



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, DECEMBER 1, 2021 AT 6:30/7:00pm**

TELECONFERENCE Via ZOOM & TELEPHONE:
Use ZOOM MEETING ID: 675 633 6928 (<https://zoom.us/j/6756336928>) or DIAL IN TOLL FREE: 1-888-788-0099 (No Password Required!)

To participate, please teleconference using 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, November 30, 2021.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, December 1, 2021 in a supplemental packet information that will also be posted on the website for public viewing.

CLOSED SESSION AGENDA
6:30 p.m.

A. CALL TO ORDER

A.1 Roll Call

A.2 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.*

A.3 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.

a. CONFERENCE WITH LEGAL COUNSEL— ANTICIPATED LITIGATION

Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9: One Potential Case.

Claimant: ImageRights/Patricia Baker

Agency Claimed Against: MCSD

REGULAR AGENDA

7:00 p.m.

A. CALL TO ORDER

A.1 Report Out of Closed Session

A.2 Roll Call

A.3 Pledge of Allegiance

A.4 Additions 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.5 Approval of the Agenda

B. PUBLIC HEARINGS

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

B.1	Public Hearing for Reformation of the Central Avenue Open Space Maintenance Zone No. 6 ("Zone #6")	Pg. 5
	Attachment 1 – Resolution 2021-33 Confirming and Approving the Reformation of Central Avenue Open Space Maintenance Zone #6	Pg. 9
	Attachment 2 – Central Ave Open Space Maintenance Zone #6 Engineers Report 2021	Pg. 11
	Attachment 3 – Central Ave Open Space Maintenance Zone #6 Cost Estimate Breakdown Sheet	Pg. 19
	Attachment 4 – Central Ave Open Space Maintenance Zone #6 Ballot	Pg. 21
	Attachment 5 – Central Ave Open Space Maintenance Zone #6 Notice	Pg. 22

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 November 3, 2021 and Special Meeting November 18, 2021 | Pg. 23 |
| | Attachment 1 – Draft Minutes from November 3, 2021 | Pg. 24 |
| | Attachment 2 – Draft Minutes from November 18, 2021 | Pg. 29 |
| D.2 | Consider Approval of October 2021 Treasurer’s Report | Pg. 31 |
| D.3 | Compliance with State Double Check Valve (DCV) Law | Pg. 53 |
| D.4 | Reaffirm Resolution 2021-27 for Virtual meetings | Pg. 55 |
| | Attachment 1 – Resolution 2021-27 | Pg. 57 |

E. CONTINUED AND NEW BUSINESS

- | | | |
|-----|--|---------------|
| E.1 | Consider Award of Contract to GHD for performance of Central Avenues Sewer and Water Main Replacement Design | Pg. 59 |
| | Attachment 1 – Professional Services Agreement | Pg. 61 |
| E.2 | Consideration of Fulton Water Loss Appeal | Pg. 83 |
| | Attachment 1 – MCSD Water Leak Adjustment Policy | Pg. 85 |
| | Attachment 2 – Water Leak Adjustment Calculations | Pg. 87 |
| | Attachment 3 – Original Leak Adjustment Request and Appeal | Pg. 88 |
| E.3 | Consider Appointment of Applicants Heidi Conzelmann and Jane Fusek for the Vacant Seats on the Parks and Recreation Committee (PARC) | Pg. 91 |
| | Attachment 1 – Letter of Application Heidi Conzelmann | Pg. 92 |
| | Attachment 2 – Letter of Application Jane Fusek | Pg. 93 |
| E.4 | Discuss Mad River Youth Soccer League Concerns Regarding Field Conditions at Hiller Sport Site | Pg. 95 |

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/Clark-Peterson)
- b. Area Fund (John Kulstad/Clark-Peterson)
- c. Redwood Region Economic Development Commission (Clark-Peterson/Binder)
- d. McKinleyville Senior Center Board Liaison (Clark-Peterson/Binder)
- e. Audit (Orsini/Couch)
- f. Employee Negotiations (Couch)
- g. McKinleyville Municipal Advisory Committee (Orsini)
- h. Humboldt Local Agency Formation Commission (Couch)
- i. Environmental Matters Committee (Couch/Clark-Peterson)
- j. AdHoc Committee – Community Forest (Mayo/Orsini)

k. AdHoc Committee – Latent Powers (Couch/Orsini)

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. Support Services Department (Colleen M.R. Trask) **Pg. 97**
- b. Operations Department (James Henry) **Pg. 99**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 103**
- d. General Manager (Pat Kaspari) **Pg. 109**
Attachment 1 – WWMF Monthly Self-Monitoring Report **Pg. 115**

F.4 PRESIDENT’S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on November 24, 2021

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

December 1, 2021

TYPE OF ITEM: **ACTION**

ITEM: B.1 **Public Hearing for Reformation of the Central Avenue Open Space Maintenance Zone No. 6 (“Zone #6”)**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board follow the below process related to the Reformation of the Central Avenue Open Space Zone #6.

1. Listen to Staff comments and recommendation to the Board.
Please note, due to the pending outcome of the vote, the Board will make a motion once the votes have been tallied.
2. Open Public Hearing and consider any additional public input.
3. Determine if anyone has a ballot to add or would like to remove their ballot. Board President will say, *“This is your last opportunity to add or remove a ballot for consideration.”*
4. Instruct Staff to open and count the ballots. Board proceedings for this item may continue while the ballots are counted. Upon completion, Staff will present the results.
5. Close Public Hearing
6. Based on the ballot results the Board can take the following actions:
 - If 50% or more of the eligible returned weighted ballot votes indicate “YES” the Board can approve the reformation of Central Avenue Open Space Maintenance Zone #6 by Board Motion to *“adopt Resolution 2021-33 Confirming and Approving the Reformation of Central Avenue Open Space Maintenance Zone #6,”* **Attachment 1** followed by a roll call vote.
 - If 50% or more of the eligible returned weighted ballot votes vote “NO” the Board can take the following actions:
 - Direct Staff to review cost projections to restructure, redesign and reform the boundaries of the Zone #6 and request another vote by the participants.
 - Take no action. Resulting in Zone #6 expiring and the maintenance will revert back to the property owners along

Central Avenue. MCSD will no longer be responsible for the maintenance of Zone #6.

Discussion:

Zone #6 is located within the Humboldt County Central Avenue Right of Way which extends 50ft to the east and west of the Central Ave. center line. Central Ave. itself is 71ft across leaving 11 additional feet along the west side and 20 additional feet along the eastern side. This detail of the right of way is significant in the reassessment process this term. Zone #6 is within the right of way on both the east and west sides of Central Ave. The eastern side of Central Ave. contains a 5-foot-wide meandering bridle trail in addition to the sidewalk and landscape areas while the western side contains a sidewalk and landscape areas.

The Board should note that the bridle trail, and the possibility of vegetating the area occupied by the trail, has been brought up as an issue by Zone participants on the eastern side of the maintenance zone and should be addressed in the next five year reformation of Zone #6.

Zone #6 Engineers Report, **Attachment 2**, describes the open space, the process for assessment of the fees and cost related to maintenance and repair, the location of the engineer's report, the process for the protest hearing and voting process, the estimated cost of maintenance including bookkeeping and billing fees, and a list of maintenance activities.

Maintenance Activities:

- Weeding, hedging and tree pruning,
- Planting, mulching, and trail maintenance

Assessment

In previous years (1997- 2010), Zone #6 fees were assessed by calculating how many linear feet of each parcel fronted Central Avenue minus driveways and entry points. This method was applied to all parcels within Zone #6. This method was modified for the 2016 reassessment due to General and Special Benefit considerations.

As of 2016, the method for assessing fees was changed to an area based calculation to account for the difference in open space width along the eastern and western sides of Central Ave. The total assessable square footage of maintenance area was calculated by multiplying the total assessment frontage, by Zone #6 depth, minus driveways, entry points and sidewalks. Zone #6 depth for east Central Avenue is 20feet; the depth for western Central Avenue is 11feet.

