,694	30,032	1,320,000	1,289,968	98%	
Enterprise Funds Total	383,778	1,373,210	15,243,000	13,869,790	91%	
Parks & Recreation Department						
BMX Park	-	72,332	1,029,000	956,668	93%	BMX Park
Hiller Park & Sports Complex	-	-	-	-	#DIV/0!	Hiller Sports Sealcoat-CountyGrant
Pierson Park - Landscaping & signage	-	-	-	-	#DIV/0!	Pierson Pk-Landscape & signage
Azalea Hall Projects	(30,218)	30,849	28,000	(2,849)	-10%	Major appliance replacemnt
McKinleyville Activity Center Upgrades	-	-	7,000	7,000	100%	Flooring replacement
Law Enforcement Facility Improvements	-	-	-	-	#DIV/0!	LEF flooring/Library Carpet
Projects Funded by Quimby/Grants/ Other	-	-	47,000	47,000	100%	CommForest,SkatePk,LandAcq
Other Parks Projects & Equipment	-	-	80,000	80,000	100%	Utility truck from Ops?
Subtotal	(30,218)	103,181	1,191,000	131,151	11%	
Streetlights						
LED Repairs	-	-	5,000	5,000	100%	
Pole Inspection	-	-	65,000	65,000		Pole Inspection/Replacement
Pole Replacement	-	-	3,000	3,000		
Subtotal	-	-	73,000	73,000	100%	
Governmental Funds Total	(30,218)	103,181	1,264,000	204,151	16%	
All Funds Total	353,560	1,476,391	16,507,000	14,073,940	85%	

**McKinleyville Community Services District
 Summary of Grants
 as of September 30, 2023**

District Grants	Total Grant Amount	Required District Match	Estimated District Asset Value
CalOES Hazard Mitigation Grant - 4.5 mg Tank	\$ 7,576,448	\$ 1,894,112	\$ 9,553,440
Northcoast Resource Partnership - 4.5 mg Tank	\$ 879,209	\$ -	
CalOES Hazard Mitigation Grant - Sewer Undercrossings	\$ 2,538,300	\$ 846,100	\$ 2,137,000
SWRCB Energy Efficiency Grant/Loan	\$ 2,500,000	\$2,500,000 Loan	\$ 4,100,000
CA State Dept of Parks & Rec - Habitat Conservation Fund	\$ 56,600	\$ -	\$ 56,600
State of CA Prop 68 - BMX Track	\$ 2,331,375	\$ -	\$ 2,331,375
State of CA Prop 68 Per Capita - Azalea Hall Upgrades	\$ 177,952	\$ -	\$ 177,952
Recycled Water Grant	\$ 150,000	\$ -	\$ 50,000

Non-District Grants	Total Grant Amount	Required District Match	Estimated District Asset Value
CalTrout US Fish & Wildlife - Mad River Restoration	\$ 20,000	\$ -	\$ 20,000
CalTrout NOAA - Mad River Restoration	\$ 490,167	\$ 48,000	\$ 300,000
Trust for Public Lands	\$ 3,858,378	\$ -	\$ 3,858,378

**McKinleyville Community Services District
Summary of Long-Term Debt Report
as of September 30, 2023**

**Principal Maturities and
Scheduled Interest**

		Maturity		Balance- June	Balance- Sept.	Principal Maturities and Scheduled Interest	
	%	Date		30, 2023	30, 2023	FY-24	Thereafter
Water Fund:							
I-Bank		8/1/30	P	476,538.79	423,648.50	52,890.28	423,648.53
Interest	3.37%		I			15,168.16	51,860.44
State of CA Energy Commission (ARRA)		12/22/26	P	42,717.87	42,717.87	12,052.63	30,665.04
Interest	1.0%		I			398.21	461.77
State of CA (Davis Grunsky)		1/1/33	P	1,087,383.49	1,087,383.49	97,058.51	990,324.98
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	170,345.85	170,345.85	17,035.12	153,310.73
Interest	2.5%		I			27,184.59	127,862.85
COPS - Series 2021A, Water Fund		8/1/51	P	4,767,089.85	4,767,089.85	85,000.00	4,767,089.85
Interest	2.93%	8/1/51	I	-	-	148,800.00	2,406,937.50
Total Water Fund-Principal				6,544,075.85	6,491,185.56	264,036.54	6,365,039.13
Total Water Fund-Interest						191,550.96	2,587,122.56
Total Water Fund				6,544,075.85	6,491,185.56	455,587.50	8,952,161.69
Wastewater Fund:							
WWMF SRF Loan		7/31/47	P	13,573,682.87	13,127,829.72	445,853.15	13,127,829.72
Interest	1.6%		I			217,178.93	2,784,940.20
Chase Bank (Pialorsi Property)		3/8/35	P	1,243,600.00	1,197,200.00	93,200.00	1,150,400.00
Interest	2.9%		I	-	-	23,187.60	129,827.95
COPS - Series 2021B, Wastewater Fund		9/15/51	P	3,811,759.63	3,782,286.63	75,000.00	3,736,759.63
Interest	2.93%	9/15/51	I	-	-	115,900.00	1,940,275.00
Total Wastewater Fund-Principal				18,629,042.50	18,107,316.35	614,053.15	18,014,989.35
Total Wastewater Fund-Interest						356,266.53	4,855,043.15
Total Sewer Fund				18,629,042.50	18,107,316.35	970,319.68	22,870,032.50
Meas. B Fund: Teen/Comm Center Loan		11/1/29	P	724,772.00	724,772.00	102,304.00	622,468.00
	3.55%		I			25,149.13	69,195.05
Total Principal				25,897,890.35	25,323,273.91	980,393.69	25,002,496.48
Total Interest						572,966.62	7,511,360.76
Total				25,897,890.35	25,323,273.91	1,553,360.31	32,513,857.24

Non-debt Long Term Liabilities, District-wide

OPEB Liability	5,380,087.07
CalPERS Pension Liability	1,397,690.38

McKinleyville Community Services District
Cash Disbursement Detail Report
For the Period September 1 through September 30, 2023

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
040989	9/14/2023	\T005	TODAY'S HUMBOLDT COUNTY	(23.87)	000C30401u	Ck# 040989 Reversed
040990	9/14/2023	\T009	TODAY'S HUMBOLDT COUNTY	(23.87)	000C30401u	Ck# 040990 Reversed
041508	9/14/2023	SIX03	SIX RIVERS MECHANICAL	(30,218.00)	15785u	Ck# 041508 Reversed
041555	9/7/2023	ACW01	CB&T/ACWA-JPIA	12,203.50	0700267	GRP. HEALTH INS
041556	9/7/2023	ALL01	ALLSTATES MAILING SERVICE	8,092.46	45,764	MEASURE B PRINTING
041557	9/7/2023	GOL02	GOLDEN STATE FURNITURE	1,137.88	2,015	NEW DESK
041558	9/7/2023	INF03	INFINITE CONSULTING SERVI	4,540.00	11,113	MONTHLY HOSTING FEES
041559	9/7/2023	PGE01	PG & E (Office & Field)	24,801.71	C30907	GAS & ELECTRIC
041560	9/7/2023	STR01	STREAMLINE	375.00	DF9E70035	SUBSCRIPTIONS
041561	9/7/2023	\C026	MQ CUSTOMER REFUND FOR CO	47.26	000C30901	MQ CUSTOMER REFUND FOR CO
041562	9/7/2023	\J017	MQ CUSTOMER REFUND FOR JA	28.39	000C30901	MQ CUSTOMER REFUND FOR JA
041563	9/7/2023	\O003	MQ CUSTOMER REFUND FOR OK	42.34	000C30901	MQ CUSTOMER REFUND FOR OK
041564	9/7/2023	\R017	MQ CUSTOMER REFUND FOR RI	10.06	000C30901	MQ CUSTOMER REFUND FOR RI
041565	9/7/2023	\S030	MQ CUSTOMER REFUND FOR SC	71.96	000C30901	MQ CUSTOMER REFUND FOR SC
041566	9/7/2023	\T013	MQ CUSTOMER REFUND FOR TO	320.95	000C30901	MQ CUSTOMER REFUND FOR TO
041567	9/7/2023	\Y004	MQ CUSTOMER REFUND FOR YO	58.29	000C30901	MQ CUSTOMER REFUND FOR YO
041568	9/11/2023	70,701	707 PEST SOLUTIONS	530.00	C30907	EVERY OTHER MONTH SERVICE
041569	9/11/2023	AMA01	AMAZON CAPITAL SERVICES	1,327.15	9T3TCCWC	AMAZON PURCHASES
041570	9/11/2023	ARC02	ARCATA STATIONERS	45.22	203,646	OFFICE SUPPLIES
041571	9/11/2023	BAD01	BADGER METER, Inc.	362.70	80,137,204	SUPPLIES
041572	9/11/2023	CPS01	CPS HUMAN RESOURCE SERVIC	13,990.00	10,694	PARKS & REC COMP 2023
041573	9/11/2023	EUR06	EUREKA READY MIX	1,492.34	88,907	BASE ROCK AND GRAVEL
041574	9/11/2023	GHD01	GHD	42,650.64	0-0038003	PROFESSIONAL SERVICES
041575	9/11/2023	GRS01	G R SUNDBERG, INC.	428,355.00	PLACEMENT	WTR/SWR MAIN REHAB & REPL
041576	9/11/2023	HUM01	HUMBOLDT BAY MUNICIPAL WA	108,293.83	C30907	WTR PURCHASED
041577	9/11/2023	LDA01	LDA PARTNERS	3,084.50	66,350,222	ARCHITECTURAL SERVICES
041578	9/11/2023	MAD02	MAD RIVER UNION	210.00	456,855	LEGAL AD NOTICE OF UNCLAI
041579	9/11/2023	MCK03	MCKINLEYVILLE OFFICE SUPP	91.45	54,241	POSTAGE FOR BOND PMT
041580	9/11/2023	MCK04	MCK ACE HARDWARE	935.29	C30907	REPAIRS/SUPPLY
041581	9/11/2023	MDG01	MELTON DESIGN GROUP INC	46,934.30	6,374	BMX BIKE TRACK
041582	9/11/2023	MEN01	MENDES SUPPLY CO.	3,005.16	C30907	REPAIRS/SUPPLY
041583	9/11/2023	MIL01	Miller Farms Nursery	293.96	C30907	REPAIRS/SUPPLY

041584	9/11/2023	MIL03	THE MILL YARD	1,624.75	C30907	PARTS AND SUPPLIES
041585	9/11/2023	MUD01	MUDDY WATERS COFFEE CO.,I	80.00	124,869,229	OFFICE SUPPLIES
041586	9/11/2023	NOR35	NORTHERN HUMBOLDT	549.15	ES24-006	WEDDING AND MULCHING CENT
				856.51	ES24-007	GROUND WORK AT PIERSON PA
			Check Total:	1,405.66		
041587	9/11/2023	PAC02	PACIFIC LEGACY	12,863.95	7101-2307	CollectionSys-Undercrossg
041588	9/11/2023	POI01	POINTS WEST SURVEYING CO.	2,212.50	12,816	LICENSED SURVEYOR
041589	9/11/2023	SEC03	SECURITY LOCK & ALARM	533.27	220,018,638	LOCKSMITH SERVICES
041590	9/11/2023	THO02	Thomas Home Center	2,372.64	C30911	REPAIRS/SUPPLY
041591	9/11/2023	THR01	THRIFTY SUPPLY COMPANY	6,384.16	C30907	PARTS AND SUPPLIES - PLUM
041592	9/11/2023	USA01	USA BLUEBOOK	3,009.31	C30907	PARTS AND SUPPLIES
041593	9/11/2023	VAL01	VALLEY PACIFIC PETROLEUM	1,493.43	L23676240	GAS/OIL/LUBE
041594	9/11/2023	VAL02	VALLEY PACIFIC	5,676.06	L23675641	GAS/OIL/LUBE
041595	9/11/2023	VER01	VERIZON WIRELESS	71.69	942,578,170	PAGING/ALARMS
041596	9/15/2023	*0006	SECURITY DEPOSIT REFUND (100.00	C30913	SECURITY DEPOSIT REFUND (
041597	9/15/2023	*0009	SECURITY DEPOSIT REFUND (100.00	C30913	SECURITY DEPOSIT REFUND (
041598	9/15/2023	BUS01	CUSTOMER REFUND	47.74	C30914	CUSTOMER REFUND
041599	9/15/2023	COL06	COLANTUONO, HIGHSMITH &	805.00	57,505	AHMC EMINENT DOMAIN 2022
041600	9/15/2023	HUM03	HUMBOLDT COUNTY	543.59	C30912	FEES 860-002-305-000
041601	9/15/2023	HUM08	HUMBOLDT SANITATION	974.20	38X02068	1620 PICKETT RD TRASH SER
				1,114.95	38X07976	1656 SUTTER TRASH SERVICE
				924.00	38X07977	1705 GWIN RD TRASH SERVIC
				365.40	38X07978	675 HILLER RD TRASH SERVI
			Check Total:	3,378.55		
041602	9/15/2023	INF02	INFOSEND	3,572.50	246,311	MAILING AND POSTAGE
041603	9/15/2023	KEN02	KENNEDY/JENKS CONSULTANTS	55,636.09	166,138	4.5MG TANK
				30,660.00	166,139	MCCLUSKI TANK
			Check Total:	86,296.09		
041604	9/15/2023	LEW01	THE LEW EDWARDS GROUP	6,000.00	006	PROFESSIONAL SERVICES FOR
041605	9/15/2023	MAC02	MAC'S REFRIGERATION SVC.	171.72	48,629	REPAIRS AND SUPPLIES
041606	9/15/2023	MER03	MERCER, FRASER COMPANY	272,887.50	C30913	4.5MG TANK MONTHLY PAYMEN
041607	9/15/2023	MER04	MERCER FRASER ESCROW48611	14,362.50	C30913	CIP: 4.5M TANK DESIGN.CON
041608	9/15/2023	MIT01	MITCHELL LAW FIRM	3,827.00	1,308	LEGAL
041609	9/15/2023	MIT02	MITEL	789.44	44,346,370	FEES & USAGE
041610	9/15/2023	MUN02	MUNICIPAL MAINTENANCE	170.81	013106	SAFETY HANDLE ASSY FOR RE
041611	9/15/2023	NOR01	NORTH COAST LABORATORIES	5,290.00	C30912	LAB TESTS
041612	9/15/2023	NOR13	NORTHERN CALIFORNIA SAFET	120.00	29,323	MONTHLY FEE
041613	9/15/2023	REE06	EMPLOYEE REIMBURSEMENT	275.80	C30912	EMPLOYEE REIMBURSEMENT
041614	9/15/2023	SIX03	SIX RIVERS MECHANICAL	30,218.00	I-5735	FURANCE REPLACEMENT REISS
041615	9/15/2023	STA09	S.W.R.C.B.	110.00	C30913	TRAINING/CERT.