The Central Ave. Open Space Zone #6 totals approximately 118,937 square feet of area for both east and west sides of Central Avenue. Of the total area 37,940 square feet are non-assessable sidewalks and driveways resulting in an assessable area of approximately 80,997 square feet. The Zone #6 is divided into approximately 64 assessor's parcels.

Reformation

Zone #6 was originally formed in 1997 and was established with a 5-year “sunset clause”. This means every five years Zone #6 is re-assessed to assure the fees reflect all current maintenance and material costs to repair and maintain Zone #6. Also included in the reformation is an inflation formula to allow for cost of living increases over time.

Proposition 218

In November 1996, California voters passed Proposition 218, the “Right to Vote on Taxes Act”. This constitutional amendment protects taxpayers by limiting the methods by which local governments can create or increase taxes, fees and charges without taxpayer consent. This Proposition 218 process requires **voter approval** prior to imposition or increase of general taxes, assessments, and certain user fees and is not a protest voting process.

Zone #6 History

McKinleyville Community Services District formed Zone #6 in June of 1997. Zone #6 extends from Anna Sparks Way at the Ray’s shopping center on the south end of Central Ave. to the intersection of Central Ave. and Bates Rd. to the North.

Zone #6 was established with a five-year “sunset clause” and, in accordance with Proposition 218, was reformed on July 1, 2000. An independent contractor was retained to perform landscape maintenance work along Zone #6 at a cost of \$1,020/month or \$0.15/Linear foot of frontage. No fees were increased and 8.5hrs/week of maintenance was performed.

In January 2005, Zone #6 was again reformed and with the addition of a new maintenance person, MCSD took over all maintenance. A fee increase of .19%, at a cost of \$1,350 per month and estimated 10hrs/week of maintenance.

In 2010, Zone #6 was again reformed, new assessment included banners and insurance cost increases. Zone #6 maintenance fees increased to \$2,202.01 per month.

In 2016, Zone #6 was reassessed and renewed. During this reassessment the method for assessing fees was revised to maintenance area opposed to linear frontage. Another consideration was maintaining Zone #6 pesticide free, per our Integrated Pest Management Plan and our negotiation with Humboldt County Public Works for contributed labor and \$10,000 per year in cost sharing, this required MCSD to collect \$2,400 per month.

In 2021, Zone #6 has been reassessed and is up for renewal. The assessment methodology developed in 2016 was used again in 2021. Humboldt County Public Works renewed the agreement to provide labor once per week via the Sheriff Work Alternative Program as well as \$10,000 in cost sharing. MCSD will need to collect \$3,061.63 per month to cover the remaining cost of maintenance.

The Engineer’s Report was published and stamped by Patrick Kaspari and was made available on the MCSD website and at the business office. The Notice and Ballots, **Attachments 4 and 5** were mailed to all businesses or property owners

in Zone #6 dependent on who receives the water bill. This is the Public Hearing for public input prior to the reformation of Zone #6. The votes will be tallied and the Board will have the option to consider reforming Zone #6 at this time.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2021-33 Confirming and Approving the Reformation of Central Avenue Open Space Maintenance Zone #6
- Attachment 2 – Central Ave Open Space Maintenance Zone #6 Engineers Report 2021
- Attachment 3 – Central Ave Open Space Maintenance Zone #6 Cost Estimate Breakdown Sheet
- Attachment 4 – Central Ave Open Space Maintenance Zone #6 Ballot
- Attachment 5 – Central Ave Open Space Maintenance Zone #6 Notice

RESOLUTION 2021-33

**A RESOLUTION OF
THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
CONFIRMING AND APPROVING THE LEVY OF ASSESSMENTS IN CONNECTION WITH
THE CENTRAL AVENUE OPEN SPACE MAINTENANCE ZONE # 6**

Whereas, In connection with the District's Central Avenue Open Space Maintenance Zone # 6 (the "Zone"), the District funds the maintenance of landscaping improvements on the frontage on Central Avenue through the levy of an assessment (the "Assessment") that is collected on the District's water bill; and

Whereas, the District's practice has been to renew the Assessment every five years; and

Whereas, the District's existing authorization to levy the Assessment has sunset; and

Whereas, by its Resolution No 2021-23, the District Board initiated proceedings to renew the Assessment at a revised rate for an additional five years; preliminarily approved an Engineer's Report for the Assessment which is on file in the District's offices and available for public inspection (the "Engineer's Report"); and set December 1, 2021 at Azalea Hall, McKinleyville, CA as the time and place for a public hearing on the proposed assessment (the "Hearing"); and

Whereas, notice of the Hearing, along with a mail ballot; was mailed to the billing address, as shown on the District's records, of each person directly liable for payment of the Assessment; and

Whereas, at the appointed time and place, the District Board held the Hearing and accepted oral and written testimony from all persons wishing to provide such testimony; and

Whereas, the District Board has determined that the number of the number of ballots returned (and not withdrawn) in opposition to the assessment does not exceed the number of ballots returned (and not withdrawn) in support of the assessment (with all ballots weighted based on the proportionate financial obligation of the parcel for which the ballot has been cast); and

Whereas, the District Board desires to confirm and approve the Assessment.

NOW, THEREFORE BE IT RESOLVED that the Board

1. Finally approves the Engineer's Report and makes reference to the Engineer's Report for a complete description of the boundaries of the Zone, of the nature of the Improvements, and of the amount of the proposed assessment against parcels in the Zone;

2. Confirms and approves the Assessment, as described in the Engineer's Report through December 2026;
3. MCSD reserves the right to increase charges annually using the Department of Finance adjustments for the open space zone areas and trail system.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on December 1, 2021 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dennis Mayo, Board President

Attest:

April Sousa, MMC, Board Secretary

**Central Avenue
Open Space Maintenance Zone #6
Engineers Report**



Prepared By: MCSD Staff

September 2021

McKinleyville Community Services District

1656 Sutter Rd.

McKinleyville, CA 95519

Ph: (707) 839-3251

ENGINEERS REPORT

CENTRAL AVENUE OPEN SPACE MAINTENANCE ZONE #6

Introduction

The purpose of this report is to outline the basis of assessments for the Central Avenue Open Space Maintenance Zone (Open Space Zone #6) in McKinleyville California. This maintenance zone provides for landscaping along portions of Central Avenue, and for the maintenance of the bridal trail. The funding is billed by McKinleyville Community Services District (MCSD) as a surcharge on the monthly water bill that customers within the zone pay.

Description of the Zone

The Central Avenue Open Space Zone includes existing landscape strips on both sides of Central Avenue generally from the area of School Road to just north of Railroad Avenue. The landscape strips along the western portion are 11 feet deep from the face of the curb and include a sidewalk and planting beds with small shrubs and trees. The landscape strips along the eastern portion are 20 feet deep from the face of the curb and include planting beds with small shrubs and trees, a sidewalk, and a bridal trail. These landscape strips are owned by the property owners where MCSD and Humboldt County have an easement for maintenance of the strip.

Maintenance Activities

Maintenance activities for the open space zone shall include, weeding, pruning, hedging, planting, mulching, tree trimming, and bridal trail maintenance. Currently MCSD is performing the maintenance work with financial assistance from Humboldt County and labor support from the Sheriff's Working Alternative Program (SWAP) and Northern Humboldt Employment Services.

Cost Estimate

The cost estimate details the current estimated costs and expenses for maintenance of the zone. Costs of maintaining the landscaped frontage are allocated to each parcel based on the area of the landscaped frontage that fronts each parcel. Each assessed parcel is allocated an equal share of the cost of bridal trail maintenance.

Total Annual Cost of Landscape maintenance ⁽¹⁾	\$48,599
Total Annual Cost for Bridal Trail maintenance ⁽¹⁾	\$ 3,099
Plus 12% Insurance, Contract Fees, and Bookkeeping	\$ 6,374
Less Annual County Subsidy	(\$10,000)
Less Credit for SWAP Crew	(\$11,000)
TOTAL Annual Costs Charged	\$37,072

⁽¹⁾ Annual Costs for Landscape and Bridal Trail maintenance are based on a review of the actual maintenance costs since 2015 with a Consumer Price Index addition to account for inflation.

The cost estimate is a determination of the cost of the special benefit to each parcel within the zone from the maintenance of the landscaping shown on the site plan (Exhibit A). Landscape maintenance specially benefits the parcels fronting Central Avenue because the landscaping serves as an attractive “front yard” for the parcel.

There is no general benefit from the landscaping because each square foot of landscaping is associated with a specific parcel (or group of parcels) that is assessed for the maintenance costs.

The total assessment per lot per month is estimated in 2021 dollars. This monthly assessment (aside from the fifty-cent administrative fee) may be adjusted annually, beginning February 2022, to reflect the change in prices as set forth in the California Department of Finance’s “Price and Population” calculation. However, in no event will the assessment per lot be increased higher than the upcoming year’s total expected cost of maintenance, insurance, administrative and inspection, and plant replacement divided by the number of parcels subject to the assessment.

The assessment will be collected on the water/sewer bill and administered pursuant to Regulation 73 of the District.

Definitions and References for the Central Avenue OSMZ#6 Spreadsheet (Exhibit B)

Column# Description

- 1. Assessed Frontage Length:** This equals the parcel frontage along Central Avenue minus driveways and entry points. Parcel Frontage was derived from Humboldt County Assessor maps. Driveway frontage was derived using aerial imagery and field verification.
- 2. Side:** Describes which side of Central Avenue the parcel is on, either East or West side.
- 3. Frontage Depth:** The land between the face of curb and the Central Avenue Right of way defines the borders of the maintenance zone. On the East side of Central Avenue the Right of Way extends 20 feet beyond the face of curb. On the West side of the Central Avenue Right of Way extends 11 feet beyond the face of curb.

4. **Total Frontage Area:** The Frontage Depth multiplied by the Assessed Frontage Length.
5. **Sidewalk Depth:** Sidewalks are 5ft wide.
6. **Sidewalk Area:** The Sidewalk Depth multiplied by the Assessed Frontage Length.
7. **Assessed Square Footage:** The Total Frontage Area less the Sidewalk Area, which is the landscape area to be paid by each parcel.
8. **Proposed Base Cost per Month:** Equals, Assessed Square Footage multiplied by the maintenance cost of \$.05/square foot per month.
9. **Overhead for Insurance:** The Proposed Base Cost listed in column 8 is multiplied by 2% for insurance costs.
10. **10% Overhead Contract Fee:** The Proposed Base Cost listed in column 8 is multiplied by 10% for Overhead and Contract Fees.
11. **\$.50 Cost for Bookkeeping:** A lump sum of \$.50 per month added to each account for bookkeeping cost.
12. **Cost for Trail Re-Surfacing:** The cost of re-surfacing and maintaining the gravel Bridal Trail. Re-surfacing will occur every five years.

Trail Distance	4000ft	Gravel @ \$55/Yard	\$10,175.00
Trail Width	5ft	Labor = 96hrs @ \$45/hr	\$4,320.00
Trail Depth	0.25ft	Equipment	\$600.00
Volume Cubic Ft	5000 Cubic Ft	Roller Rental	\$400.00
Yards of Gravel	185 yards	Total Cost (5yr)	\$15,495.00
		Cost/Year	\$3,099.00
		Cost/Month	\$258.25
		Number of Customers	93
		Customer Cost/Month	\$2.72

13. **\$10,000 County Subsidy:** The County of Humboldt has agreed to subsidize MCSD \$10,000 annually for maintenance of the zone. Thus, the monthly subsidy per customer equals: (column 16 individual Gross Cost Per Cust. Per Month) x [(\$10000/12)*(total gross cost/mo.)]
14. **Credit for SWAP Crew:** MCSD receives workers from the Sheriffs Work Alternative Program (SWAP) this labor comes to the District at a discounted cost. The value of this benefit is estimated at \$11,000/year. Thus, this monthly subsidy per customer equals:

(column 16 individual Gross Cost Per Cust. Per Month) x [(\$11000/12)*(total gross cost/mo.)]

- 15. Total Credits:** The total amount credited back to the customer, equal to the sum of column 13 and 14 credits
- 16. Gross Cost per Cust. per Month:** The amount customers would pay per month without any credits or subsidies, equal the sum of columns 8 through 12.
- 17. Net Cost per Cust. per Month:** The amount customers pay per month, including all fees, subsidies and credits.