041616	9/15/2023	UMP01	UMPQUA COMMERCIAL CARD OP	(131.63)	0923BDC	TRAVEL/TRAINING/SUPPLIES
				570.17	0923JH	TRAVEL/TRAINING/SUPPLIES
				137.75	0923LF	TRAVEL/TRAINING/SUPPLIES
				516.14	0923NA	TRAVEL/TRAINING/SUPPLIES
				1,372.87	0923PD	TRAVEL/TRAINING/SUPPLIES
				2,099.23	0923PK	TRAVEL/TRAINING/SUPPLIES
			Check Total:	4,564.53		
041617	9/15/2023	WEI02	DESSERTS	25.14	C30913	DESSERTS
041618	9/21/2023	A-101	A-1 CLEANING SERVICE, LLC	800.40	663,188	CARPET CLEANING @ 1656 SU
041619	9/21/2023	ACC04	ACCURATE DRUG TESTING SER	130.00	0009418	DRUG TEST + PHYSICAL
041620	9/21/2023	ARC12	ARCATA USED TIRE AND WHEE	827.80	99,498	UNIT#5 NEW TIRES
041621	9/21/2023	CAM01	CAMPTON ELECTRIC SUPPLY	1,287.61	0-1042573	35 FT CLASS 5 WOOD POLE
041622	9/21/2023	COA01	COASTAL BUSINESS SYSTEMS	1,275.61	34,882,459	OFFC EQUIP LEAS+HUM CO PR
041623	9/21/2023	DEL02	DELFINO, MADDEN, O'MALLEY	364.00	155,653	PROFESSIONAL SERVICES
041624	9/21/2023	DEP05	DEPARTMENT OF JUSTICE	96.00	678,775	FINGERPRINTING
041625	9/21/2023	GOY01	REIMBURSEMENT TO PARKS&RE	35.00	C30921	REIMBURSEMENT TO PARKS&RE
041626	9/21/2023	HAR03	HARPER MOTORS CO.	469.24	848,098	PARTS AND LABOR
				92.87	848,212	PARTS & LABOR
			Check Total:	562.11		
041627	9/21/2023	KEN02	KENNEDY/JENKS CONSULTANTS	34,672.73	164,598	4.5MG TANK
041628	9/21/2023	LAC01	Laco Associates	1,528.75	52,196	4.5MG TANK
041629	9/21/2023	MES01	MORALE BOOSTER REIMBURSEM	98.75	C30920	MORALE BOOSTER REIMBURSEM
041630	9/21/2023	MIT02	MITEL	789.33	44,621,529	USAGE & FEES
041631	9/21/2023	ORS03	TRAVEL EXPENSES REIMBURSE	710.48	C30920	TRAVEL EXPENSES REIMBURSE
041632	9/21/2023	PGE10	PGE STREETLIGHTS	5.20	C30920	GAS & ELECTRIC S.L.- ZONE
041633	9/21/2023	STA01	STATEWIDE TRAFFIC	20.89	09009129	HI VIS VEST
041634	9/21/2023	THA01	THATCHER COMPANY, INC.	1,000.00	*50109541	INVOICE SHORTPAY CORRECTI
				3,358.00	250,110,871	CL2 CYLINDER + CREDIT
				3,461.13	250,111,806	CL2 CYLINDER + CREDIT
			Check Total:	7,819.13		
041635	9/21/2023	WIL09	WILLDAN FINANCIAL SERVICE	2,497.00	010-55926	MEASURE B ANALYSIS
041636	9/22/2023	STA09	S.W.R.C.B.	50.00	C30922	SETH MEYNELL CERT RENEWEL
041637	9/29/2023	*0010	PIERSON PAVILION RENTAL R	114.00	C30928	PIERSON PAVILION RENTAL R
041638	9/29/2023	*0011	AZALEA HALL DEPOSIT REFUN	100.00	C30929	AZALEA HALL DEPOSIT REFUN
041639	9/29/2023	ADV01	ADVANCED SECURITY SYSTEM	1,110.75	C30929	SECURITY ALARMS - MULT LO
041640	9/29/2023	ATT04	ATT	856.98	509,912,809	TELEMETRY
041641	9/29/2023	AUT03	AUTOZONE, INC.	25.94	187,876,076	REPAIRS/SUPPLIES LETZ STA
041642	9/29/2023	COR01	CORBIN WILLITS SYSTEMS, I	1,086.36	00C309151	SUBSCRIPTIONS
041643	9/29/2023	FAS02	FASTRAK INVOICE PROCESSIN	7.00	392,966,923	TOLL FEE
041644	9/29/2023	GRA02	GRAINGER	297.38	836,909,664	SUPPLIES
				318.55	845,516,286	SUPPLIES
				79.22	846,625,920	SUPPLIES
				185.64	851,200,007	SUPPLIES
			Check Total:	880.79		

041645	9/29/2023	HAR03	HARPER MOTORS CO.	102.87	849199/2	UNIT 25 PARTS & LABOR
				88.08	849221/2	UNIT 18 PARTS & LABOR
				107.47	849246/2	UNIT 20 PARTS & LABOR
			Check Total:	298.42		
041646	9/29/2023	LES01	LES SCHWAB TIRE CENTER	32.54	600,557,480	REPAIRS/SUPPLIES JOHN DEE
041647	9/29/2023	MAY02	DIRECTORS FEES	250.00	C30929	DIRECTORS FEES
041648	9/29/2023	MAY03	TRAVEL REIMBURSEMENT (CSD	45.37	C30928	TRAVEL REIMBURSEMENT (CSD
041649	9/29/2023	NAP02	NAPA AUTO PARTS	19.06	733,967	GASKET MATERIAL FOR PUMP
041650	9/29/2023	NOR37	NORTH COAST UNIFIED AIR Q	3,478.76	7,244	ANNUAL RENEWAL FEES
041651	9/29/2023	PGE05	PGE	547.34	C30928	GAS & ELECTRIC S.L.- ZONE
041652	9/29/2023	PGE06	PG&E-STREETLIGHTS	25.21	C30928	GAS & ELECTRIC S.L.- ZONE
041653	9/29/2023	PGE07	PG&E STREETLIGHTS	1,584.84	C30928	GAS & ELECTRIC S.L. - ZON
041654	9/29/2023	PGE08	PGE STREETLIGHTS	24.36	C30928	GAS & ELECTRIC S.L.- ZONE
041655	9/29/2023	PGE09	PGE-STREETLIGHTS	122.25	C30928	GAS & ELECTRIC S.L.- ZONE
041656	9/29/2023	PGE11	PGE STREETLIGHTS	21.49	C30929	GAS & ELECTRIC SEWER PUMP
041657	9/29/2023	PGE12	PGE	151.44	C30929	GAS & ELECTRIC HILLER SPO
041658	9/29/2023	PGE13	PGE	12.04	C30929	GAS & ELECTRIC OPEN SPACE
041659	9/29/2023	RCS01	RC SYSTEMS, INC.	3,800.00	V00990391	RECPRO SOFTWARE SUPPORT
041660	9/29/2023	SDR01	SDRMA	2,089.12	74,570	WORKERS COMP
041661	9/29/2023	SEQ01	BLUE STAR GAS	389.93	1,508,236	FUEL
041662	9/29/2023	STA09	S.W.R.C.B.	60.00	C30928	CERTIFICATION RENEWAL FOR
041663	9/29/2023	TPX01	TPx COMMUNICATIONS	2,891.77	4588264-0	INTERNET SERVICES
			Accounts Payable Disbursements:	1,218,045.48		

Payroll Related Disbursements

19,221	9/7/2023	CAL12	CalPERS 457 Plan	8,644.12	C30907	RETIREMENT
				799.68	1C30907	PERS 457 LOAN PMT
			Check Total:	9,443.80		
19,222	9/7/2023	DIR01	DIRECT DEPOSIT VENDOR- US	45,176.23	C30907	Direct Deposit
19,223	9/7/2023	EMP01	Employment Development	2,442.61	C30907	STATE INCOME TAX
				866.01	1C30907	SDI
			Check Total:	48,484.85		
19,224	9/7/2023	HEA01	HEALTHEQUITY, ATTN: CLIEN	75.00	C30907	HSA
19,225	9/7/2023	HUM29	UMPQUA BANK--PAYROLL DEP.	8,643.23	C30907	FEDERAL INCOME TAX
				11,914.60	1C30907	FICA
				2,786.46	2C30907	MEDICARE
			Check Total:	23,344.29		
19,226	9/7/2023	ACW01	CB&T/ACWA-JPIA	57,961.80	C30831	MED-DENTAL-EAP INSUR
19,227	9/7/2023	PUB01	Public Employees PERS	28,157.75	C30831	PERS PAYROLL REMITTANCE
19,261	9/14/2023	CAL12	CalPERS 457 Plan	8,332.37	C30914	RETIREMENT
				799.68	1C30914	PERS 457 LOAN PMT
			Check Total:	9,132.05		
19,262	9/14/2023	DIR01	DIRECT DEPOSIT VENDOR- US	43,270.82	C30914	Direct Deposit
19,263	9/14/2023	EMP01	Employment Development	-	C30913	STATE INCOME TAX
				2,246.59	C30914	STATE INCOME TAX

				3.52	1C30913	SDI
				828.65	1C30914	SDI
				-	2C30913	STATE INCOME TAX
				(3.52)	3C30913	SDI
				-	4C30913	STATE INCOME TAX
				3.70	5C30913	SDI
				Check Total:		
				3,078.94		
19,264	9/14/2023	HEA01	HEALTHEQUITY, ATTN: CLIEN	75.00	C30914	HSA
19,265	9/14/2023	HUM29	UMPQUA BANK--PAYROLL DEP.	10.28	C30913	FEDERAL INCOME TAX
				8,284.24	C30914	FEDERAL INCOME TAX
				48.54	1C30913	FICA
				11,468.12	1C30914	FICA
				11.36	2C30913	MEDICARE
				2,682.02	2C30914	MEDICARE
				(10.28)	3C30913	FEDERAL INCOME TAX
				(48.54)	4C30913	FICA
				(11.36)	5C30913	MEDICARE
				12.31	6C30913	FEDERAL INCOME TAX
				51.04	7C30913	FICA
				11.94	8C30913	MEDICARE
				Check Total:		
				22,509.67		
19,267	9/14/2023	EMP01	Employment Development	-	C30914A	STATE INCOME TAX
				5.01	1C30914A	SDI
				Check Total:		
				5.01		
19,268	9/14/2023	HUM29	UMPQUA BANK--PAYROLL DEP.	-	C30914A	FEDERAL INCOME TAX
				69.08	1C30914A	FICA
				16.16	2C30914A	MEDICARE
				Check Total:		
				85.24		
19,270	9/14/2023	EMP01	Employment Development	-	C30914B	STATE INCOME TAX
				5.35	1C30914B	SDI
				Check Total:		
				5.35		
19,271	9/14/2023	HUM29	UMPQUA BANK--PAYROLL DEP.	19.63	C30914B	FEDERAL INCOME TAX
				73.68	1C30914B	FICA
				17.24	2C30914B	MEDICARE
				Check Total:		
				110.55		
				Payroll Related Disbursements:		
				245,740.12		
				Total Disbursements:		
				1,463,785.60		

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2023

TYPE OF ITEM: **ACTION**

ITEM: D.4 **Close County Trust Accounts**

PRESENTED BY: **Nicole Alvarado, Finance Director**

TYPE OF ACTION: **Roll Call Vote – Consent Calendar**

Recommendation:

Staff recommends the Board reviews the materials provided and Resolution 2023-25 authorizing the closure of unused County trust accounts.

Discussion:

At the July 2022 Board of Directors meeting, a resolution was adopted authorizing the District to enter into a joint powers agreement with California CLASS. This agreement allows the District to invest funds in California CLASS.

The District previously held the majority of its idle funds in CalTrust and the Humboldt County Treasury where returns averaged 1-2%. Over the past few months, staff has conducted transfers from these depositories to California CLASS where yields are currently averaging over 5%. The District's balance with California CLASS is now just over \$15 million.

Due to the transfer of funds the District now has two unused accounts in the County Treasury. To close the accounts the District has been advised by the Auditor-Controller's Office that a resolution must be passed by the Board of Directors authorizing the County to close the accounts.

Alternatives:

Take No Action

Fiscal Analysis:

It is best practice in financial management to actively monitor all accounts bearing the District's name. Closing these accounts will reduce staff time spent acquiring statements and reconciling the County trust balances to the District's books.

Environmental Requirements:

Not applicable

Attachments:

Attachment 1 – Resolution 2023-25

RESOLUTION 2023-25

RESOLUTION AUTHORIZING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT TO CLOSE THE TRUST ACCOUNT HELD WITH THE COUNTY OF HUMBOLDT

WHEREAS, the McKinleyville Community Services District (the “District”) is a public agency that has the authority to invest funds in its treasury and has become a “Founding Participant” under the Joint Exercise of Powers Agreement (the “JPA Agreement”) creating the California Cooperative Liquid Assets Securities System (“California CLASS”), by executing the JPA Agreement; and

WHEREAS, the District previously authorized the investment of its funds in the investment programs offered by the California CLASS and delegated authority of the Board of Directors to the General Manager or the principal finance officer to take all actions and to make and execute any and all instruments, which he or she might deem necessary or appropriate in order to carry out the purposes of the Board in adopting Resolution 2022-21 on July 6, 2022; and

WHEREAS, the District has executed the withdrawal of all funds held in trust accounts with the County of Humboldt to facilitate the transfer to investment programs offered by the California CLASS;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the McKinleyville Community Services District that the Trust Accounts #4240 and #9390 held with the County of Humboldt, be closed and the amount, if any, lying in the said account be returned the District by way of issuance of cheque; and

LET IT BE FURTHER RESOLVED that the General Manager or the principal finance officer are hereby authorized to do all such acts, deeds, and things and to sign all such documents as may be required in connection the closure of the said Accounts; and

LET IT BE FURTHER RESOLVED a copy of this resolution be forwarded to the County of Humboldt for necessary action at their end.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on November 1, 2023 by the following polled vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Gregory P. Orsini, Board President

Attest:

Joey Blaine, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2023

TYPE OF ITEM: **ACTION**

ITEM: E.1 **Consider Appointment of Applicants, Ciara Torres and Dana Merrill to Vacant Seat on the Park and Recreation Committee (PARC)**

PRESENTED BY: **Lesley Frisbee, Recreation Director**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board consider the information provided, air questions, take public comment and vote on the appointment of Dana Merrill and/or Ciara Torres to the Parks and Recreation Committee for a term of four (4) years as a regular voting member or alternate member.

Discussion:

It is the duty of the Board of Directors to vet and select the most qualified candidates to become members of the PARC. The Board of Directors is obligated to interview all candidates, discuss the candidates' qualifications, and select most qualified candidates to serve on the committee by majority vote.

There are currently one (1) regular voting member opening and two (2) alternate openings on the PARC. Staff has posted sufficient notice through local media and at District facilities of the vacancies for the PARC.

Dana Merrill submitted an application (**Attachment 1**) September 19, 2023 and Ciara Torres submitted an application (**Attachment 2**) on September 20, 2023. Staff shared the applications with the PARC at the meeting held on October 18, 2023. The PARC unanimously supported appointments of both Dana Merrill and Ciara Torres for any of the vacant seats on the PARC.

Alternatives:

Staff analysis consists of the following potential alternative: Do not appoint the applicants to the PARC and continue advertising existing open seats.

Fiscal Analysis:

Not applicable

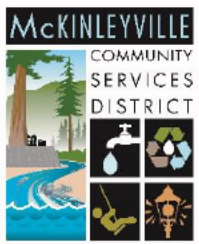
Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Dana Merrill PARC Application
- Attachment 2 – Ciara Torres PARC Application

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McKinleyville Community Services District Parks and Recreation Committee (PARC) Application

Name Dana Merrill Date 09/19/2023

Home Phone _____ Cell Phone _____

Mailing Address xxxx Chelsea Way, McKinleyville, CA 95519

Permanent Address xxxx Chelsea Way, McKinleyville, CA 95519

Email Address xxxxxxx@gmail.com

Areas of Experience and Qualifications

What knowledge, skills and experience will you bring to the Parks & Recreation Committee? (You may attach a resume or additional page if necessary).

As someone who was raised in McKinleyville, I have been fortunate to have benefited from the work of the McKinleyville Parks and Recreation team. I now work in non-profit public health and have extensive experience supporting and being a member of committees. I also have taken master's level courses in Parks and Recreation area of study with the emphasis on public health. I am now raising my own family in McKinleyville, deeply committed to building positive community spaces and providing safe and equitable access to the outdoors.

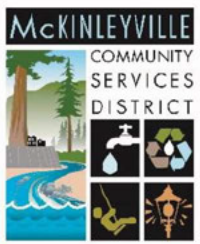
Can you commit to 2-4 hours of volunteer time per month? YES NO

Please describe why you want to participate as a member of the Parks and Recreation Committee.

Parks are a defining and crucial landscape of a community and play a major role in the health of our families. I was lucky enough to grow up here, spending year round outside enjoying the special place we live. The outdoor space available in McKinleyville and Humboldt County is one of the main reasons I moved back here after 10 years. I am committed to helping shape the future of McKinleyville's parks and community spaces. Healthy parks equals healthy families.

I hope my background in public health, commitment to outdoor access equity and personal connection to this community will allow me to be a good fit for the McKinleyville Parks and Recreation Committee.

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McKinleyville Community Services District Parks and Recreation Committee (PARC) Application

Name Ciara Torres Date 9/20/2023

Home Phone XXX-XXX-XXXX Cell Phone _____

Mailing Address xxxx Labrador Ln., McKinleyville, CA 95519

Permanent Address _____

Email Address xxxxxxxxx@gmail.com

Areas of Experience and Qualifications

What knowledge, skills and experience will you bring to the Parks & Recreation Committee? (You may attach a resume or additional page if necessary).