Exhibit B
Cost Estimate Spreadsheet

Central Avenue Landscape Zone OSMZ #6 2021 Reformation																						
Rev 8/20/2021																						
93 Total Customers																						
APN	Customer or Business Name	East or West	Address	MCSID Cust #	RTE/SRVC	Assessed Frontage Length ₁	2 Side ₂	3 Frontage Depth ₃	4 Total Frontage Area (s.f.) ₄	5 Sidewalk Depth ₅	6 Area (s.f.) ₆	7 Landscape Area: Assessed Square Footage ₇	8 \$0.05 Base Cost per s.f. per Month ₈	9 2% Overhead for Insurance ₉	10 10% Overhead Contract Fee ₁₀	11 \$0.50 Cost for Bookeeping ₁₁	12 Cost for Trail Re-Surfacing ₁₂	13 10000/yr County Subsidy ₁₃	14 \$11000/yr Credit for SWAP Crews ₁₄	15 Total Credits ₁₅	16 Proposed Gross Cost per Cust per Month ₁₆	17 Proposed Net Cost per Cust per Month ₁₇
50824212	American Hospital Management	West	1680 Central	AME0012	020/0502	107	West	11	1177	5	535	642	\$32.10	\$0.64	\$3.21	\$0.50	\$2.72	\$6.78	\$7.46	\$14.25	\$39.17	\$24.93
50824215	ANDERSON, GREG	West	1660 Central	AND0084	005/0430	90	West	11	450	5	540	540	\$27.00	\$0.54	\$2.70	\$0.50	\$2.72	\$5.79	\$6.37	\$12.17	\$33.46	\$21.29
50824223	LNK Holdings	West	1600 Central	WAT0017	020/0593	109	West	11	1189	5	545	654	\$32.70	\$0.65	\$3.27	\$0.50	\$2.72	\$7.59	\$8.24	\$16.03	\$42.31	\$26.35
50824224	CVS	West	1720 Central	CVS0004	005/0400	229	West	11	2519	5	1145	1374	\$68.70	\$1.37	\$6.87	\$0.50	\$2.72	\$18.27	\$19.16	\$38.16	\$97.01	\$61.85
50824225	Humboldt Petroleum (Shell Gas station)	West	1606 Central	HUM0004	006/0010	89	West	11	979	5	445	534	\$26.70	\$0.53	\$2.67	\$0.50	\$2.72	\$5.74	\$6.31	\$12.05	\$31.12	\$21.08
50824229	Chamber of Commerce / Tri counties bank	West	1640 Central	TRIO027	005/0435	241	West	11	2651	5	1205	1446	\$72.30	\$1.45	\$7.23	\$0.50	\$2.72	\$14.58	\$16.04	\$30.62	\$74.20	\$53.57
50824239	Miller Farms Parcel 2 (south one along nursery wy)	West	1595 Nursery	MIL0011	005/0332	146	West	11	1606	5	730	876	\$43.80	\$0.88	\$4.38	\$0.50	\$2.72	\$9.05	\$9.96	\$19.01	\$52.28	\$33.26
50825105	D. R. Miller Family LLC	West	1836 Central	MIL0018	005/0357	68	West	11	748	5	340	408	\$20.40	\$0.41	\$2.04	\$0.50	\$2.72	\$4.51	\$4.97	\$9.48	\$26.07	\$16.59
50825108	Coast Central Credit Union	West	1968 Central	COA0002	005/0290	200	West	11	2200	5	1000	1200	\$60.00	\$1.20	\$6.00	\$0.50	\$2.72	\$12.20	\$13.42	\$25.61	\$70.42	\$44.81
50825123	Joyful Healer / Karate dojo	West	1944 Central	CHU0009	005/0300	63	West	11	693	5	315	378	\$18.90	\$0.38	\$1.89	\$0.50	\$2.72	\$4.22	\$4.65	\$8.87	\$24.39	\$15.52
50825125	Murphy's Pizza Office	West	1940 Central	MUR0010	005/0305	13	West	11	143	5	65	78	\$3.90	\$0.08	\$0.39	\$0.50	\$2.72	\$1.31	\$1.45	\$2.76	\$7.59	\$4.83
50825126	Becci Matson	West	1936 Central	MAT0063	005/0306	13	West	11	143	5	65	78	\$3.90	\$0.08	\$0.39	\$0.50	\$2.72	\$1.31	\$1.45	\$2.76	\$7.59	\$4.83
50825127	Northern CA Safety Consortium	West	1932 Central	NOR0034	005/0307	13	West	11	143	5	65	78	\$3.90	\$0.08	\$0.39	\$0.50	\$2.72	\$1.31	\$1.45	\$2.76	\$7.59	\$4.83
50825128	Paul Trajanier (McK Office Supply)	West	1928 Central	TRJ0006	005/0308	13	West	11	143	5	65	78	\$3.90	\$0.08	\$0.39	\$0.50	\$2.72	\$1.31	\$1.45	\$2.76	\$7.59	\$4.83
50825134	Burger King	West	1645 Heartwood	BUR0002	005/0313	187	West	11	2057	5	935	1122	\$56.10	\$1.12	\$5.61	\$0.50	\$2.72	\$11.44	\$12.58	\$24.02	\$66.05	\$42.03
50825135	Starbucks	West	1924 Central	STA0052	005/0310	119	West	11	1309	5	595	714	\$35.70	\$0.71	\$3.57	\$0.50	\$2.72	\$7.48	\$8.23	\$15.71	\$43.20	\$27.49
50825145	Miller Farms (Cottage Realty / Humboldt Human Resources)	West	1834 Central	MIL0008	005/0359	75	West	11	825	5	375	450	\$22.50	\$0.45	\$2.25	\$0.50	\$2.72	\$4.92	\$5.41	\$10.34	\$28.42	\$18.08
50825150	Miller Farm	West	1828 Central	MIL0009	005/0360	178	West	11	1958	5	890	1068	\$53.40	\$1.07	\$5.34	\$0.50	\$2.72	\$10.92	\$12.01	\$22.92	\$63.03	\$40.10
50825159	Opies Fine Cars	West	1900 Central	OPI0001	005/0354	179	West	11	1969	5	895	1074	\$53.70	\$1.07	\$5.37	\$0.50	\$2.72	\$10.97	\$12.07	\$23.05	\$63.36	\$40.32
50918158	Grocery Outlet	East	1581 Central	GRO0046	1936	176	East	11	1936	5	880	1066	\$52.80	\$1.06	\$5.28	\$0.50	\$2.72	\$10.80	\$11.88	\$22.68	\$62.36	\$39.68
50918160	Auto Zone	East	1585 Central	AUT0001		85	East	11	935	5	425	510	\$25.50	\$0.51	\$2.55	\$0.50	\$2.72	\$5.50	\$6.05	\$11.56	\$31.78	\$20.22
50919116	Central Station	East	1631 Central	CEN0002	005/2180	97	East	11	1940	5	485	1455	\$72.75	\$1.46	\$7.28	\$0.50	\$2.72	\$14.67	\$16.14	\$30.81	\$84.70	\$53.89
50919107	Mary Keehn	East	1607 Central	KEE0013	005/2170	79	East	20	1580		395	1185	\$59.25	\$1.19	\$5.93	\$0.50	\$2.72	\$12.05	\$13.26	\$25.31	\$69.58	\$44.27
50919122	Sydriel LP	East	1699 Central				East						\$0.00					\$0.00				
50919127	CSK Auto Kragen #1428 C/O Oriely Auto Parts	East	1605 Central	CSK0001	005/2165	74	East	20	1480	5	370	1110	\$55.50	\$1.11	\$5.55	\$0.50	\$2.72	\$11.32	\$12.46	\$23.78	\$65.38	\$41.60
50919155	Redwood Oil Co.	East	1697 Central	RED0029	005/2190	172	East	20	3440	5	860	2580	\$129.00	\$2.58	\$12.90	\$0.50	\$2.72	\$25.58	\$28.14	\$53.72	\$147.70	\$93.98
50922144	Carmellas	East	1701 Central	CAR0090	004/0830	103	East	20	2060	5	515	1545	\$77.25	\$1.55	\$7.73	\$0.50	\$2.72	\$15.54	\$17.10	\$32.64	\$89.74	\$57.10
50922147	NORTH COAST NATUROPATHIC	East	1727 Central	NOR0072	002/0030	20.5	East	20	410	5	308	308	\$15.38	\$0.31	\$1.54	\$0.50	\$2.72	\$3.54	\$3.89	\$7.43	\$20.44	\$13.01
50922148	VACANT	East				20.5	East	20	410	5	308	308	\$15.38	\$0.31	\$1.54	\$0.50	\$2.72	\$3.54	\$3.89	\$7.43	\$20.44	\$13.01
50922149	Trinity Ballet	East	1711 Central	CVS0001	002/0010	20.5	East	20	410	5	308	308	\$15.38	\$0.31	\$1.54	\$0.50	\$2.72	\$3.54	\$3.89	\$7.43	\$20.44	\$13.01
50922150	Mad River Hospital	East	1733 Central	MAD0001	002/0060	20.5	East	20	410	5	308	308	\$15.38	\$0.31	\$1.54	\$0.50	\$2.72	\$3.54	\$3.89	\$7.43	\$20.44	\$13.01
50922151	Mad River Hospital	East	1735 Central	MAD0004	002/0050	20.5	East	20	410	5	308	308	\$15.38	\$0.31	\$1.54	\$0.50	\$2.72	\$3.54	\$3.89	\$7.43	\$20.44	\$13.01
50922152	Gregory Mellon D.D.S.	East	1737 Central	MEL0001	002/0040	20.5	East	20	410	5	308	308	\$15.38	\$0.31	\$1.54	\$0.50	\$2.72	\$3.54	\$3.89	\$7.43	\$20.44	\$13.01
50922153	Luzmilla's	East	1751 Central	LUZ0001	002/0067	145	East	20	2900	5	725	2175	\$108.75	\$2.18	\$10.88	\$0.50	\$2.72	\$21.65	\$23.82	\$45.47	\$125.02	\$79.55
50922158	BMW of Humboldt	East	1795 Central	BMW0001	002/0085	113	East	20	2260	5	565	1695	\$84.75	\$1.70	\$8.48	\$0.50	\$2.72	\$17.00	\$18.70	\$35.69	\$98.14	\$62.45
50922162	BMW of Humboldt	East	1781 Central	BMW0001	002/0077	62	East	20	1240	5	310	930	\$46.50	\$0.93	\$4.65	\$0.50	\$2.72	\$9.58	\$10.54	\$20.11	\$55.30	\$35.19
50923218	Mickeys Car Dealership	East	1901 Central	MIC0002	002/0890	216	East	20	4320	5	1080	3240	\$162.00	\$3.24	\$16.20	\$0.50	\$2.72	\$31.98	\$35.18	\$67.16	\$184.66	\$117.50
50923301	LDS Church Heartwood/Central Ave.	East	1660 Heartwood	LDS0002	002/0116	330	East	20	6600	5	1650	4950	\$247.50	\$4.95	\$24.75	\$0.50	\$2.72	\$48.57	\$53.42	\$101.99	\$280.42	\$178.43
50923302	J.A. Southerland DBA Taco Bell	East	1811 Central	LAS0002	002/0110	55	East	20	1100	5	275	825	\$41.25	\$0.83	\$4.13	\$0.50	\$2.72	\$8.56	\$9.42	\$17.97	\$49.42	\$31.45
50923305	Mark Rynearson	East	1803 Central	RYN0003	002/0090	21	East	20	420	5	105	315	\$15.75	\$0.32	\$1.58	\$0.50	\$2.72	\$3.61	\$3.97	\$7.59	\$20.86	\$13.27
50923306	Forbes and Associates	East	1807 Central	FOR0001	002/0100	21	East	20	420	5	105	315	\$15.75	\$0.32	\$1.58	\$0.50	\$2.72	\$3.61	\$3.97	\$7.59	\$20.86	\$13.27
50923318	Roetiger, Timothy	East	1955 Central	CEN0007	002/2180	100	East	20	2000	5	500	1500	\$75.00	\$1.50	\$7.50	\$0.50	\$2.72	\$15.11	\$16.62	\$31.72	\$87.22	\$55.50
50926129a	Trinity Ballet	East	1955 Central	MAC0056	002/2235	30	East	20	600	5	150	450	\$22.50	\$0.45	\$2.25	\$0.50	\$2.72	\$4.92	\$5.41	\$10.34	\$28.42	\$18.08
50926129b	Wright Management Services	East	1965 Central	WRM0070	002/2190	30	East	20	600	5	150	450	\$22.50	\$0.45	\$2.25	\$0.50	\$2.72	\$4.92	\$5.41	\$10.34	\$28.42	\$18.08
50926129c	Blair Schaeffer	East	1969 Central	SCH0148	002/2200	30	East	20	600	5	150	450	\$22.50	\$0.45	\$2.25	\$0.50	\$2.72	\$4.92	\$5.41	\$10.34	\$28.42	\$18.08
50926129d	Edward Jones Co	East	1973 Central	EDW0014	002/2220	30	East	20	600	5	150	450	\$22.50	\$0.45	\$2.25	\$0.50	\$2.72	\$4.92	\$5.41	\$10.34	\$28.42	\$18.08
50926129e	Lenore and Randy Meyers	East	1985 Central	MYE0030	002/2240	30	East	20	600	5	150	450	\$22.50	\$0.45	\$2.25	\$0.50	\$2.72	\$4.92	\$5.41	\$10.34	\$28.42	\$18.08
50926129f	Little Ceasars	East	1977 Central	LIT0022	002/2230	30	East	20	600	5	150	450	\$22.50	\$0.45	\$2.25	\$0.50	\$2.72	\$4.92	\$5.41	\$10.34	\$28.42	\$18.08
50926201	HODGE PROPERTY LLC,	East	1933 Central	HOD0012	002/0904	100	East	20	2000	5	500	1500	\$75.00	\$1.50	\$7.50	\$0.50	\$2.72	\$15.11	\$16.62	\$31.72	\$87.22	\$55.50
51012205	Les Schwab Tires	West	2210 Central	LES0009	013/1436	167	West	11	1837	5	835	1002	\$50.10	\$1.00	\$5.01	\$0.50	\$2.72	\$10.28	\$11.30	\$21.58	\$59.33	\$37.75
51012236	Dennis McDonald	West	2260 Central	MCD0028	011/1652	132	West	11	1452	5	660	792	\$39.60	\$0.79	\$3.96	\$0.50	\$2.72	\$8.24	\$9.06	\$17.30	\$47.57	\$30.27
51013207	L&A Enterprise (Vacant lot NW corner pickett & central)	West	2160 Central	LAE0008	020/0517	95	West	11	1045	5	475	570	\$28.50	\$0.57	\$2.85	\$0.50	\$2.72	\$6.09	\$6.69	\$12.78	\$35.14	\$22.36
51013215	The Look Clothing and salon	West	2196 Central	THE0018	013/1438	65	West	11	715	5	325	390	\$19.50	\$0.39	\$1.95	\$0.50	\$2.72	\$4.34	\$4.77	\$9.11	\$25.06	\$15.95
51013231	Piersons City Center L&A enterprises	West	City Center	LAE0001	005/0170	675	West	11	7425	5	3375	4050	\$202.50	\$4.05	\$20.25	\$0.50	\$2.72	\$39.84	\$43.82	\$83.66	\$230.02	\$146.36
51013232	St Joseph Hospital	West	2192 Central	STJ0005	013/1439	50	West	11	550	5	250	300	\$15.00	\$0.30	\$1.50	\$0.50	\$2.72	\$3.47	\$3.81	\$7.28	\$20.02	\$12.74
51031306	Big Oil & Tire	West	1980 Central	BIG0006	005/0280	70	West	11	770	5	350	420	\$21.00	\$0.42	\$2.10	\$0.50	\$2.72	\$4.63	\$5.09	\$9.73	\$25.74	\$17.01
510																						