- **Problem-Solving:** As an Human Resource Business Partner, I regularly encounter complex HR issues and challenges within an organization. This experience honed my ability to analyze situations, identify root causes, and develop practical solutions. For instance, I was responsible for addressing employee conflicts, and I successfully mediated disputes to achieve amicable resolutions. I can apply these problem-solving skills to address issues within the Parks and Recreation Committee, such as budget constraints, scheduling conflicts, or community engagement challenges. My track record in HR demonstrates my capability to think critically and develop creative solutions to overcome obstacles.
- **Teamwork:** In my current role I foster collaboration between different departments and teams within KAYAK and OpenTable. I facilitated cross-functional projects and initiatives by working closely with department heads, managers, and employees. My experience in bridging communication gaps and fostering a culture of teamwork can be instrumental within the Parks and Recreation Committee. I understand the importance of diverse perspectives and effective communication when making recommendations. I am committed to actively collaborating with fellow committee members to ensure that our recommendations are well-rounded and consider the interests and needs of our community.
- **Experience in Parks and Recreation:** My first job at 15 was working with Parks in Rec here in McKinleyville. To this day it was one of the best jobs I have ever had. I had the opportunity to work in numerous community events, coach basketball, run summer camps, after school programs, and weekend skating.
- **Understanding of Municipal Parks:** I have some knowledge and appreciation of municipal parks and recreation in McKinleyville. I am familiar with the local parks, their history, and the community's needs.
- **Community Engagement:** I have the ability to engage with the community and gather input and feedback on park-related matters. Communication skills and a willingness to be a liaison between the committee and the community.
- **Advocacy Skills:** I can advocate for parks and recreation services, programs, and developments to the MCSD Board of Directors.

Can you commit to 2-4 hours of volunteer time per month? YES NO

Please describe why you want to participate as a member of the Parks and Recreation Committee.

I'm eager to join the Parks and Recreation Committee for three key reasons. First, my deep ties to this town, having grown up here and having my first job with the local Parks and Recreation service. Second, as a daily user of our parks and facilities, I'm passionate about their upkeep and growth for the benefit of our community and tourism. Lastly, my recent involvement in constructing our Skateparks first phase reignited my commitment to community service and demonstrated the power of collective effort. I'm dedicated to contributing to our town's development and the well-being of its residents and visitors.

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2023

TYPE OF ITEM: **ACTION**

ITEM: E.2 **Consideration of Aultman Water Leak Adjustment Appeal**

PRESENTED BY: **Pat Kaspari, General Manager**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the appeal application from Kayla Aultman, consider testimony related to the appeal and uphold the General Manager's decision to deny the appeal.

Discussion:

In accordance with McKinleyville Community Services District Rules and Regulations, the procedure for appeals is as follows:

REGULATION 65 - APPEALS

Rule 65.01. APPEALS - the Board may, in specific cases, grant an appeal from any decision made by staff applying the standards incorporated into these Rules and Regulations whenever it finds:

- (a) that special circumstances exist in a particular case, and
- (b) that practical difficulties or unnecessary hardship would result from strict interpretation and enforcement of any standard, and
- (c) that the granting of such an appeal would not tend to defeat the purposes of these Rules & Regulations. The Board may place conditions upon the approval of an appeal.

Rule 65.02. APPEAL APPLICATION - any individual seeking an appeal shall complete an appeal application on the form provided by the District. A non-refundable fee of \$25.00 shall be paid by the applicant to the District for such application to be considered by the Board.

Ms. Aultman applied for a water leak adjustment on October 12, 2023. The leak was determined to be associated with an irrigation pipe that had broken while they were out of town on vacation. Per a meter profile obtained on October 5, the leak ran from September 10 until October 1. The meter registered usage of 24,400 cubic feet (cf) of water during the leak month (see **Attachment 2**). Their typical usage averages 1,700 cf. Their billed water charge for the 24,400 cf of use was \$1252.24; their typical billed water charge per month is \$80.92, for an

excess water charge on the October 11, 2023 bill of \$1,171.32. The total calculations of their water leak adjustment came out to be \$585.66. Per MCSD Water Leak Adjustment Policy (**Attachment 1**) the maximum amount of any single adjustment by the General Manager shall not exceed \$750.00. It should be noted that the District had to pay \$448.96 to Humboldt Bay Municipal Water District for the 24,400 cf of water used, not including the cost to pump the water.

The customer's account has been established since 2002 with good payment history. They are appealing the leak adjustment amount because of a financial hardship (see **Attachment 3**).

Staff cannot recommend the approval of this appeal as it goes against established District policy.

Alternatives:

Approve the appeal.

Fiscal Analysis:

The total adjustment per the MCSD Water Leak Adjustment policy is \$585.66., as seen in the calculations in **Attachment 2**. This amount is \$164.34 below the maximum \$750 adjustment allowed by policy.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – MCSD Water Leak Adjustment Policy
- Attachment 2 – Water Leak Adjustment Application & Calculations
- Attachment 3 – Appeal Form

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



MAIN OFFICE:

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

PARKS & RECREATION OFFICE:

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

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

WATER LEAK ADJUSTMENT POLICY

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

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

Page 2: Water Leak Adjustment Form

Revised May 2, 2018 by Board action

RECEIVED

OCT 12 2023

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

McK. C.S.D.

Water Leak Adjustment Request

Date: 10/12/23

Name: AULTMAN, Kayla

Phone Number: 

Service Address: 2497 Dragonfly Pl.

Explanation of leak repair: irrigation pipe broke and we shut it off and fixed it.

Date repaired: 10/1/23

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

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

Signature: Kayla Aultman

FOR OFFICE USE ONLY

Customer # AUL0003

Rte/Svc 001-1470

Customer Notified _____

Water Credit \$ 585⁶⁶

Listed In File _____

Sewer Credit \$ 0

Line 11 Noted _____

Total Credit \$ 585⁶⁶

Adjustment Done _____

Supervisor Approval [Signature]

District Manager Approval [Signature]

LOOM 10/13/23 @ 11:00 a.m.

10/13/2023. Customer will appeal to Board. Drop off form & \$20 by 10/18.

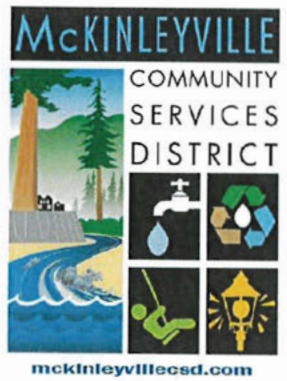
	AUL0003		
Leak Months:	10/2023		
Date WLA Received:	10/12/2023		
# of Units:	1		
Water only? Enter 1 else leave blank			
Water Use in leak month	244	ccf	
Average Water Use Prior 3 months/last year	17	ccf	
Leak month sandwich!			
Total Water Charge	\$1,252.24	Month 0	244.0
Total Water Charge Prior 3 months/last year	\$80.92	Month -1	32.00
	-	Month -2	16.00
Excess Water Use Charges	\$1,171.32	Month -3	4.00
	x 50%		
Water Leak Adjustment (not to exceed \$750.00)	\$585.66		52.0 Total
			17 Average
Sewer Charge	\$37.56		
Average Sewer Charge Prior 3 months/last year	\$37.56		
	-		
Sewer Leak Credit	\$0.00		
	-		
Available Credit NOT TO EXCEED \$750	\$585.66		

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1st Wed @ Azalea Hall
@ 6 p.m.

PHYSICAL ADDRESS:
1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:
P.O. BOX 2037
McKINLEYVILLE, CA 95519



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

PARKS & RECREATION OFFICE:
PHONE: (707) 839-9003
FAX: (707) 839-5964

RECEIVED

OCT 17 2023

McK. C.S.D.

Appeal Application

McKinleyville Community Services District Rules and Regulations

Rule 65.01. APPEALS - the Board may, in specific cases, grant an appeal from any decision made by staff applying the standards incorporated into these Rules and Regulations whenever it finds:

- (a) that special circumstances exist in a particular case, and
- (b) that practical difficulties or unnecessary hardship would result from strict interpretation and enforcement of any standard, and
- (c) that the granting of such an appeal would not tend to defeat the purposes of these Rules & Regulations. The Board may place conditions upon the approval of an appeal.

Rule 65.02. APPEAL APPLICATION - any individual seeking an appeal shall complete an appeal application on the form provided by the District. A non-refundable fee of \$25.00 shall be paid by the applicant to the District for such application to be considered by the Board.

Name: Kayla Aultman Date: 10/17/23

Mailing Address: 2497 Dragonfly Pl

Phone Number: [REDACTED] Account: AUL0003

Describe the decision being appealed: I'm appealing the decision to only remove 585⁰⁰ off of our 1358⁰⁰ water bill. An irrigation pipe broke while we were out of town and it was broken for 10 days. This is a hardship

Explain the unique nature of the situation: We were out of town and had no way to know this was happening.

Explain hardship that exists if staff decision is enforced: In addition to fixing the problem, we'll still have to pay an additional 800⁰⁰

Explain how the approval of this appeal would not defeat the purpose of MCSD Standards:

I feel like it wouldn't defeat the purpose of MCSD standards because first we've never had an adjustment on our bill ever, we always pay our bill and lastly it would not have happened if we had been home,
Applicant Signature: Kayla Deutman Filing Fee: \$25*

Received: 10/17/23
(Date)

By: JB
(initials)

Receipt#: 34646

*Note: \$25 Filing Fee is non-refundable

especially to this degree.

McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2023

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.3 **McKinleyville Community Services District Service Line Inventory**

PRESENTED BY: **James Henry, Operations Director
Sam King, GIS Analyst**

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review the information provided, discuss, take public comment and participate in the presentation.

Discussion:

In 1991, the EPA published the Lead & Copper Rule (LCR) to minimize lead and copper in drinking water. Since then, several revisions have been made to strengthen the LCR, all of which MCSD abides by. For example, the District performs lead and copper water sampling of the distribution system which get reported in the yearly Consumer Confidence Report. The District has also already performed a survey of all of our water distribution mains to confirm that there are no lead pipes in our watermain distribution system. In one of the more recent updates to the LCR, known as the Lead Copper Rule Revisions (LCRR), added a requirement to prepare and maintain an inventory of service line materials by October 16, 2024, for every distribution system in the US, regardless of testing results in the past. Therefore, the District has begun to follow the steps necessary to complete an inventory of the service lines served by its distribution system to satisfy this requirement. One important change to this current ruling is that the District is responsible for assessing the service lines on the customer's side of the water meter as well. Typically, everything on the customer's side of the water meter is the customer's responsibility.

MCSD has done extensive research on methods set forth by the California Water Boards and US EPA for completing the inventory of the water service lines. This will ensure the approach that the District proceeds with will satisfy the requirements of the inventory. In 1986 the US amended the Safe Drinking Water Act, which prohibited the use of pipes which were not "Lead Free" in public drinking water systems. Therefore, service lines installed prior to 1986 have a possibility of being lead pipes. However, based on prior findings of pipes installed in California from 1950 to 1986, very little to no lead was used. Given the

Districts inception as a water system was in 1973 there is a low chance lead service lines exist within our water systems service lines. However, of the District's over 6,000 service lines, 2,346 were installed during this time period and need to be assessed.

Based on information provided by the California Water Boards for building the service line inventory, MCSD has elected to use the Stratified Random sampling technique to determine which of the 2,346 service lines need to be visually inspected by our operations crew. To calculate the minimum service lines to verify to have a statically valid sample, MCSD utilized the sample size calculator on Calculator.Net using the 95% Confidence Interval with +/- 5% margin of error and a 50% sample proportion. This calculation gave us a minimum number of service lines to to inspect of 331.

Staff submitted this Inventory Approach to the California Waterboard for approval and the necessary review and approvals.

Customers that will have their service lines inspected were notified in advance through Facebook, IVR (our reverse callout system) and the District's website along with information pamphlets for staff to hand out in the field if questioned by a customer.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – MCSD Water Service Line Inventory Presentation

McKinleyville Community Services District Water Service Line Inventory

Purpose



- Recent Updates to Lead Copper Rule require a Pipe Material Inventory
- Water distribution systems must create these by October 16, 2024
- Part of a nationwide effort to locate and remove remaining Lead Pipes
- Inventory is to include Customer and MCSD side of Water Service Line

Inherited information & Previous Work

- District performed comprehensive state mandated inventory of water mainlines in 2020 and confirmed we have no lead-based pipes
- Service Lines (SL) prior to 1986 might have lead pipes
- Original idea was to use build dates from county GIS data, but many parcels were unknowns
- MCSD Service line install records were found to be more complete dataset
- Potential for multiple service lines on parcels could be confusing



Data Collection & Record Verification

ADDRESS	ROUTE	ACCT. NO.	DATE SET	METER SIZE	MAKE	SERIAL NUMBER	DATE REMOVED
1666 Anderson	7-115000		3/73	5/8		5318813	11/00
<i>L.M. 2456</i>			11/00	5/8	Badger	00189295	11/16
LOC. OF METER			11/16	5/8	Badger	16484522	
DATE ORDERED	TAXES BY	DATE WAIVED	PKS. PRNG. MAX	DATE ORDERED	PAID BY	DATE PAID	PKS. PRNG. MAX
6/12/72				3-18-94	J.P.	3-18-94	X
OFF	TYPE OF SERVICE	TYPE OF SERVICE	TYPE OF SERVICE	TYPE OF SERVICE	TYPE OF SERVICE	TYPE OF SERVICE	TYPE OF SERVICE
PRINT NAME	PRINT NAME	PRINT NAME	PRINT NAME	PRINT NAME	PRINT NAME	PRINT NAME	PRINT NAME
Same	WALDRICH	Same	WALDRICH	Same	WALDRICH	Same	WALDRICH
MOVING	ROUTE AND ACCOUNT NO. <td>DATE SET <td>METER SIZE <td>MAKE <td>SERIAL NUMBER <td>DATE REMOVED <td></td> </td></td></td></td></td>	DATE SET <td>METER SIZE <td>MAKE <td>SERIAL NUMBER <td>DATE REMOVED <td></td> </td></td></td></td>	METER SIZE <td>MAKE <td>SERIAL NUMBER <td>DATE REMOVED <td></td> </td></td></td>	MAKE <td>SERIAL NUMBER <td>DATE REMOVED <td></td> </td></td>	SERIAL NUMBER <td>DATE REMOVED <td></td> </td>	DATE REMOVED <td></td>	
	7-115000	3/73	5/8		5318813	11/00	
		11/00	5/8	Badger	00189295	11/16	
		11/16	5/8	Badger	16484522		
ADDRESS	1666 Anderson						

- About 1/3 of service installation dates were already recorded on a spreadsheet
- Remaining manually entered in by referencing installation cards and service order records
- Original parcel build date map was cross-referenced to verify accuracy of installation dates

SERVICE ORDER

Date 5/25 19 73 W. O. No. _____

Location 1040 Azalea

Consumer Norman Farley

Reg. No. 1-200 Date Required _____

SERVICE				
New	Old	Repair	Rebuild	Remove
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Size _____ Type _____ Main _____ Tap _____

METER

Size _____ Make _____ Type _____ No. 5292526

Set	Remove	Change	Lock
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stuck	Leak	Read	Unlock
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Old _____ Reading _____ New 004

Balance: _____ Deposit: _____

REPORTS

High Bill	Pressure	Taste	Color	Leak	Notify
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Forward Address: _____

Remarks: Customer T.O. please inspect

Owner Well 80' N. of house

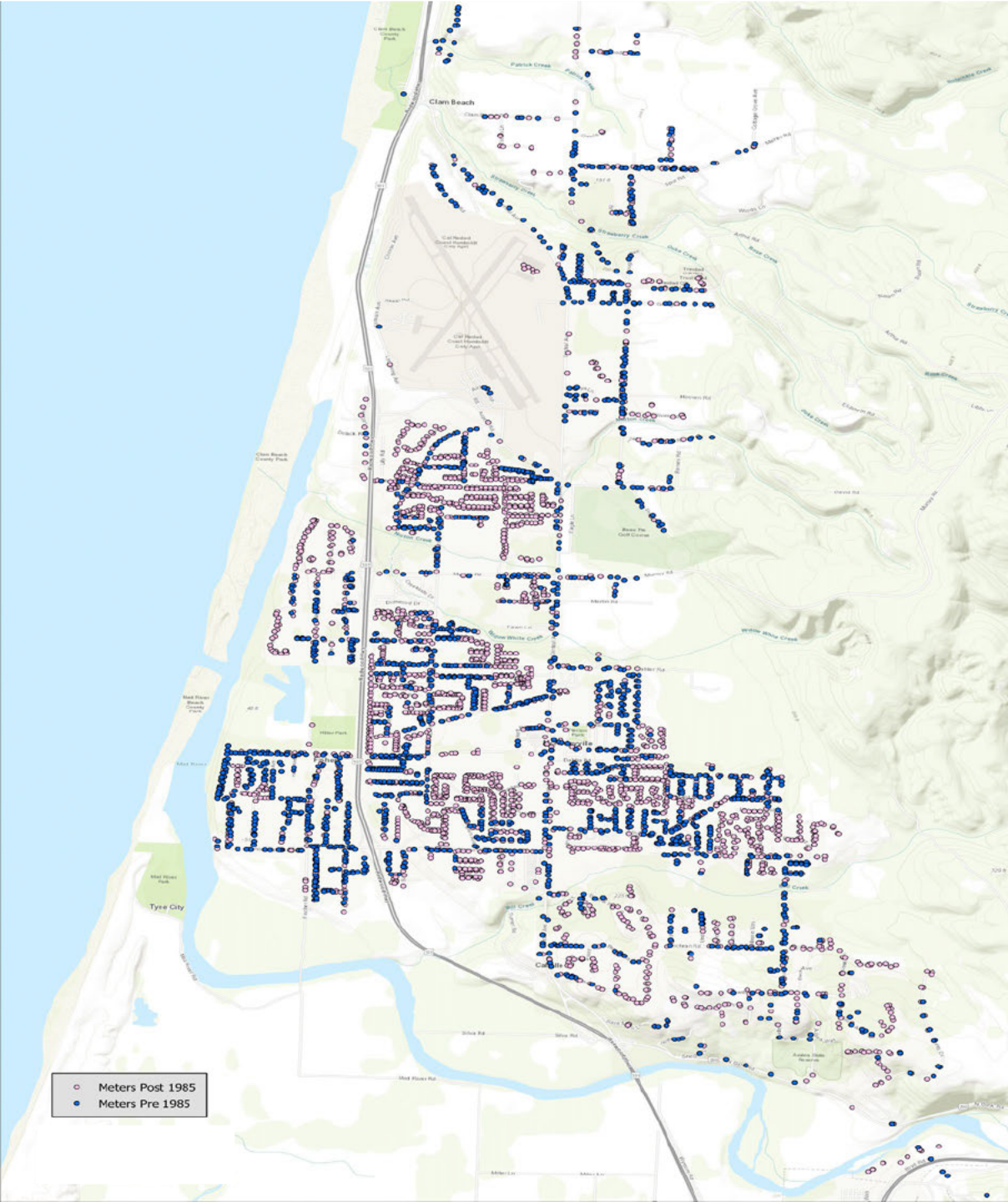
Consumer Sign Dale check installed 5' back of meter

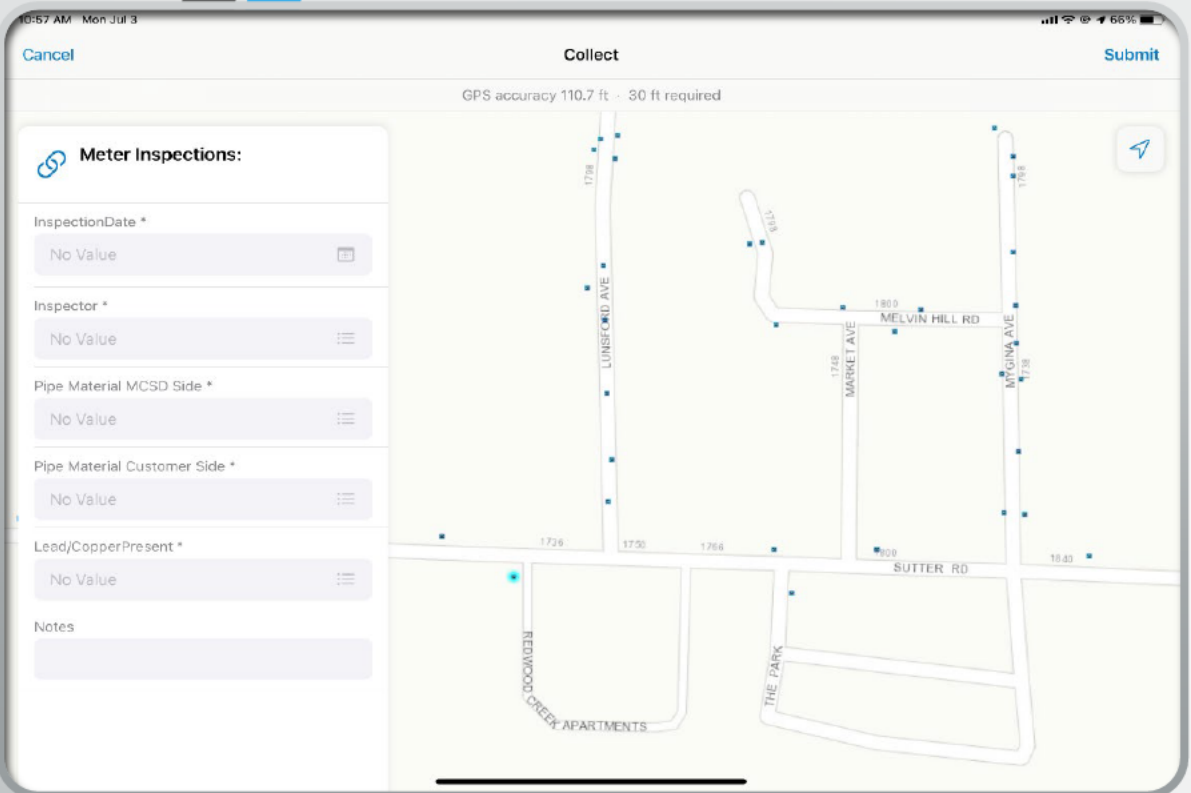
Index	Billed	Read	Mail	Ser. Card	Meter Card	No. Index
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date Completed 5-26-74 Tenant _____ Deposit Rec'd PA

Final Product from data Collection

- Water meter boxes used to symbolize service lines
- 2,346 of 6,371 service lines installed prior to 1986





Inspection Workflow for Field Maps

- Inspections to be completed through application created in ArcGIS Field Maps
- Completed inspections will automatically join to existing meter box information
- Meter box symbology changes color based on answer to inspection questionnaire

Inspection Results View

Home ▾ Lead Inspections Map ✎ Open in Map Viewer New Map ▾ McKinleyville ▾

Details Add ▾ Edit Basemap Analysis Save ▾ Share Print ▾ Directions Measure Bookmarks Find address or place 🔍

Change Style

Completed Meter Inspections

- 1 Choose an attribute to show
Lead Present
Add attribute
- 2 Select a drawing style
Set default style

Types (Unique symbols) ✓

OPTIONS

Location (Single symbol)

SELECT

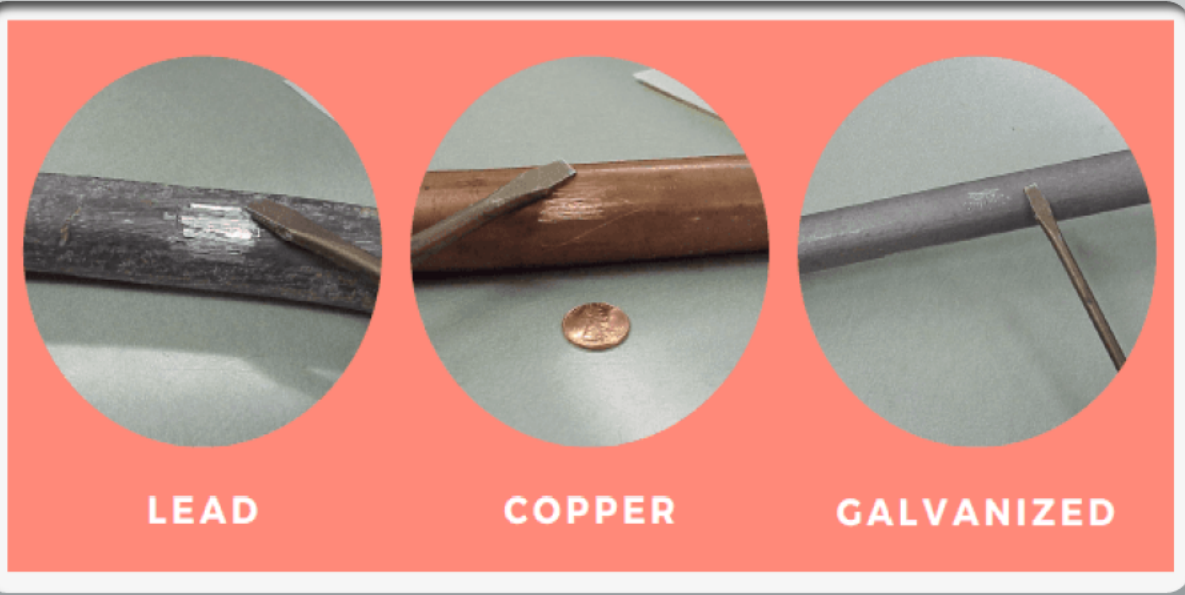
DONE CANCEL

- No on Either Side
- Yes Both Sides
- Yes Customer Side
- Yes MCSD Side

Map showing inspection results for Lead Present. The map displays a street grid with various streets including Mulberry St, Heartwood Dr, 1st Rd, Park Rd, Dogwood Rd, Starling Ave, Sutter Rd, and others. Inspection results are indicated by colored markers: black squares for 'No on Either Side', orange squares for 'Yes Both Sides', pink squares for 'Yes Customer Side', and green squares for 'Yes MCSD Side'. A legend in the bottom left corner provides the key for these markers. The map interface includes navigation controls (zoom in, home, zoom out, refresh) and a search bar at the top right.

Trust Center Contact Esri Report Abuse Contact Us Bureau of Land Management, Esri, HERE, Garmin, USGS, EPA, USDA | MCSD Staff, Brian Anspach, Andrew Price of ...

Inspection Questions



- Inspection Date*
- Inspector*
- Pipe Material MCSD Side*
- Pipe Material Customer Side*
- Lead/Copper Present*
- Notes
- Pipe size for both MCSD Side and Customer Side

(* Require Answer to submit inspection record)

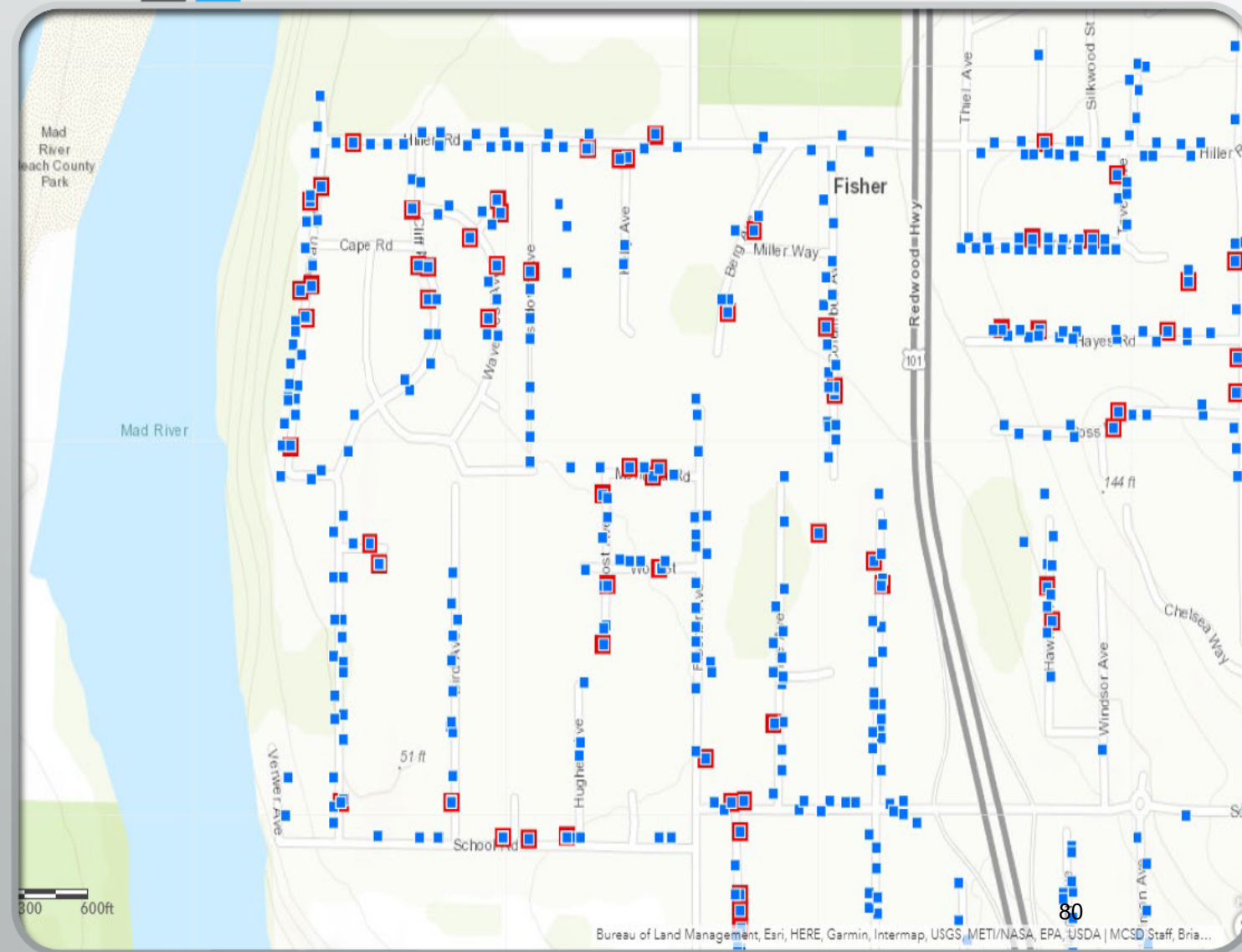
Statistical Sampling Method

- Rather than all 2,346 service lines being inspected CA Water Boards allowing statistical tests to be applied
- Method was created and approved using Confidence Level for representative result
- Reduced Inspections to 331 Service Connections
- Broken up into 3-year ranges to ensure representative sample

Service Connection Date Range	Service Connections Installed	Percentage	Number to Physically Verify
1972-1976	1,729	74%	244
1977-1981	331	14%	47
1982-1985	286	12%	40
Totals 1972-1985	2,346	79 100%	331

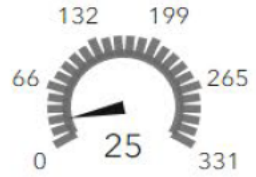
Inspection Workflow Changes

- Service Connections selected from Statistical method highlighted in red
- Selected by randomly assigning numbers to each service connection