Central Avenue Landscape Zone OSMZ #6 2021 Reformation		
Rev 8/20/2021		17
93 Total Customers		Proposed
		Net
APN	Customer or Business Name	Cost per Cust per Month ₁₆
50824212	American Hospital Management	\$24.93
50824215	ANDERSON, GREG	\$21.29
50824223	LNR Holdings	\$25.35
50824224	CVS	\$51.01
50824225	Humboldt Petroleum (Shell Gas station)	\$21.08
50824229	Chamber of Commerce / Tri counties bank	\$53.57
50824239	Miller Farms Parcel 2 (south one along nursery wy)	\$33.26
50825105	D. R. Miller Family LLC	\$16.59
50825108	Coast Central Credit Union	\$44.81
50825123	Joyful Healer / Karate dojo	\$15.52
50825125	Murphy's Pizza Office	\$4.83
50825126	Becci Matson	\$4.83
50825127	Northern CA Safety Consortium	\$4.83
50825128	Paul Trapanier (Mck Office Supply)	\$4.83
50825134	Burger King	\$42.03
50825135	Starbucks	\$27.49
50825145	Miller Farms (Cottage Realty / Humboldt Human Resources)	\$18.08
50825150	Miller Farm	\$40.10
50825159	Opies Fine Cars	\$40.32
50918158	Grocery Outlet	\$39.68
50918160	Auto Zone	\$20.22
50919116	Central Station	\$53.89
50919107	Mary Keehn	\$44.27
50919122	Sydriel LP	
50919127	CSK Auto Kragen #1428 C/O Oriely Auto Parts	\$41.60
50919155	Redwood Oil Co.	\$93.98
50922144	Carmellas	\$57.10
50922147	NORTH COAST NATUROPATHIC	\$13.01
50922148	VACANT	
50922149	CVS	\$13.01
50922150	Mad River Hospital	\$13.01
50922151	Mad River Hospital	\$13.01
50922152	Gregory Mellon D.D.S.	\$13.01
50922153	Luzmilla's	\$79.55
50922158	BMW of Humboldt	\$62.45
50922162	BMW of Humboldt	\$35.19
50923218	Mickeys Car Dealership	\$117.50
50923301	LDS Church Heartwood/Central Ave.	\$178.43
50923302	J.A. Southerland DBA Taco Bell	\$31.45
50923305	Mark Rynearson	\$13.27
50923306	Forbes and Associates	\$13.27
50926128	Roettger, Timothy	\$55.50
50926129a	Trinity Ballet	\$18.08
50926129b	Wright Management Services	\$18.08
50926129c	Stacy Scheffler	\$18.08
50926129d	Edward Jones Co .	\$18.08
50926129e	Lenore and Randy Meyers	\$18.08
50926129f	Little Ceasars	\$18.08
50926201	HODGE PROPERTY LLC,	\$55.50
51012205	Les Schwab Tires	\$37.75

51012236	Dennis McDonald	\$30.27
51013207	L&A Enterprise (Vacant lot NW corner pickett & central)	\$22.36
51013215	The Look Clothing and salon	\$15.95
51013231	Piersons City Center L&A enterpries	\$146.36
51013232	St Joseph Hospital	\$12.74
51013306	Big Oil &Tire	\$17.01
51034117	Eureka Natural Foods	\$124.98
51034141	The Club	\$42.14
51034132	Mck Middle School	\$211.57
51034142	McKinleyville Trailer Park	\$85.43
51034143	Vern McGaughy	\$157.05
51040103	MACC VET INC,	\$62.98
51040128	Arcata Fire Protection Dist.	\$38.93
51040106	Niveens	\$62.98
51040111	Umpqua bank	\$49.08
51041116	Round Table Developmant Corp.	\$40.00
51041131	George Berry	\$38.39
51041132	George Berry	\$68.86
	LUGER, BRETT	\$5.43
	FERARU, PHILIP T	\$5.43
	CULBRETH, DEBRA	\$5.43
	LEE, DORA	\$5.43
	SIMON, KIMBERLY	\$5.43
	KENNARD, VICTORIA	\$5.43
	MAYO, RACHEL	\$5.43
	BRADY, KATELYN	\$5.43
51048107	SAILLE, GABRIEL	\$5.43
51048107	MARSHALL, FRANKLIN	\$5.43
51048107	NEFF, CAMERON ETHAN	\$5.43
51048107	HOOPER, ROBERT S.	\$5.43
	MATYSHOCK, LEON	\$5.43
	SCHOEN, CATHERINE E.	\$5.43
	COLLINS, KYLE	\$5.43
	COLEGROVE, PRINCESS	\$5.43
	GAGNE, JOHN F.	\$5.43
	BLACK, ALAN	\$5.43
	PAYSINGER, ISIS	\$5.43
	WEAVER, JAMES	\$5.43
	VALADAO, LUIS	\$5.43
	LEE, DENNIS	\$5.43
	HORRIE, DOUGLAS S	\$5.43
51048107	RIGGINS, MARC "BUBBA"	\$5.43
51048107	BURROWES, MIKKEL	\$5.43
	Monthly TOTALS	\$3,061.63
	Annual TOTALS	\$36,739.58



OFFICIAL ASSESSMENT BALLOT
McKINLEYVILLE COMMUNITY SERVICES DISTRICT (District)
CENTRAL AVENUE LANDSCAPE OPEN SPACE ZONE #6

The MCSD Board of Directors will only accept ballots provided by MCSD and will not accept photocopies, faxes or other forms of the ballot. If a ballot is lost or destroyed, you may request a duplicate ballot from MCSD. This ballot becomes a public record at the close of the public input portion of the Public Hearing on this matter and is subject to public inspection at that time.

To ensure the privacy of your ballot, please seal it within the enclosed return envelope. Mail or deliver ballot to the MCSD Office at: 1656 Sutter Rd. McKinleyville, CA 95519. Mailed ballots must be *received* in the MCSD Office no later than 4:30 pm on Wednesday, December 1, 2021

Ballots may also be hand delivered to the MCSD Board of Directors at the Public Hearing scheduled to be held at 7:00 PM on December 1, 2021 at Azalea Hall located at 1620 Pickett Road, McKinleyville, California. The ballot must be received by MCSD prior to the time the Board of Directors closes the public input portion of the public hearing on the proposed assessment.

Customer/Business: «First_Name» «Customer_Name_____»

Property Address: «Serv_Add_NameNumber_____»

Current monthly assessment: \$«current»

Proposed monthly assessment: \$«proposed»

PLEASE MARK ONE BOX BELOW:

- Yes, I support the proposed assessment, including the annual inflation adjustment.
- No, I do not support the proposed assessment.

Signature

Date

Ballot must be *received* prior to the close of the public hearing on December 1, 2021 in order to be considered. Mailed ballots must be *received* no later than 4:30 pm on December 1, 2021. Postmarks are not sufficient.



McKINLEYVILLE COMMUNITY SERVICES DISTRICT
NOTICE OF PUBLIC HEARING AND PROPOSED ASSESSMENT
CENTRAL AVENUE OPEN SPACE MAINTENANCE ZONE # 6

On October 6, 2021, by its Resolution No. 2021-23, the Board of Directors of the McKinleyville Community Services District (District) proposed to renew the assessment levied in connection with Central Avenue Open Space Maintenance Zone # 6 ("Zone #6"). The Assessment is collected on the water bills for parcels on the portion of Central Avenue that contain frontage landscaping maintained by the District. You are being provided this notice because the District's records show that you are the billing customer responsible for payment of the assessment.

The purpose of the Zone #6 assessment is to fund the maintenance of the 80,997 square feet of publicly maintained landscaping fronting Central Avenue, as well as resurfacing and maintaining the gravel bridal trail. The assessment was first levied in 1997. The District's practice has been to renew the assessments every five years. The most recent assessment expires in December 2021. It is proposed to renew the assessment for the period beginning December 2021 and ending December, 2026.

The District's anticipated annual cost of frontage landscape and trail maintenance is \$37,072 (reduced from \$57,739 by a \$10,000 county subsidy and a \$11,000 "swap crew" credit). This cost will be assessed to each parcel in proportion to the square feet of frontage landscaping adjacent to the parcel. Annual costs for the bridal trail and administration of the assessment total \$3,099. These costs will be assessed with each parcel paying an equal share of \$2.72 per month.

The proposed monthly assessment for each parcel is \$2.72 plus \$0.05 per square foot of frontage landscaping. This monthly assessment (aside from fifty cents per month that is collected for assessment administration) may be adjusted annually to reflect the change in prices as set forth in the California Department of Finance's "Price and Population" calculation. However, in no event will the assessment rate exceed the anticipated cost of providing services.

Reference is made to the Engineer's Report for the proposed Zone (which is available on the District's website www.mcsd.com) for a more complete description of the facilities and landscaping to be maintained and operated, as well as a map of the Zone.

Public Hearing

On **December 1, 2021 at 7:00 pm at Azalea Hall, 1620 Pickett Road, McKinleyville, CA** the Board of Directors of the CSD will hold a public hearing on the proposed assessment. At the hearing, the Board will consider oral and written testimony (and written objections and protests) regarding the proposed assessments. The enclosed assessment ballot may be returned to the District at the hearing, or may be mailed or hand delivered to the District prior to the hearing. The Board will not impose the assessment if, upon the conclusion of the hearing, ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment. In tabulating the ballots, the ballots will be weighted according to the proportional financial obligation of the affected property (i.e. the amount of the assessment).

If you have questions about this notice or the proposed assessment, please contact General Manager, Gregory Orsini at (707) 839-3251. Completed Assessment Ballots, as well as written comments and protests for the Board's consideration at the hearing, can be delivered to the District at its offices located at 1656 Sutter Rd, McKinleyville, California.

McKinleyville Community Services District

BOARD OF DIRECTORS

December 1, 2021

TYPE OF ITEM: **ACTION**

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

PRESENTED BY: **April Sousa, 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 November 3, 2021 Regular Board Meeting and November 18, 2021 Special Board Meeting

Discussion:

The Draft minutes are attached for the above listed meetings. 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 November 3, 2021 Regular Board Meeting
- Attachment 2 – Draft Minutes from November 18, 2021 Special Board Meeting

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, NOVEMBER 3, 2021 - 7:00 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 regular session of the Board of Directors of McKinleyville Community Services District convened at 7:00 pm with the following Directors and staff in attendance in person at Azalea Hall:

Dennis Mayo, President	Pat Kaspari, General Manager
David Couch, Vice President	April Sousa, Board Secretary
Scott Binder, Director	Joseph Blaine, IT Specialist
Greg Orsini, Director	Eava Minton, IT in Training
Joellen Clark-Peterson, Director	Lesley Frisbee, Parks & Recreation Director
	James Henry, Operations Director
	Colleen Trask, Finance Director

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by President Mayo

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

A.4 Approval of the Agenda:

Motion: It was moved to approve the agenda as delivered.