Inspection Dashboard

Completed Inspections



Legend

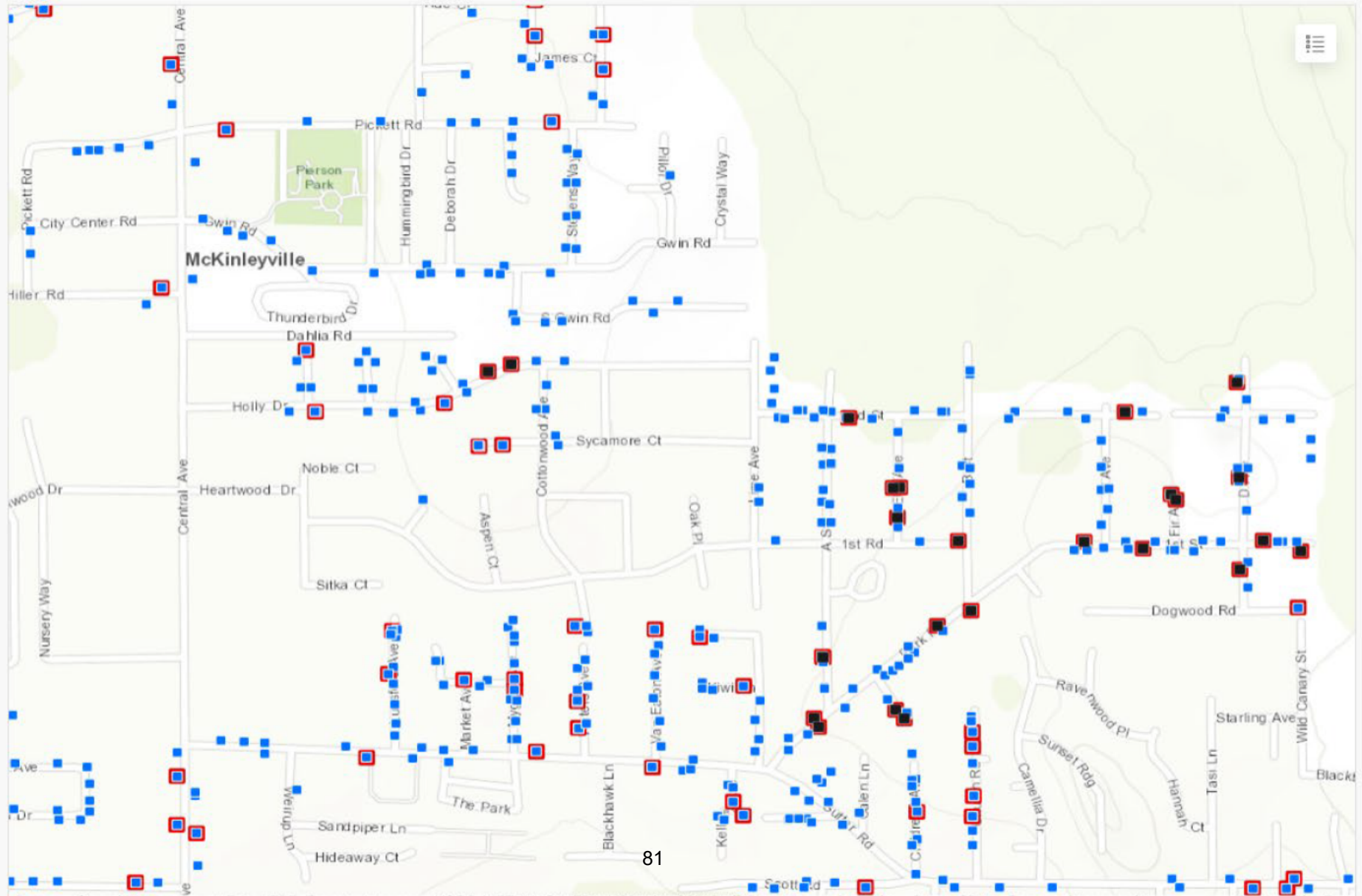
Completed_Meter_Inspections

- No on Either Side
- Yes Both Sides
- Yes Customer Side
- Yes MCSD Side

Meters



Meters_Selected_For_Rand_Sample



81

No data

Visual Inspections

- Inspection of pipe will be at the meter box, DCV box, exposed pipe going into building, or last resort digging behind box
- Ops Crew will identify pipe material through scratch and magnet test unless pipe is plastic



Finalizing the Inventory Template

- Inspection Results will be compiled into Inventory Template from Water Board
- MCSD's Inventory will have all elements of template including recommended portions
- Inventory Submittals include Methods, Summary, Detailed Inventory, Public Accessibility Doc and State Checklist

Customer Notifications

- Customers randomly selected for visual inspections were notified through IVR Message
- A Notification of upcoming inspection general project components was posted to MCSD website and posted on Facebook page
- If customers pipe is found to have lead, they will be notified within 30 days of completion of service line inventory
 - Pamphlet will be created to give to customer for replacement process and funding will be available.

Funding Opportunities & Post-Inventory

- Water Board recently created an application for funding specific to this project and can be applied for each year over the next 4 years
- Disadvantaged Communities eligible for 100% loan forgiveness
- Funding includes labor used to create the service line inventory and can reimburse previous work completed.
- Funding can also be used for replacement of lead service lines on either side if necessary
 - Note: MCSD is not required to bear the cost of the replacement of the portion of the affected service line not owned by the water system. However, would have to apply for lead service line funding on the customers behalf.



Questions or Comments?

Environmental Requirements:

Not Applicable.

Exhibits/Attachments:

None

McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2023

TYPE OF ITEM: **ACTION**

ITEM: E.5 **Addition of Conflict of Interest Standards of Conduct to District’s Expenditure Control Policy**

PRESENTED BY: **Patrick Kaspari, General Manager**

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends that the Board of Directors review the materials, discuss, take Public comment, and approve the addition of the Conflict of Interest Standards of Conduct (**Attachment 2**) to the District’s Expenditure Control Policy Manual.

Discussion:

The California Office of Emergency Services (CalOES) did an audit of our 4.5MG Tanks project, which is being funded by a Hazard Mitigation Grant. The District did fairly well in the audit, but there were two findings, detailed in the letter from CalOES dated September 1, 2023 (**Attachment 1**). Finding #1 was that the District did not have written standards of conduct pertaining to procurement. It went on to detail:

“Title 2 CFR 200.318(c)(1) states, “The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. “No employee, officer, or agent may participate in the selection, award, or the administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract The standards of conduct must provide for disciplinary actions applied, for violations of such standards by officers, employees, or agents of the non-Federal entity.”

District Staff prepared the requested Action Plan, which was submitted and approved and stated the District would prepare Conflict of Interest Standards of Conduct and have the Board approve them. Staff then prepared Draft Standards of Conduct and had them reviewed by District Legal Counsel (**Attachment 2**). Upon Board approval, they will be added as Section VII to the existing District *Expenditure Control Policy Manual*.

It should be noted that Finding #2 from the letter, that our professional contract with the design engineer did not contain all of the necessary Federal provisions,

has also been addressed by District Staff and Legal Counsel. A contract amendment for Federal Contracts has been prepared, reviewed by Legal Counsel, and executed with the Kennedy Jenks, the design engineer.

Alternatives:

Staff analysis consists of the following potential alternative:

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – September 1, 2023 Compliance Assessment letter from CalOES on PJ0068, the 4.5MG Tank grant
- Attachment 2 – Draft *Section VII-Conflict of Interest Standards of Conduct* of Expenditure Control Policy Manual



September 1, 2023

Patrick Kaspari
General Manager
McKinleyville Community Services District
1656 Sutter Road
McKinleyville, CA 95519

SUBJECT: Compliance Assessment, CR#23-2930; FIPS # 023-91036,
Hazard Mitigation Grant Program, Cal OES project #PJ0068,
FEMA-4344-DR-CA, October 2017 Wildfires

Dear McKinleyville Community Services District:

The California Governor's Office of Emergency Services (Cal OES) has concluded its desk compliance assessment on the Cal OES Grant Subaward noted below. Our assessment included reviewing documentation submitted to support your expenditures and performing certain procedures as necessary to determine compliance with the Code of Federal Regulations (CFR) and program guidelines.

<u>Disaster #</u>	<u>Disaster Name</u>	<u>Project #(s)</u>	<u>Review Period(s)</u>
4344	October 2017 Wildfires	PJ0068	11/08/19-03/31/22

The following are findings resulting from the limited scope compliance review.

Finding #1: Procurement: Lack of written standards of conduct

McKinleyville Community Services District (Subrecipient) did not have written standards of conduct pertaining to procurement.

Title 2 CFR 200.318(c)(1) states, "The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. "No employee, officer, or agent may participate in the selection, award, or the administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract..."



The standards of conduct must provide for disciplinary actions applied, for violations of such standards by officers, employees, or agents of the non-Federal entity."

Required action: The Subrecipient must develop and implement written standards of conduct in accordance with the requirements contained in Title 2 CFR, 220.318(c)(1), within 60 days from the date of this report, to ensure procurements and contracts are free from apparent or real conflicts of interest. The standards must provide for any disciplinary actions applied for violations of the standards of conduct and must also cover the requirements in that section. A corrective action plan (CAP) must be submitted, within 30 days, describing the steps that will be taken and the timeframe in which the standards will be developed and implemented.

Finding #2: Contract did not contain all federally required provisions

The Subrecipient entered into a contract with Kennedy-Jenks on June 3, 2020, for an amount of \$1,462,226. The contract did not contain all federally required provisions per Title 2 CFR, Part 200. The following provisions were missing from the reviewed contract: a) Debarment and Suspension, b) Byrd Anti-Lobbying and Certification, c) Clean Air Act and Federal Water Pollution Control Act.

Debarment and Suspension: According to Title 2 CFR, Appendix II to Part 200, federally funded contracts must contain a provision to ensure federal funds are not passed down to a suspended, debarred, or otherwise ineligible party. Section H of Appendix II states, "Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM [www.SAM.gov])." Please refer to Title 2 CFR, Appendix II to Part 200, section (H), for the full language of the requirement.

Byrd Anti-Lobbying and Certification: Title 2 CFR, Appendix II to Part 200, section (I) states, "Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Contractors that apply or bid for an award exceeding \$100,000 must file the required certification..." This section also requires a provision to be contained in any contract awarded in an amount exceeding \$100,000. Please refer to Title 2 CFR, Appendix II to Part 200, section (I), for the full language of the requirement.

Clean Air Act and Federal Water Pollution Control Act: All federally funded contracts greater than \$150,000 are required to contain a provision that requires the contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q.) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to FEMA and the Regional Office of the Environmental Protection Agency. Please refer to Title 2 CFR, Appendix II to Part 200, section (G), for the full language of the requirement.

Required Action: The Subrecipient must develop and implement procedures, within 60 days from the date of this report, to ensure that all future contracts contain all required provisions in accordance with the federal regulations. In addition, the Subrecipient must conduct a review of all open contracts using federally funded Cal OES grants, to ensure that required provisions are included, or to revise, amend, or append any open contracts to include the required provisions. A CAP must be submitted, within 30 days, describing the steps that will be taken and the timeframe in which the required procedures will be developed and implemented.

If you desire to challenge the finding included in this report, you must respond with your written comments and provide all supporting documentation within 30 days of the date of this letter.

The enclosed document, "Subrecipient Corrective Action Plan Procedures" provides detailed instructions for developing your CAP. The CAP must be submitted via email to Christy.Santos@caloes.ca.gov, within 30 days of the date of this report. Should you require technical assistance to complete your CAP and/or ensure compliance in any of the above areas, please contact Christy Santos, at (916) 845-8958, or by email at the abovementioned address.

Thank you for the courtesy and cooperation you extended Cal OES in completing this review.

Sincerely,

Christine So

CHRISTINE SO
Unit Chief, Quality Control & Monitoring

Attachment: Subrecipient Corrective Action Plan Procedures

cc: Ron Miller, Acting State Hazard Mitigation Officer
Ursula Harelson, Division Chief, Recovery Planning & Quality Control

VII. Conflict of Interest Standards of Conduct

Per Title 2 Code of Federal Regulations (“CFR”) Section 200.318, this section addresses the required standards of conduct covering conflicts of interest and governing the actions of any and all District Board Members, employees or agents engaged in the selection, award and administration of contracts. No employee, Board Member, or agent of the District may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. As used herein, “Federal award” shall include any financial assistance received by the District directly or indirectly from a “Federal awarding agency” as said terms are defined in Title 2 CFR Section 200.1. Such a conflict of interest would arise whenever the District employee, Board Member, or agent, any member of the immediate family of any of the foregoing, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Furthermore, all District Board Members, employees, and agents are precluded from soliciting or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts under contract with the District.

The State of California’s Political Reform Act (California Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The California Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations, Section 18730) that contains the terms of a standard conflict of interest code, which can, and is, incorporated by reference into this District Policy. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments to the Political Reform Act. Therefore, the terms of 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and shall constitute the policy of the District.

All District Board Members, employees and/or agents must identify any real or apparent conflict of interest and recuse themselves from engaging in the selection, award or administration of any contract or work proposed for award by the District. Failure to comply with the provisions of this Policy or failure(s) to disclose conflicts of interest may result in the censure or removal of District Board Members or any other actions deemed appropriate by the Fair Political Practices Commission or State or Federal law. Non-conformance to this Policy by District employees or agents may result in disciplinary actions up to and including termination from employment, separation or legal action.

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2023

TYPE OF ITEM: **INFORMATION**

ITEM: E.6 **Review Draft of 2024-2029 Strategic Plan for McKinleyville Community Services District**

PRESENTED BY: **Lesley Frisbee, Recreation Director**

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that Board review the information provided, discuss, take public comment and provide feedback to staff on the DRAFT 2024-2029 Strategic Plan for McKinleyville Community Services District for Board adoption at the December 6, 2023 Regular Board Meeting.

Discussion:

District Staff and Board began the process of updating the District's Five Year Strategic Plan in April of this year. The DRAFT 2024-2029 Strategic Plan (Attachment 1) is the culmination of the series of meetings and processes that took place April through July 2023.

The update process began on April 10, 2023, with a special meeting of the Board of Directors during which the District's Mission, Vision and Values were discussed as well as priorities for the District. Following the special Board meeting, District staff participated in a brainstorming process assessing priorities and reviewing the priorities identified by the Board. On June 12, 2023, the Board held another special meeting to finalize the mission and vision statements as well as to select the top 3 to 5 priorities for the District over the five year period from 2024-2029. On August 22, 2023, the Board held a Special Meeting to finalize and approve the Mission and Vision statements for the District.

Once the priorities and goals were agreed upon by the Board of Directors, staff created an action plan for accomplishing the goals over the next 5 years. The action plan was the last step in completing the DRAFT 2024-2029 Strategic Plan for the District.

Alternatives:

Staff analysis consists of the following potential alternative

- Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 - DRAFT 2024-2029 Strategic Plan

Strategic Plan

2024-2029

McKinleyville Community
Services District

DRAFT



Table of Contents

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 Vision 2

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Goals & Objectives 4

Plan Review, Revisions & Reporting 9

APPENDIX A: Progress Reports A-1

Plan Revisions

Date	Description of Change

Introduction

Purpose

This Strategic Plan (Plan) exists to empower the McKinleyville Community Services District (District) to accomplish its mission by providing vision and specific objectives for the next five years.

The Plan was updated in July 2023-2024 by the District's Board of Directors and staff with the understanding that it is a living document that will be reviewed regularly and revised as needed to better serve the District and the McKinleyville community. The Plan was purposefully fashioned as a succinct, workable document so that it can be easily used to:

- Measure District success
- Generate focused work plans
- Adopt comprehensive, goal-oriented budgets
- Communicate District values and direction to the community

History

The McKinleyville Community Services District was created on April 7, 1970 when McKinleyville's voters voted to form the District. Initially, the District had authority to serve water and treat sewer wastes. In 1972, the voters added street lighting powers, in 1985 the voters added recreational powers and in 1995 the voters authorized construction of the McKinleyville Library.

Services

The District boundary encompasses 12,140 acres ranging from North Bank Road on the south to Patrick's Creek on the north and has over 5,841 active water services and 4,993 active sewer connections. The District is an independent, special district governed by a five member Board of Directors. The District provides the following services:

- Water
- Wastewater
- Street Lights
- Open Space
- Parks & Recreation
- Library Services

Mission, Vision & Values

Mission

McKinleyville Community Services District provides authorized services fundamental to the health and well-being of the community.

Vision

McKinleyville Community Services District is and will continue to be one of California's leading provider of municipal services.

The District has established the following visionary goals for the next five years:

- 1 The Parks & Recreation Department has effectively closed the gap between expenses and revenues and is operating with strategies that are sustainable over time.
- 2 The District's workforce recruitment strategies are attracting and retaining high quality employees at every level.
- 3 The District is prepared to manage both planned and unplanned shifts in the workforce through robust employee training and development strategies as well as on-going succession planning.
- 4 The District has completed all prioritized and funded capital projects as identified in the Strategic Capital Project Matrix (Exhibit A) through 2029 and has identified a long term financing plan for capital projects on the horizon.

Mission, Vision & Values

Values

The Board of Directors has collectively established the following core values to guide the work of the District:

INTEGRITY

- Truthful and transparent in word and action. Taking responsibility for outcomes of all actions; Meeting commitments and honoring promises; Honoring rights, dignity and worth of all community members.

RESPONSIBILITY

- Decision making in service for the greatest good of the McKinleyville CSD. Committed to accepting the ownership of decisions and all results.

FAMILY

- Group/Unit that is not always chosen; yet connected by commonalities and shared experience with defined roles with caring and commitment to the organization.

COLLABORATIVE

- Interactive and participatory decision making that promotes inclusivity, mutual respect, accountability, and open communication.

Goals & Objectives

GOAL 1

The Parks & Recreation Department has effectively closed the gap between expenses and revenues and is operating with strategies that are sustainable over time.