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

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Clark-Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

AGENDA ITEM B. PUBLIC HEARINGS:

There were no scheduled public hearings.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

Winchell Dillenbeck from McKinleyville and from Healthcare for All, Humboldt Chapter, came to speak on the Nationwide Comprehensive Healthcare. He is asking for the MCSD Board to consider a resolution to support this legislation for healthcare reform.

Patty Harvey also spoke in favor of Single Payer Healthcare Legislation.

Rick Littlefield, owner of Eureka Natural Foods, spoke about the Bridle Trail within the Central Avenue Assessment District.

Mary Burke, former MCSD Director, gave an update from a group called "California Unincorporated" and other legislative updates.

Kathryn Donahue, a local nurse, would also like the MCSD Board to consider the National Comprehensive Healthcare/Single Payer Healthcare Resolution.

Corrine Frugon, also spoke on support of the Single Payer Healthcare Resolution and asked for the Board to consider this.

AGENDA ITEM D. CONSENT CALENDAR:

- D.1 Consider Approval of the Minutes of the Board of Directors
- D.2 Consider Approval of September DRAFT 2021 Treasurer's Report
- D.3 Consider Approval of Resolution 2021-30 amending the Board Policy Manual adding Part 13: Directors' Expense Reimbursement
- D.4 Review 2020 Annual Water Loss Audit Report
- D.5 Reaffirm Resolution 2021-27 Making Findings Pursuant to Government Code Section 5493, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings

Motion: It was moved to approve the Consent Calendar.

Motion by: Director Couch; **Second:** Director Orsini

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Clark-Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

- E.1 Consider Adoption of Resolution 2021-29 Recognizing, Honoring and Commending Kyle Stone for Fifteen (15) Years of Service

Operations Director James Henry gave a brief presentation honoring Kyle Stone for fifteen (15) years of service.

The Board and staff were able to give comments and congratulations. Members of the Public also spoke in support of the commendable work of Kyle Stone.

Motion: It was moved to adopt Resolution 2021-29 honoring Kyle Stone for fifteen (15) years of service at McKinleyville Community Services District.

Motion by: Director Orsini; **Second:** Director Couch

Roll Call: Ayes: Binder, Clark-Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

- E.2 Consideration of Fulton Water Loss Appeal

General Manager Kaspari gave a brief overview of this item. President Mayo did not feel comfortable moving forward with the item without the Fulton's present. He asked the Board if they would support pushing the item to the December Board meeting.

Motion: It was moved to table this item to the December Board meeting.

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

Roll Call: Ayes: Binder, Clark-Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

- E.3 Consider Acceptance of BBW & Associates' McKinleyville Community Forest Framework Plan

General Manager Kaspari gave an introduction of this item to the Board. Mark Andre and Greg Blomstrom from Baldwin, Blomstrom, Wilkinson and Associates (BBW) gave a presentation for the Board.

Jason Carlson, Craig Compton, and Gary Ryneerson from Green Diamond Resource Company were present for the presentation as well. Mr. Carlson spoke after the presentation regarding the opportunity of this Community Forest.

The Board and the public were given an opportunity to speak and make comments.

Brian Dorman, McKinleyville resident, made comments regarding the availability of the plan to residents near the proposed Community Forest.

Karen Dorman, McKinleyville resident, asked if the modality of the Community Forest would be horse, bike, pedestrian like the Arcata Community Forest.

Supervisor Madrone commented on both past and current Boards on following through with the vision of the Community Forest and Green Diamond for their partnership.

Motion: It was moved to accept BBW's McKinleyville Community Forest Framework Plan.

Motion by: Director Orsini; **Second:** Director Binder

Roll Call: Ayes: Binder, Clark-Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

E.4 Consider Second Reading and Adoption of Ordinance 2021-08 Adding Regulation 48: Community Forest, to Article IV: Parks and Recreation, Addressing Community Forest Powers and Authority of the MCSD Rules and Regulations

Board Secretary Sousa gave a brief review of the staff note. There were no comments from the Board or the public. President Mayo exited the dais briefly and was not present for the remainder of this item or the vote.

Motion: Approve the second reading and adoption of Ordinance 2021-08 adding Regulation 48: Community Forest, to Article IV: Parks and Recreation, addressing community forest powers and authority of the MCSD Rules and Regulations, by title only.

Motion by: Director Orsini; **Second:** Director Binder

Roll Call: Ayes: Binder, Clark-Peterson, Couch, and Orsini Nays: None Absent: Mayo

Motion Summary: Motion Passed

E.5 Consider Adoption of Resolution 2021-31 Naming the Microgrid Project at the Wastewater Management Facility as Da Ledik Microgrid

Board Secretary Sousa reviewed this item with the Board. President Mayo commented on the process. Director Orsini asked that once the Microgrid is up and running to ask the tribe to partner with MCSD for a naming ceremony.

Motion: Approve Resolution 2021-31 Naming the Microgrid at the Wastewater Management Facility "Da Ledik".

Motion by: Director Binder; **Second:** Director Clark-Peterson

Roll Call: Ayes: Binder, Clark-Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

E.6 Consider Award of Contract to Willdan Financial Services for Water & Sewer and Connection Fee Rate Study

General Manager Kaspari gave an overview of this item. President Mayo commented on the loss of revenue during drought conditions. Director Couch commented in support of looking at industrial rates based on the strength of the Biochemical Oxygen Demand (BOD).

Motion: Authorize the General Manager to execute the Professional Services Agreement with Willdan Financial to provide services to perform a Water and Sewer Rate Study, not to exceed \$49,930 with a 10% (\$4,993) contingency, totally \$54,923.

Motion by: Director Orsini; **Second:** Director Binder

Roll Call: Ayes: Binder, Clark-Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

E.7 Consider Approval of LAFCo 2021 Municipal Service Review

General Manager Kaspari reviewed the item with the Board. General Manager Kaspari noted that staff has

been in contact with LAFCo staff asking that if the LAFCo Board makes any changes that the MCSD Board would like a final review. Director Orsini had further feedback on the updated draft from LAFCo, which staff will pass on to LAFCo staff.

Motion: Approval of the updated October 2021 LAFCo Administrative Draft, McKinleyville Community Services District, Municipal Services Review and Sphere of Influence Update, with recommended changes and request staff notify LAFCo that if any changes are made after this approval, the Board wishes to review them prior to LAFCo's final approval.

Motion by: Director Orsini; **Second:** Director Binder

Roll Call: Ayes: Binder, Clark-Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

E.8 Consider Acceptance of Mutual Aid Agreement developed by Humboldt Chapter of California Special District Association (CSDA) and Authorize Execution with Interested Agencies

General Manager Kaspari gave a brief review of the item. Director Orsini commended the CSDA Humboldt Chapter on this work.

Motion: Accept the Mutual Aid Agreement developed by the Humboldt Chapter of CSDA and authorize the General Manger to execute the agreement with other interested agencies.

Motion by: Director Orsini; **Second:** Director Clark-Peterson

Roll Call: Ayes: Binder, Clark-Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Clark-Peterson):** Director Binder had nothing further to add to Director Frisbee's report.
- b. **Area Fund (John Kulstad/Clark-Peterson):** Did not meet.
- c. **Redwood Region Economic Development Commission (Clark-Peterson/Binder):** Director Clark-Peterson gave a brief report on the recent meeting.
- d. **McKinleyville Senior Center Advisory Council (Clark-Peterson/Binder):** Did not meet.
- e. **Audit (Orsini/Couch):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini gave a brief report.
- h. **Local Agency Formation Commission (Couch):** Did not meet.
- i. **Environmental Matters Committee (Couch/Clark-Peterson):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Nothing to report.
- k. **Ad Hoc Latent Powers Committee (Orsini/Couch):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

President Mayo gave an update on legislation from ACWA Legislative Committee, most specifically the non-essential Turf removal.

F.3 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director Colleen Trask updated the Board on the Governor's non-shutoff/non-lock legislation and payment of balances COVID-19 arrearage customers. Director Orsini asked about information from the County needed for the Audit.
- b. **Operations Department (James Henry):** Operations Director James Henry had nothing further to add to his written report.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director Lesley Frisbee had nothing further to report.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari added a reminder about the meeting on November 18, 2021 at 6 p.m. at the Conference Room.