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	FUNDING SOURCE	HAZARD FORECAST	DESIRED OUTCOME
Pass Measure B increase	Parks & Rec	April 2023	Dec. 2023	Consultants; staff time	General Fund	Measure doesn't pass 1 st time	Increased Measure B Funding Secured
Community Forest Mgmt Planning	P & R Dept/ Community Forest Committee	Jan 2024	Dec. 2026	Forestry consultants;	General Fund/Grants	Lack of funding available	Board adopted Forest Management Plan
Establish Community Forest Advisory Committee	P & R Dept / Community Forest Committee	Jan 2024	Jan 2025	Staff time	General Fund/Grants	Lack of community participation	Engaged and functional Advisory Committee as Defined in Rules and Regs
Update P&R Master Plan	P & R Director	Jan 2024	Dec 2024	Staff time	General Fund	Lack of staff time	Board adopted Park & Rec Master Plan

Goals & Objectives

GOAL 2

The District's workforce recruitment strategies are attracting and retaining high quality employees at every level.

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	FUNDING SOURCE	HAZARD FORECAST	DESIRED OUTCOME
Ensure pay scale and benefits are competitive and attractive for all positions	Finance/GM	Jan 2024	Jul 2024	Current Salary Survey	Operating Budget	Unable to hire or retain employees. Budget doesn't support desired wage scale	Increase in qualified applicants; retain existing staff
Develop/Update Recruitment materials and outreach strategies	HR	Mar 2024	On going	Staff time	Operating Budget	Qualified applicants don't apply for positions	Defined Recruitment & outreach strategy.
Develop/update staff development and training programs	Dept Heads/ Supervisors/ HR	Jan 2024	Dec 2028 (on going)	Staff time	Operating Budget	Employees leave positions due to lack of upward career pathways	A catalog of professional development options/opportunities exists. Training SOP's for critical tasks of each position exist.
Invest in workplace culture improvement and employee wellness activities	HR/ All Depts/ GM	Jan 2024	Dec 2028 (on going)	Staff time	Operating Budget	Unable to retain employees	Employees report being content and valued at work. Employees voluntarily participate in morale boosting activities
System of evaluation and assessment of effectiveness of employee wellness activities implemented	HR/Dept Heads	Jan 2024	Dec 2024	Staff time	Operating Budget	Unable to retain employees	Employees provide feedback on workplace culture and morale regularly

Goals & Objectives

GOAL 3

The District is prepared to manage both planned and unplanned shifts in the workforce through robust employee training and development strategies as well as on-going succession planning.

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	FUNDING SOURCE	HAZARD FORECAST	DESIRED OUTCOME
Update Succession Plan	All Depts / HR / GM	Jan 2024	Dec 2028	Staff time	Operating Budget	Employee leaves before replacement is trained	Employees are exposed to roles and responsibilities of supervisory and leadership positions. A Succession Plan that is viable and accurate is documented
Cross train critical tasks and responsibilities	All Depts	Jan 2024	Dec 2028 (ongoing)	Staff time	Operating Budget	Employee leaves before replacement is trained	All positions have a primary responsible person and a back up person for every critical function.
Develop/update staff development and training programs	HR / Dept. Heads	May 2024	Dec 2028 (ongoing)	Staff time/ outside trainings	Operating Budget	Staff opt to not participate in on-going professional development	Functioning Staff Development and Training program Training and development programs that support upward mobility of employees are in place

Goals & Objectives

GOAL 4

The District has completed all prioritized and funded capital projects as identified in the **Strategic Capital Project Matrix** (Exhibit A) through 2029 and has identified a long term financing plan for capital projects on the horizon.

In order to continue being one of California’s leading providers of municipal services the District is committed to investing in it’s existing infrastructure through careful and thoughtful analysis and planning. The Strategic Capital Project Matrix reflects the District’s plan for infrastructure maintenance and improvement over time.

Strategic Capital Project List

Year	Water	Sewer	Parks & Rec	Finance & Admin
2023	<ul style="list-style-type: none"> - 4.5MG Tank Construct (HMG/NCRP/Bond funding) - Central Ave Main construct (Bond funding) - Hewitt Tank Design (HMG funding) 	<ul style="list-style-type: none"> - Finish Microgrid (SRF grant/loan) - Central Ave Sewer rehab (Bond funding) - Armor Pond 3 (Operating funds) - Bella Vista Sewer main rehab (Operating funds) 	<ul style="list-style-type: none"> - Finish BMX design (Prop. 68 grant) - Measure B ballot (Operating funds) - Phase 1 of Skatepark constructed (Humboldt Skatepark Collective funded) - Water heater replacements in all facilities 	<ul style="list-style-type: none"> - Office Remodel Design (Operating funds, future SRF Planning grant)
2024	<ul style="list-style-type: none"> - 4.5MG Tank Construct - Mad River Crossing Design (HMG funding with Op match) - Hewitt Tank Design (HMG funding with Op match) - Lead survey due 10/16/2024 (Operating funds/SRF grant/loan) - Tank 2A paint (Operating funds) 	<ul style="list-style-type: none"> - New NPDES Permit (Operating funds) - Fischer/Letz design (SRF Planning grant) - B/Kelly design (SRF Planning grant) - Forcemain design (SRF Planning grant) - Highway sewer crossing design (HMG funding with Ops match) - Pialorsi irrigation design (Reclaimed Water grant/loan) - Fischer Trail design (grant funding dependent) - Sewer Mainline Rehab (Operating funds) 	<ul style="list-style-type: none"> - BMX Construction (Prop. 68 grant) - Acquire Community Forest (NRC grant) - Comm Forest Management Plan development (Operating funds) 	<ul style="list-style-type: none"> - Software RFP (Operating funds)
2025	<ul style="list-style-type: none"> - Hewitt Tank Construct (HMG funding with match via Bond/Loan) - Mad River crossing design (HMG funding with Op match) 	<ul style="list-style-type: none"> - Fischer/Letz design (SRF Planning grant) - B/Kelly design (SRF Planning grant) - Forcemain design (SRF Planning grant) - Highway sewer crossing design (HMG funding with Ops match) - Pialorsi irrigation construct (Reclaimed Water grant/loan) - Fischer trail construct (grant funding dependent) - Sewer Mainline Rehab (Operating funds) 	<ul style="list-style-type: none"> - Skate Park construct (grant funds or Humboldt Skatepark Collective funded) - Measure B increase realized? - Comm Forest Management Plan development (Operating funds) 	<ul style="list-style-type: none"> - Purchase new software (Operating funds)

Goals & Objectives

2026	<ul style="list-style-type: none"> - Hewitt Tank Construct (HMG funding with match via Bond/Loan) - Mad River crossing construct (HMG funding with match via Bond/Loan) 	<ul style="list-style-type: none"> - Fischer/Letz construct (SRF grant/loan) - B/Kelly construct (SRF grant/loan) - Forcemain construct (SRF grant/loan) - Highway sewer crossing construct (HMG funding with match via Bond/Loan) 	<ul style="list-style-type: none"> - Community Forest parking lots/trails (grant funding dependent) 	<ul style="list-style-type: none"> - Office Remodel construct (SRF grant/loan) - Water & Sewer Rate Study (Ops funds)
2027	<ul style="list-style-type: none"> - Mad River crossing construct (HMG funding with match via Bond/Loan) 	<ul style="list-style-type: none"> - Fischer/Letz construct (SRF grant/loan) - B/Kelly construct (SRF grant/loan) - Forcemain construct (SRF grant/loan) - Highway sewer crossing construct (HMG funding with match via Bond/Loan) - BSB dredging (Bond/Loan/Operating funds) 	<ul style="list-style-type: none"> - Community Forest parking lots/trails (grant funding dependent) 	<ul style="list-style-type: none"> - 50% of vehicle purchases zero emission (Loan/Operations funding) - New Water & Sewer Rates
2028	<ul style="list-style-type: none"> - Watermain replacement for Grace Park design (Bond/Loan) 	<ul style="list-style-type: none"> - Highway sewer crossing construct (HMG funding with match via Bond/Loan) - Alt disinfection study (Ops funding) - Sewermain replacement for Grace Park design (Bond/Loan) 		
2029	<ul style="list-style-type: none"> - Watermain replacement for Grace Park construct (Bond/Loan) 	<ul style="list-style-type: none"> - WWTP upgrade design (inc. disinfection) (Bond/Loan) - NPDES Permit update (Ops funding) - Sewermain replacement for Grace Park construct (Bond/Loan) 	<ul style="list-style-type: none"> - Hewitt Ranch develop (grant funding dependent) 	
2030	<ul style="list-style-type: none"> - Watermain replacement for Fernwood design (Bond/Loan) 	<ul style="list-style-type: none"> - WWTP upgrade design (Bond/Loan) - Sewermain replacement for Fernwood design (Ops funding) - Digital Controls upgrade design (Ops funding) 		

Plan Review, Revisions & Reporting

The District will review this Plan at least once annually to ensure that the Plan continues to be accurate and best serve the needs of the District. Plan revisions may be made at any time. All revisions must be approved by the Board of Directors. A record of revisions will be kept on the Table of Contents page.

At the end of each fiscal year, the General Manager will prepare a brief report for the Board of Directors summarizing the progress that has been made toward attaining the District's goals and objectives. Reports will be included in the Appendix of this Plan.

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2023

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.A **Finance & Administration – September - November 2023 Report**

PRESENTED BY: **Nicole Alvarado, Finance Director**

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has \$813,722 to date in the Trust Account for the Biosolids Disposal project. A check for \$540,657 was received and deposited in January.

Customer adjustments at September month-end total \$3,542, the annual budget for this sub-item is \$45,000. (GL# 501/551-62120)

Total Board Travel as of September 30, 2023 is \$10,300 which is 42% of the approved \$24,700 budget for this item. (GL# 001/005/501/551 62090-888)

Audit/Budget Update:

Staff submitted the FY23 trial balance to the District's external auditor, C.J. Brown & Company, CPAs in early October. Field work was conducted remotely from October 2-6. The auditor provided preliminary findings which concluded that overall, the District was well-prepared for the audit and only minor procedural adjustments were recommended.

In January, the District will begin to assemble the FY24-25 budget, key factors the District will need to consider include increases to health insurance premiums (the PPO is increasing 12% and the HMO is increasing 5%), CalPERS unfunded liability payment, and contributions to OPEB. The District also recently completed a salary study which concluded that some positions required adjustment to be competitive with the labor market.

Activity Summary

The Activity Summaries by Fund provides information on revenues and expenses or expenditures for each Fund, both current month and year-to-date. There is also a column showing the year-to-date budget and amounts and percents over or under. Lines that deviate from the calculated budget by more than 10% have an explanatory note. Often, this is no more than a reminder that, while the budget is divided evenly

across twelve months, actual expenses often do not follow the same pattern. Other times, there are specific reasons for a deviation, such as contributed construction or the collection of unexpected capacity fees.

The Water and Wastewater Funds are listed first, followed by the graphs showing revenue versus expenses versus budgets. Parks, Measure B, and Streetlights information is given next, with accompanying graphs for each.

OTHER UPDATES

After 26 amazing years with MCSD, David Baldosser has announced he will be retiring December 29, 2023. The Finance & Administration Department is incredibly sad to see David go and is working on a transition plan to absorb as much knowledge as we can from David in the coming months. A retirement party is planned for Friday, December 15th from 4pm-6pm at Azalea Hall. The public is welcome to attend.

Congratulations to Eava Young, Customer Service Specialist, she has been selected to lead the front office as our new Finance Supervisor. Eava has worked for the District for 2.5 years starting as a Customer Service Representative and then was promoted in 2023 to Customer Service Specialist. Eava excels at utility billing, accounts payable, and staff training. The District is very lucky to have her on our team. Eava will start in her new role on November 1, 2023.

Congratulations to Benjamin Arroyo, Accounting Technician, he previously worked for the District part-time but with David's retirement will now join the staff as a full-time employee. In addition to learning utility billing and customer service, Benjamin will also assist Nicole with reconciliations, financial reporting, and budget preparation. Benjamin will start in his new role November 1, 2023.

The District has completed the transfer of idle funds to Cal CLASS. Cal CLASS maintains 118 participants of which 96 are special districts. Their portfolio of investments is currently at nearly \$800 million but they anticipate that number growing to nearly \$1 billion by year-end.

McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2023

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.B **Operations Department – Sept/October 2023 Report**

PRESENTED BY: **James Henry, Operations Director**

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 46.090 million gallons of water in September. Nine water quality complaints were investigated and rectified. Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:

Annual routine testing was conducted in September. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

Average and Maximum Water Usage:

The maximum water usage day was 2.0 million gallons and the average usage per day was 1.6 million gallons.

Water Distribution Maintenance:

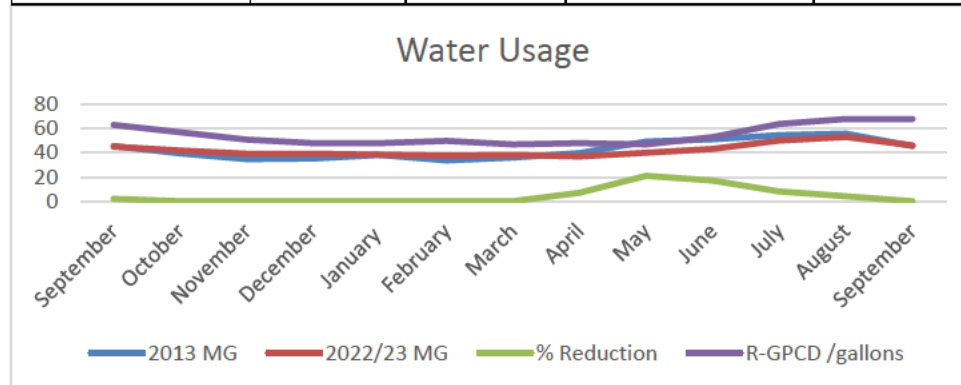
Weekly Bacteria Samples were collected on Schedules 1, 4, 5, and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. A significant water service leak was repaired on Chapel Hill. The leak location was identified by one District's staff while reading meters and was leaking approximately 30 gpm. This results in substantial water and cost savings. A service line leak was repaired on Railroad due to bad bedding material. Two broken angle-stops were repaired. One was due to wear and tear and the other was due to a plumber breaking it. Fees were recovered to offset costs. Meters are being marked in off-street locations to make it easier to locate during after hours calls or service orders. This is done by painting a white line on the street that lines up with where the meter is located. A new service was installed on Pedroni for a second unit install. Valve exercising continues. This annual program keeps valves operable and easy to operate when needed. Each valve is exercised and recorded on the template app. Any valves requiring repairs will generate a work order. Staff has been working on the Lead and Copper inventory plan. We have separated it into a phase approach and have completed Phase 1 which is the testing plan. Staff has started Phase two and are out inspecting and documenting their findings on the Field App. Customers service lines being inspected were notified in advance.

Water Station Maintenance:

Monthly inspections and daily routines were conducted at the water stations. Any minor issues found are repaired during inspections, but if they require parts or extensive labor, the issue is documented on the monthly sheet, which will then generate a work order for repairs. Mowing and string trimming was conducted at North Bank Station.

As of July 2014, the District is required to submit a Public Water Monthly Monitoring Report to compare water usage to last year's usage in the same month. I will keep the Board updated each month using the Table below.

	2013 (MG)	2022/23 (MG)	% Reduction	R-GPCD
September	45.702	45.118	2	63
October	39.439	41.856	(-6)	57
November	34.879	39.227	(-12)	51
December	35.203	39.420	(-11)	48
January	38.241	38.464	(0)	48
February	33.751	34.914	(-3)	48
March	36.244	38.211	(-5)	47
April	39.755	37.003	7	48
May	49.407	39.491	21	47
June	51.337	42.826	17	53
July	54.757	50.136	8	64
August	55.908	53.131	4	68
September	45.702	46.090	(-1)	68



R-GPCD = Residential Gallons Per Capita Day

New Construction Inspections:

Midtown Court Tract: Plans were reviewed, and plan check fees have been paid. This project has not started yet. Washington Estates: Contractor has installed Sewer mains and manholes per MCSD Specifications. Sewer and Water has been installed and tested. Tie-in to Washington Avenue is completed and a paving letter was submitted.

Sewer Department:**Wastewater Statistics:**

23.3 million gallons of wastewater were collected and pumped to the WWMF. 18.8 million gallons of wastewater were treated and discharged to NPDES Permit site REC-001 Land disposal in September.

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted at all sewer stations. Kelly, Hiller, and Letz pumps stations were serviced as part of the quarterly maintenance plan. During this time, pumps were inspected, and wet wells washed. This is done to prevent hydrogen sulfide build up which can deteriorate the concrete walls along with removing rags and debris to prevent plugging up the pumps. Trees and debris were removed from the Letz station access road.

Sewer Collection System:

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. String trimming and mowing was completed on the B Street and C Avenue sewer R.O.W's. This prevents brush and trees from inundating access and infrastructure. Staff has been running the camera up the sewer mains that are part of the hydro-cleaning schedule to verify pipe condition and help plan for the lining or replacement schedule. A new sewer service was installed on Pedroni for a second unit install.

Wastewater Management Facility:

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. The second clarifier was drained, inspected and touch-up painted. Aeration Basin diffusers were pulled and cleaned as part of the maintenance to increase the treatment performance. String trimming and mowing was performed around the treatment plant.

Daily Irrigation and Observation of Reclamation Sites:

Staff has working on the Pialorsi house to save on costs associated with making it livable. Irrigation pipe has been moved daily along with observations.

Street Light Department:

There were no streetlight complaints in September.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received training on, Burglary, Bomb Threat and Combative Customer SOP's (All Staff), Jackhammer Safety and Night Work.

Special Notes:

Monthly river samples were completed.

Monthly Self-Monitoring Reports (DMR/SMR) were submitted.

Public Water Monthly Monitoring report was submitted.

Monthly Water Quality report was sent to the Dept. of Health.

Monthly Drought and Conservation report was completed

Annual Crane and Hoist inspection was completed by certified inspector

Quarterly respirator fit testing was performed on Operations staff

Repaired hydraulic leak on Case Backhoe

Annual inspection of fire extinguishers was completed by Eureka Oxygen

Uninterrupted Power Supplies were replaced at all stations

Work on the Lead Service Line Inventory Phase Two

Attended meetings for Central Mainline and misc. Inspections.

Attended meeting for the McCluski Tank Project.

Attended meetings for 4.5 MG Tank project

Attended Community Forest meeting

New SCADA computer is being programmed to phase out existing computer

GIS:

Plans & Programs

- Annual review of the Emergency Action Plan
 - Updated Phone Numbers for emergency contacts
- Annual review of the Bloodborne Pathogens Exposure Plan
 - No Revisions were made
- Annual review of the Power Lawn Mower & Tractor Safety Plan
 - No Revisions were made

Maps Completed & General GIS

- Lead Inspections Workflow
 - Performed approved statistical sampling method to randomly select service lines to be inspected.
 - Added layer to web map of randomly selected service lines for purposes for Ops crew to see which lines were selected.
- Created Ranch Irrigation Facilities Map for Maintenance crew to reference when moving irrigation lines
- Water Meter Shapefile
 - Added numerous water meters previously on layer found from query.
 - Updated Layer in ArcGIS Online Web Map to have most recent additions.
- Obtained GPS points of Washington Subdivision Water Meters and added to Facilities Map

Misc Work Completed

- Lead Study
 - Created project information document for website to inform public of upcoming inspections.
 - Created document which CA Waterboards approved explaining statistical method used to narrow down visual inspections.
 - Created a notification for customers with a service line to be inspected.
 - Researched new LSL Funding application
- USA's
- Operations Document Filing
- Created a Camera Trailer SOP for software error that commonly occurs when performing Sewer Camera Inspections

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2023

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.C **Parks & Recreation Director's Report for October 2023**

PRESENTED BY: **Lesley Frisbee, Parks & Recreation Director**

TYPE OF ACTION: **None**

TEEN & COMMUNITY CENTER-BOYS & GIRLS CLUB PARTNERSHIP:

Staff continues to meet with BGCR staff weekly. The Teen Club hours of Monday-Friday 2:00pm-6:00pm. The Teen Club runs a wide variety of programs including a weekly cooking program, a cycling program, an art program, a community service program and several BGCA national programs such as Power Hour, SMART Girls, SMART Moves and Youth for Unity. The Club's average daily attendance reached 25-30 teens per day this month.

BGCR and MCSD Parks & Rec are planning for the second Annual Arts McKinleyville Fundraiser for the McKinleyville Boys & Girls Club Teen Club. The event will be held on Friday, November 3rd 6:30pm-8:30pm. There will be a silent auction for art pieces, a dutch raffle and a live auction of a Matt Beard painting that will be painted live during the event.

PARK AND RECREATION COMMITTEE:

The Park and Recreation Committee (PARC) met on October 18, 2023. The notes from the meeting can be reviewed in **Attachment 1**.

BMX TRACK & PARK PROJECT:

Melton Design Group submitted the 75% construction design docs on September 15th. Staff is reviewing them. 100% construction docs are anticipated by December.

COMMUNITY FOREST UPDATES:

Staff continues to meet monthly with Green Diamond Resource Co. The Community Forest Committee met on September 21st. Green Diamond has completed the legal descriptions needed to update the preliminary title report and the certification of the appraisal. A Phase 1 Environmental Site Assessment has been completed and reviewed by staff. GDRC is coordinating clean-up events to clear out garbage and debris that has been dumped and left behind within the community forest property. They hope to have the clean up completed by mid-October.

RECREATION PROGRAM UPDATES

- Drop-in Pickleball is on Monday, Wednesday and Friday mornings 9:30am to 12:30pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.

- The Martial Arts classes are averaging 10-14 people per class.
- Fast Break Friday's, a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Beginning Pickleball Skills Class began on September 13th. The class is full with 12 participants. Registration for the next class beginning on November 7th is now open.
- Playgroup for children 0-5 years old is running every Thursday from 10:30am-12:30pm.
- Registration for the Breakout: Skate Camp November 20-22 is now open. Breakout is a day camp program for youth age 6-11.
- The first middle school dance of was held on October 27th in partnership with the Coastal Grove Parent Teacher Organization.

PARK & FACILITY MAINTENANCE UPDATES:

The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. and Open Space Zone landscaping. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Azalea Hall renovations yet to be completed include replacing the front doors and replacing the dish sanitizer in the kitchen. The renovation is scheduled to be complete by December of this year..

FACILITY RENTALS & USE

- 13 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in October through December as well as two kitchen vendors using the kitchen 1 to 3 days per week.
- 2 sport league vendors are utilizing the Activity Center Monday, Wednesday and Thursday evenings October through December.
- 6 Pierson Park rentals September through November.
- The Boys & Girls Club of the Redwoods Teen Club at the Teen & Community Center is averaging 25-30 youth per day since school started.

OTHER UPDATES:

- The Fall/Winter Newsletter and Activity Guide went in the mail October 12th.
- Staff has been engaged in work related to the renewal of Measure B.
- Staff attended the ribbon cutting for the skate park on Oct. 7th.
- Staff is participating in the District's 5 year strategic plan update process.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, the McKinleyville Family Resource Center Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide support to other departments of the District; assisting with accounts payable, and payroll.

ATTACHMENTS:

Attachment 1-- PARC Meeting Notes 10-18-2023

Wednesday, October 18, 2023

6:30pm

Parks & Recreation Committee Meeting

NOTES

Members Present:, , Johnny Calkins, Jane Fusek, John Kulstad, Heidi Conzelmann, Jennifer Ortega, Scott Binder, Julie Giannini-Previde, Phil Heidrick

Members Absent: Laura Bridy, Charlie Caldwell ,

Guests: Ciara Torres, Dana Merrill

Meeting Notes:

Communications:

Staff informed committee of upcoming Arts of McKinleyville fundraiser supporting the Boys & Girls Club at the McKinleyville Teen Center.

Staff reminded committee members to turn in Measure B ballots and to encourage neighbors and friends to do the same.

Public Comment:

None

PARC Applicants

Applicants Ciara Torres and Dana Merrill introduced themselves to the committee and spoke about their motivations for wanting to participate as committee members. Applicants were informed of the available seats on the committee, one regular voting member seat and two alternate seats. Both applicants stated they are interested in any seat available to them.

Member John Kulstad moved that both applicants be recommended to the Board of Directors for appointment to available open seats. John Calkins seconded the motion. Committee members voted unanimously to support the recommendation.

Community Garden:

Staff stated that they have not had a chance to connect with committee member Charlie Caldwell to brainstorm needs and strategies. Committee requested to discuss after an initial assessment done by Charlie and staff. It will be revisited at the November meeting.

Dept. Director Report:

Recreation Program Updates

- Drop-in Pickleball is on Monday, Wednesday and Friday mornings 9:30am to 12:30pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
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- Playgroup for children 0-5 years old is running every Thursday from 10:30am-12:30pm.

- Registration for the Breakout: Skate Camp November 20-22 is now open. Breakout is a day camp program for youth age 6-11.
- Tickets are on sale for the first middle school dance of the year to be held on October 27th.

Park & Facility Maintenance Updates

The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. and Open Space Zone landscaping. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Azalea Hall renovations yet to be completed include replacing the front doors and replacing the dish sanitizer in the kitchen. The renovation is scheduled to be complete by December of this year.

Facility Rentals & Use

- 13 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in October through December as well as two kitchen vendors using the kitchen 1 to 3 days per week.
- 2 sport league vendors are utilizing the Activity Center Monday, Wednesday and Thursday evenings October through December.
- 6 Pierson Park rentals September through November.
The Boys & Girls Club of the Redwoods Teen Club at the Teen & Community Center is averaging 25-30 youth per day since school started.

Vandalism Report

Teens in the after-school hours who are not attending the Boys & Girls Club Teen Center have been misusing the park on a consistent basis. Sometimes there's vandalism, often there is a lot of trash.

Hewitt Ranch Property Updates

No updates at this time.

North Bank River Property Updates

No updates at this time.

Other updates:

- The Fall/Winter Newsletter and Activity Guide went in the mail October 12th.
- Staff has been engaged in work related to the renewal of Measure B.
- Staff attended the ribbon cutting for the skate park on Oct. 7th.
- Staff is participating in the District's 5 year strategic plan update process.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, the McKinleyville Family Resource Center Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide support to other departments of the District; assisting with accounts payable, and payroll.

AdHoc Committee Reports:

- Skate Park—Ribbon Cutting was a success. Recent grant application not awarded, HSC is planning more fundraising events. Skatecamp will take place during Thanksgiving break week, Nov. 20-22, 2023.
- Fisher Ranch Estuary project— signs for the public access trail system are in the works. John Kulstad asked about the possibility of signage at the 101 exit at School Rd. directing people to the new trail system and overlook.
- BMX— no report

- Community Garden—see agenda item note

Agenda Items for next meeting:
Community Garden Plan

Next meeting will be WEDNESDAY, November 15th
Adjournment:

- Adjourned: approximately 7:20pm

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2023

TYPE OF ITEM: **INFORMATIONAL**

ITEM: F.3.D **General Manager’s Report for November 1, 2023 Meeting**

PRESENTED BY: **Patrick Kaspari, General Manager**

TYPE OF ACTION: **Information Only**

A summary of activity for the month of October 2023

Cost Savings Related to District Activities – The following is a review of some of the recent cost savings opportunities District staff identified for the months of August:

• Use of NHE Services =	\$3,549
• WEX Labor Reimbursement =	\$0
• SWAP =	\$4,560
• Volunteer Pickleball Labor =	\$732
• CSW =	\$480
• Amazon Cost Savings =	\$30
• Lead & Copper Rule Study inhouse =	\$10,000
• Leak Repair on Chapel Hill =	\$3,500
• Repair Super M Hyd Leak =	\$350
• Upsize Norton UPS =	\$450
• <u>Repair String Trimmers =</u>	<u>\$80</u>
TOTAL COST SAVINGS FOR OCT =	\$23,731

For the District’s 2023/24 Fiscal Year, Staff was responsible for \$205,997 in savings.

District staff are recognized and commended for their continued efforts in looking for cost savings, the use of internal labor, and grant opportunities that result in real savings for the District, ratepayers, and the community.

4.5 Gallon Water Tank Project – The excavation is proceeding slower than expected, mainly due to spoils handling complications and the early onset of the rains. Mercer Fraser anticipates to have the foundation excavated and set by early November. DN Tank will also show-up in November and start building the tank. The issues with Mercer Fraser accessing from Hewitt Road and causing an uproar with the neighbors have been resolved. It was obvious that moving forward with that option could potentially

expose the District to legal challenges, so we are no longer pursuing that option. It appears that Mercer Fraser has settled on another alternative that will allow them to access the site with DN Tank's 50-foot trucks. Currently crossing fingers that this is not a wet winter. DN Tank has assured us that if we can get the floor poured, then they can construct the tanks walls in the rain.

The total construction base bid is \$11,642,475 and 10% contingency of \$1,164,248 totals \$12,806,723. The overall project amount is \$14,471,094. The project is funded by \$9,617,085 in Hazard Mitigation Grant funding, \$879,209 in North Coast Resource Partnership/DWR Prop. 1, Round 2 funding, for a total in grant funding for this project of \$10,496,294. The District's \$3,174,800 of matching funding will be provided by the Certificates of Participation, Series 2021A-Water bonds. The 2023/24 FY CIP budget has \$9,000,000 budgeted, and it is anticipated that the 2024/25 FY CIP budget will budget the remaining.

Central Avenue Water and Sewer Mainline Replacement Project – Central Avenue is complete! I am sure that McKinleyville residents are happy to have Central Avenue back, and we shouldn't have to tear it up again any time soon. The project went relatively smoothly and I will readily admit that the complaints from the Public were much less than I expected. There weren't many Facebook complaints at all, and when there were, there were always community members that explained the situation. There were definitely lessons learned. This was the first sewer lining project the District has performed and we have learned to perform the work at night so the cool temperatures help with the odor complaints. It will be interesting to see how the liner performs as I am sure we will be implementing this at other locations. District Staff is also doing a de-brief with the Engineers to identify other areas for improvement.

The basebid for the project was \$2,532,275. The Board approved a 10% contingency for an approved contract price of \$2,785,503. The final project cost came in at just a few thousand over the original contract price. We're finalizing the final change order so I don't have an exact amount yet. However, this also included the lining of 400-feet of the Bella Vista sewer main, so really we came in under the contract price. This project is being funded by \$1M in wastewater bond sales as well as \$1.5M in Mainline Replacement Reserves.

SRF Energy Efficiency WWMF Micro-grid Project – The installation of the microgrid at the Wastewater Management Facility (WWMF) continues to be behind schedule. The solar portion of the facility was brought on-line and signed off by PG&E on July 1, 2022. The District has been using and exporting solar energy since then. The battery portion of the system is still grinding its way through the PG&E permitting process, but we have

FINALLY RECEIVED INITIAL PERMIT APPROVAL BY PG&E. Of course, the meter they wanted to monitor the battery portion is one that is not available readily and we have been waiting for delivery of the meter from the manufacturer. Delivery is not expected until early November. The construction will then be completed, and the final PG&E inspection and approval is scheduled for November 16th. This will allow us to begin operating the entire system. The final commissioning by Ameresco will then be completed in early December. Cost savings associated with the solar array usage was \$80,000 over the last year and it should be more than that once the batteries are operational.

The presentation of the project to the EPA Office of Water Infrastructure and Cyber Resilience was well received and additional requests have been made for future presentations. As suggested by the Board, Staff anticipates submitting this project for CSDA and ACWA awards next year.

This project is funded by a \$2.5M grant/\$2.5M loan from the State Water Resources Control Board Energy Efficiency program. The total project cost was \$3,896,326. We are working on the final grant closeout now and will have it completed in early 2024. We are also pursuing additional rebates for this project from the Federal Inflation Reduction Act and may be able to have much of the loan paid from those rebates. We are working with Ameresco to pursue those rebates.

Sewer Undercrossing Project – FEMA has still not completed their National Environmental Policy Act (NEPA) review and issued a Finding of No Significant Impact (FONSI) to release the Phase 2 funding of the grant to fund the final design and construction of the project. Pacific Legacy completed the fieldwork required for the additional Cultural Resources survey the week of June 7 and submitted their Report of Findings in September 2023. The Pacific Legacy's Report has been forwarded to FEMA and they will forward it on to the State Historic Preservation Office as well as the local Tribal Historic Preservation Officers. FEMA is now working on completing NEPA and hopefully releasing the Phase 2 funding.

This project is funded by a Hazard Mitigation Grant from FEMA/CalOES. The original grant request was \$3,384,400 and an additional request for a total project cost of \$6,897,400, which, if approved, would fund \$5,173,050 in grant and the District would match \$1,725,350. This fiscal years budget included \$100,000 for this project, with the remained budgeted for the 2024/25 and 2025/26 Fiscal Years. The District's match was intended to be funded from the Certificates of Participation, Series 2021B-Sewer bonds. If the project continues to be delayed, the Sewer Bond funds may need to be spent on a different sewer project.

Office Remodel – LDA Partners continues to work on the Office Remodel design. LDA completed a final floor plan and elevations views and District Staff completed a final review and approval, and LDA has moved on into the final design. We'll of course see what the Engineer's Construction Costs Estimate comes back at and make final decisions on when/if we want to go out to bid. The funding for this project has not yet been secured, but Staff is pursuing funding through the State Water Resources Control Board, Clean Water State Revolving Fund grant/loan program.

McCluski/Hewitt Tank Replacement Project – This project consists of the replacement of the two existing redwood tanks at the west end of Hewitt Ave. The existing 100,000 gallon and 150,000-gallon redwood tanks located on McCluski Hill are two of six water tanks that serve the District. The 100,000-gallon tank was constructed in 1972 and the 150,000-gallon tank was constructed in 1982.

Kennedy Jenks has finished their initial Design Bases and Alternatives Analysis Technical Memorandum. They analyzed three alternative tank designs, all for two, 200,000- gallon tanks: 1) epoxy coated bolted steel tanks, 2) glass-fused lined, bolted steel tanks, and 3) welded steel tanks. The 50-year life cycle costs for these alternatives were calculated to be \$2,050,00, \$1,278,000, and \$2,605,000 respectively. Based on the Technical Memorandum findings and discussions between Kennedy Jenks and Staff, we propose to replace both tanks with 200,000-gallon, glass-lined, bolted steel tanks set on new foundations.

We submitted a Hazard Mitigation Grant application for this project in March 2021. We received the grant agreement from CalOES on February 17, 2023. This will be for Phase 1 funding, which will include the Biological and other Special Studies as well as Geotech assessment and 65% design drawings. Kennedy Jenks has completed the Technical Memorandum on the Design Basis and Alternatives Analysis and are working on the 30% design as well as the remaining environmental documents. KJ expects to complete the initial design and permitting work by the end of 2023. The District requested and was granted a grant extension extending the Phase 1 performance period out until March 29, 2024.

The overall cost for this project is estimated to be \$1.44 Million, with 75% Federal Funding (\$1,079,038.50) and a 25% District match (\$359,679.50). This first phase of the work is estimated to cost \$155,750 overall which includes a \$38,938 District match. This grant was included in the current Fiscal Year budget and the recent Rate Study analysis and will be paid for from the Operations CIP budget.

Reporting by County Department – A regular meeting has been scheduled with President Orsini, GM Kaspari, Supervisor Madrone, and the MMAC Chair, Lisa Dugan. Jesse Miles, the Executive Director of the McKinleyville Chamber of Commerce, has also begun to join us for these meetings. These meetings occur on the fourth Monday of every month to discuss various topics of concern to all four organizations and the community. The October meeting was a meeting with Amy Christensen, the Humboldt County Treasurer/Tax Collector. Once again, a very interesting meeting discussing what the Treasurer/Tax Collectors’ office does versus the Auditor/Controller’s office and the County Assessor’s office. It was a productive meeting.

Grant Applications – The Mad River Watermain Crossing Hazard Mitigation Grant application was submitted to CalOES in March 2021. We heard in December 2021 that the project had been forwarded by CalOES to FEMA for funding. We have not received a grant agreement for this project; however, we have received Requests for Information from FEMA on the scope of the project, so it does look like it will also be 75% grant funded.

A new Hazard Mitigation Grant was submitted for the upgrade of the Fischer Sewer Lift station on April 6, 2022. This grant, if funded, will cover the complete retrofit of the Fischer Lift Station, which pumps wastewater from the entire southern half of McKinleyville to the wastewater management facility. This would include the replacement of the pumps and upgrading the electrical system, valves, and further seismically strengthen the building. We have been going back and forth with CalOES with Requests for Information on that grant application, including recently on April 17, 2023, and feel like this application will likely be approved and submitted to FEMA, but we don’t know that for a fact yet.

The Federal Bipartisan Infrastructure Law funding that we will have access to will be run through the EPA funded Clean Water and Drinking Water State Revolving Fund Programs. The SRF funding in California is run through the State Water Resources Control Board. As discussed with the Board at the December 7, 2022 Board Meeting, we have submitted a Clean Water SRF application for funding the retrofit of the Fischer and B Street Lift Stations, which are two of our highest priority Capital Improvement Projects. We submitted this grant application in December 2022 but were unfortunately notified recently that it will not be funded this Fiscal Year. Staff had been hearing there was additional SRF Funding, so this was a big disappointment.

We are also finishing up the design and assessment as part of the Recycled Water Grant for the Pialorsi property. We will turn this Planning Grant into an implementation grant application for the construction of the recycled water irrigation infrastructure for the

Pialorsi property as well as upgrading the existing irrigation system for the Fischer property. Staff has submitted the initial portions of this grant application in September 2023.

We are also pursuing grant funding with CalTrout and GHD for the next phase of the project at the Fischer Road property. The next phase would include constructing trails/gravel roads to access the property, fencing, riparian zone restoration and possibly fishery restoration projects around the mouth of Mill Creek. We will bring all these grants back to the Board for formal approval as we reach that stage.

Meetings –The General Manager attended numerous meetings as usual. The meetings in October included meetings with Green Diamond on the progress of the Community Forest as well as a Community Forest Committee Meeting to update the Committee on the progress; Microgrid construction and permitting meetings; construction meetings for the Central Avenue Water & Sewer replacement project; Mad River Restoration project closeout meetings and next grant planning meetings; design meetings on the BMX Park development; weekly construction meetings with Kennedy Jenks Engineers for the 4.5MG Reservoir as well as the Hewitt Tank project design; multiple Measure B meetings; Rotary meetings; MMAC and Incorporation Subcommittee meetings. 2023 continues to be busy and 2024 is shaping up to be just as busy.

Attachments:

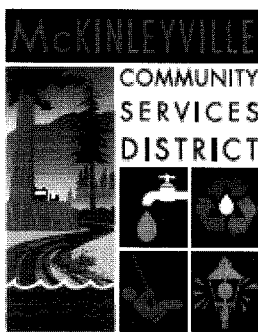
- Attachment 1 – WWMF Monthly Self-Monitoring Report

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R.W.Q.C.B. NORTH COAST REGION
5550 SKYLANE BLVD., SUITE A
SANTA ROSA, CA 95403

October 24, 2023

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for September 2023 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number R1-2018-0032.

The normal discharge of effluent was 26 days going to 003, 004 and 006. The required monitoring and water quality constituents that were tested and reported was in compliance in September.

Effluent Limitations Parameters	Units	Average Monthly	Average Weekly	Avg. % Removal	Max Daily	Instant Max	Instant Min	Results
Monitoring Location EFF- 001								
BOD	mg/L	30	45	>85				Compliance
TSS	Mg/L	30	45	>85				Compliance
PH	s.u.					6.5	8.5	Compliance
Settleable Solids	ml/L	0.1			0.2			Compliance
Chlorine Total Residual	mg/L	0.1			0.2			Compliance
Carbon Tetrachloride	ug/L	.25			.75			Compliance
Ammonia Impact Ratio	mg/L	1.0			1.0			Compliance
Dichlorobromomethane	ug/L	.56			1.4			Compliance
Monitoring Location LND-001, REC-001								
Nitrate		10						Compliance
PH		6.0- 9.0	6.0 – 9.0					Compliance

Total Coliform Organisms MPN/100 ml. The Monthly Median not to exceed MPN of 23 and the daily maximum not to exceed MPN of 240. The reported results for the current month are as follows. Median was <1.8 and a Maximum of <1.8. Four samples were collected in the month of September and was in compliance.

Monthly River Monitoring was conducted in September.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY MONITORING DATA

MONTH: September 2023

DATE	INFLUENT FLOW		EFFLUENT MAXIMUM GPM	RIVER CFS	RIVER Dilution	INFLUENT MONITORING		EFFLUENT MONITORING					RSW-001			RSW-002							
	M.G.D.	M.G.D.				B.O.D. mg/L	TSS mg/L	pH	(C°) TEMP	B.O.D. mg/L	TSS mg/L	CL ₂ RES	CL ₂ RES	RIVER CL ₂ RES	SETTLABLE SOLIDS	TOTAL COLIFORM	TIME	PH	TEMP	D.O.	TIME	PH	TEMP
1	0.750	0.829	959	N/A	N/A	340	290	6.9	19.9	4.8	0.0	2.2	N/A	<0.1									
2	0.778	0.709	1048	N/A	N/A			7.0	20.3		2.0	N/A											
3	0.789	0.709	1045	N/A	N/A			7.0	20.4		2.2	N/A											
4	0.861	0.713	1050	N/A	N/A			7.1	20.5		1.6	N/A											
5	0.785	0.865	964	N/A	N/A			7.1	20.1		4.2	N/A	<1.8	9:15	7.0	18.1	8.6	9:25	7.0	17.7	8.5		
6	0.776	0.860	956	N/A	N/A			7.0	19.7		3.0	N/A											
7	0.783	0.856	1034	N/A	N/A			7.0	19.7		2.2	N/A											
8	0.755	0.201	814	N/A	N/A	340	260	6.9	20.3	0.0	0.0	1.6	N/A	<0.1									
9	0.764	0.000	0	N/A	N/A		No Discharge	Washed	CCB														
10	0.824	0.000	0	N/A	N/A		No Discharge	Washed	CCB														
11	0.778	0.000	0	N/A	N/A		No Discharge	Washed	CCB														
12	0.763	0.000	0	N/A	N/A		No Discharge	Washed	CCB					15:30	7.3	21.6	11.1	15:40	7.1	22.0	9.9		
13	0.772	0.393	1010	N/A	N/A			7.1	20.1		0.9	N/A											
14	0.757	0.815	1003	N/A	N/A			7.2	19.5		3.7	N/A	<1.8										
15	0.745	0.800	965	N/A	N/A	490	450	6.9	19.0	7.2	3.3	3.1	N/A	<0.1									
16	0.768	0.650	808	N/A	N/A			7.0	19.2			3.0	N/A										
17	0.820	0.645	807	N/A	N/A			7.1	19.0			2.7	N/A										
18	0.784	0.805	1050	N/A	N/A			7.2	19.3		1.8	N/A	<1.8										
19	0.756	0.791	1221	N/A	N/A			7.1	18.9		1.9	N/A		15:20	6.8	19.4	13.7	15:30	6.8	18.9	10.9		
20	0.745	0.783	968	N/A	N/A			7.4	18.4		2.2	N/A											
21	0.762	0.796	971	N/A	N/A			7.0	17.7		2.3	N/A											
22	0.730	0.791	1004	N/A	N/A	460	320	7.0	17.6	0.0	0.0	2.7	N/A	<0.1									
23	0.750	0.635	777	N/A	N/A			7.0	17.8		2.7	N/A											
24	0.812	0.634	827	N/A	N/A			7.3	18.2		1.1	N/A											
25	0.856	0.770	1732	N/A	N/A			7.1	18.1		1.2	N/A	<1.8										
26	0.776	0.748	1020	N/A	N/A			7.0	19.3		2.1	N/A		15:00	8.2	20.3	8.8	15:10	7.9	19.8	8.5		
27	0.762	0.740	976	N/A	N/A			7.1	17.9		2.4	N/A											
28	0.758	0.771	1013	N/A	N/A			7.1	17.6		1.9	N/A											
29	0.756	0.796	1306	N/A	N/A	460	290	7.2	17.9	0.0	2.6	2.8	N/A	<0.1									
30	0.791	0.654	802	N/A	N/A			7.0	17.6		2.9	N/A											

MONTHLY TESTS EFF-001 DISCHARGE TO RIVER

Ammonia Impact	Ammonia	Nitrate	Phosphorus	Bis Phthalate	Carbon Tetrachloride	Chlorobromomethane	Dechlorobromomethane	Turbidity % Increase
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

MONTHLY TESTS LND-001 , REC-001 DISCHARGE TO PERC PONDS and LAND				
Organic Nitrogen	TDS	AMMONIA	NITRATE/NITRITE	SODIUM CHLORIDE/BORON
1.30	290	2.10	3.30 ND	40 49 340

ACUTE TOXICITY		
Date	Species	TST Pass/Fail
	Rainbow Trout	N/A

MONTHLY TESTS EFF-001 DISCHARGE TO RIVER				
Carbon Tetrachloride	Chlorobromomethane	Dechlorobromomethane	Turbidity	% Increase
N/A	N/A	N/A	N/A	N/A

MONTHLY RIVER RSW-001					
TSS	Hardness	Ammonia	Conductivity	Turbidity	TSS
150	100	ND	154	0.4	1200

MONTHLY RIVER RSW-002						
Hardness	Ammonia	Conductivity	Turbidity	% Removal	BOD	TSS
150	ND	859	0.7	99	3	1

30 DAY AVERAGE				
BOD & TSS	BOD	LBS/DAY	% Removal	TSS
	mg/L	20	99	mg/L

EFF-001 REC-001 Quarterly	
Permit Exceedance	Remarks:

**McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
EFFLUENT DISCHARGE DISPOSAL**

September 2023

Discharge Monitoring DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	MAXIMUM GPM	002 LND-001 N.POND MGD	002 LND-001 S.POND MGD	004 REC-001 FISCHER MGD UPPER	003 REC-001 FISCHER MGD LOWER	006 REC-001 PIALORSI MGD	005 REC-001 HILLER MGD	IRRGATE TOTAL MGD	001 EFF-001 RIVER MGD
1	0.750	0.829	959	Decomissioned Perc Ponds		0.687	0.066	0.076		0.829	0.000
2	0.778	0.709	1048			0.709				0.709	0.000
3	0.789	0.709	1045			0.709				0.709	0.000
4	0.861	0.713	1050			0.713				0.713	0.000
5	0.785	0.865	964			0.679	0.090	0.096		0.865	0.000
6	0.776	0.860	956			0.655	0.124	0.081		0.860	0.000
7	0.783	0.856	1034			0.692	0.078	0.086		0.856	0.000
8	0.755	0.201	814			0.201				0.201	0.000
9	0.764	0.000	0			No Discharge Washed CCB					0.000
10	0.824	0.000	0			No Discharge Washed CCB					0.000
11	0.778	0.000	0			No Discharge Washed CCB					0.000
12	0.763	0.000	0			No Discharge Washed CCB					0.000
13	0.772	0.393	1010			0.393				0.393	0.000
14	0.757	0.815	1003			0.607	0.145	0.063		0.815	0.000
15	0.745	0.800	965			0.644	0.086	0.070		0.800	0.000
16	0.768	0.650	808			0.650				0.650	0.000
17	0.820	0.645	807			0.645				0.645	0.000
18	0.784	0.805	1050			0.633	0.084	0.088		0.805	0.000
19	0.756	0.791	1221			0.610	0.097	0.084		0.791	0.000
20	0.745	0.783	968			0.602	0.105	0.076		0.783	0.000
21	0.762	0.796	971			0.594	0.095	0.107		0.796	0.000
22	0.730	0.791	1004			0.593	0.090	0.108		0.791	0.000
23	0.750	0.635	777			0.635				0.635	0.000
24	0.812	0.634	827			0.634				0.634	0.000
25	0.856	0.770	1732			0.569	0.150	0.051		0.748	0.000
26	0.776	0.748	1020			0.558	0.096	0.094		0.740	0.000
27	0.762	0.740	976			0.555	0.143	0.042		0.771	0.000
28	0.758	0.771	1013			0.677	0.094			0.771	0.000
29	0.756	0.796	1306			0.611	0.103	0.082		0.796	0.000
30	0.791	0.654	802			0.654				0.654	0.000
TOTAL	23.306	18.759		0.000	0.000	15.909	1.646	1.204	0.000	18.760	0.000
AVERAGE	0.777	0.625	871	0.000	0.000	0.000	0.000	0.000	0.000	0.722	0.000
MAXIMUM	0.861	0.865	1732	0.000	0.000	0.713	0.150	0.108	0.000	0.865	0.000
MINIMUM	0.730	0.000	0	0.000	0.000	0.201	0.066	0.000	0.000	0.201	0.000
DAYS	30	26		0	0	26	16	15	0	26	30
DAYS WITH NO DISCHARGE = 4											