F.3.2 PRESIDENT'S REPORT: Nothing to report.

F.4 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS:

Director Binder commented on the Redwood Region Economic Development Commission (RREDC) meeting.

Director Orsini spoke about the Single Payer Healthcare Resolution.

G. ADJOURNMENT:

Meeting Adjourned at 9:34 P.M.

April Sousa, MMC, Board Secretary

MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, NOVEMBER 18, 2021 - 6:00 P.M. IN PERSON AT THE MCSD OFFICE CONFERENCE ROOM
1656 Sutter Road, McKinleyville, CA
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 special session of the Board of Directors of McKinleyville Community Services District convened at 6:00 pm with the following Directors and staff in attendance in person at the MCSD Conference Room:

Dennis Mayo, President	Pat Kaspari, General Manager
David Couch, Vice President	April Sousa, Board Secretary
Scott Binder, Director	Colleen Trask, Finance Director
Greg Orsini, Director	Russ Gans, Legal
Joellen Clark-Peterson, Director	

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by President Mayo

A.3 Approval of the Agenda:

Motion: It was moved to approve the agenda as delivered.

Motion by: Director Orsini; **Second:** Director Binder

There were no comments from the Board or public.

Roll Call: Ayes: Binder, Clark-Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

AGENDA ITEM B. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

None

AGENDA ITEM C. CONTINUED AND NEW BUSINESS:

C.1 Consider Adoption of Resolution 2021-32 Approving Installment Purchase Contracts, Trust Agreements, a Certificate Purchase Agreement, a Continuing Disclosure Certificate and an Official Statement; Making Certain Determinations Relating thereto; and Authorizing Certain Other Actions in Connection therewith

General Manager Kaspari introduced James Fabian, the Municipal Advisor, Albert Reyes, Bond Counsel from Kutak Rock LLP, Rick Brandis from Brandis/Tallman a division of Oppenheimer Inc., and Board Legal Counsel Russ Gans who were present to assist with this item. General Manager Kaspari opened the item by reviewing the staff note with the Board. He then passed off the presentation to the Bond team.

Director Orsini asked about the next steps. Rick Brandis was able to describe the process of what will happen next.

President Mayo asked clarifying questions about the District's estimated credit rating at this time.

Clarifying questions were asked about what happens to the bonds that don't immediately sell.

President Mayo asked for Legal Counsel Russ Gans to weigh in on this item.

Motion: Approve Resolution 2021-32 approving installment purchase contracts, trust agreements, certificate purchase agreements, a continuing disclosure certificate and an official statement; making certain determinations relating thereto; and authorizing certain other action in connection therewith.

Motion by: Director Orsini; **Second:** Director Couch

Roll Call: Ayes: Binder, Clark-Peterson, Couch, Orsini, and Mayo Nays: None Absent: None

Motion Summary: Motion Passed

Director Orsini asked for an information item to come back to the Board outside of the General Manager's report at a future Board meeting.

Director Couch mentioned the recent Town Center meeting that took place a week prior. President Mayo directed General Manager Kaspari to discuss concerns with the Humboldt County Planning Department.

D. ADJOURNMENT:

Meeting Adjourned at 6:32 P.M.

April Sousa, MMC, Board Secretary

**McKinleyville Community Services District
Treasurer's Report
Oct 2021 **DRAFT****

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Page 4	Activity Summary by Fund with Selected Graphic Comparisons
Page 11	Capital Expenditure Report
Page 12	Summary of Long-Term Debt Report
Page 13	Cash Disbursement Report

Ratios

as of October 31, 2021 - **DRAFT**

- Utility Accounts Receivable Turnover Days	15
- YTD Breakeven Revenue, Water Fund:	\$ 947,471
- YTD Actual Water Sales:	\$ 1,453,794
- Days of Cash on Hand-Operations Checking/MM	229

**McKinleyville Community Services District
Investments & Cash Flow Report
as of October 31, 2021 - DRAFT**

Petty Cash & Change Funds 9,197.46

Cash

Operating & Money Market - Beginning Balance		4,169,343.73
Cash Receipts:		
Utility Billings & Other Receipts	763,428.13	
Money Market Account Interest	19.09	
Transfers from County Funds #2560, #4240, CalTRUST, Meas. B	-	
Other Cash Receipts (Grants/Other Receivables)	-	
Total Cash Receipts		763,447.22
Cash Disbursements:		
Transfers to County Funds #2560, #4240, CalTRUST	-	
Payroll Related Expenditures (incl. CalPERS UAL pmt)	(231,572.53)	
Debt Service	(68,834.79)	
Capital & Other Expenditures	(446,427.46)	
Total Cash Disbursements		(746,834.78)
Operating & Money Market - Ending Balance		4,185,956.17
Total Cash		4,195,153.63

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

LAIF - Beginning Balance	138,915.98	
Interest Income	84.59	
LAIF - Ending Balance		139,000.57
Humboldt Co. #2560 - Beginning Balance	2,003,232.66	
Property Taxes and Assessments	-	
Transfer to/from Operating Cash	-	
Interest Income (net of adjustments)	2,570.82	
Humboldt Co. #2560 - Ending Balance		2,005,803.48
Humboldt Co. #4240 - Beginning Balance	3,420,164.85	
Transfer to/from Operating Cash	-	
Transfer to/from Biosolids Reserve	-	
Interest Income	3,584.51	
Humboldt Co. #4240 - Ending Balance		3,423,749.36
Humboldt Co. #9390 - Beginning Balance	663,032.08	
Reserves Recovery Deposits/Other Bal Withdrawals	-	
Humboldt Co. #9390 - Ending Balance		663,032.08
USDA Bond Reserve Fund - Beginning Balance	109,655.35	
Bond Reserve Payment/Transfer to Service Fund	-	
Debt Service Payment, Principal/Interest (Net)	-	
Interest Adjustment	0.42	
USDA Bond Reserve Fund - Ending Balance		109,655.77
CalTRUST - Beginning Balance	10,627,871.56	
Net Transfer to/from Designated Reserves: PERS/OPEB	-	
Net Transfer to/from Capacity Fees/Catastrophe/Other Reserves	-	
Net: Interest Income/Unrealized Gain/Loss	(37,818.94)	
CalTRUST - Ending Balance		10,590,052.62
Total Investments		16,937,311.36
Total Cash & Investments - Current Month		21,132,464.99
Total Cash & Investments - Prior Month		21,154,301.98
Net Change to Cash & Investments This Month		(21,836.99)

Cash & Investment Summary

Cash & Cash Equivalents		20,397,170.28
Davis-Grunsky Loan Reserve		625,638.94
USDA Bond Reserve		109,655.77
Total Cash & Investments		21,132,464.99

McKinleyville Community Services District
 Consolidated Balance Sheet by Fund
 as of October 31, 2021 - DRAFT

	Governmental Funds			Proprietary Funds		Total (Memorandum Only)	
	Parks & General	Measure B	Streetlights	Water	Wastewater		
ASSETS							
Current Assets							
Unrestricted cash & cash equivalents	\$ 898,885.09	\$ (514,449.75)	\$ 85,893.07	\$ 8,538,515.89	\$ 11,602,625.12	\$ 20,611,469.42	
Accounts receivable	4,294.60	-	4,510.19	545,574.74	579,448.05	1,133,827.58	
Prepaid expenses & other current assets	34,043.04	1,763.89	3,369.39	125,545.52	66,563.72	231,285.56	
Total Current Assets	937,222.73	(512,685.86)	93,772.65	9,209,636.15	12,248,636.89	21,976,582.56	
Noncurrent Assets							
Restricted cash & cash equivalents	210,368.26	-	-	625,638.94	109,655.77	945,662.97	
Other noncurrent assets	-	-	-	785,843.52	808,319.65	1,594,163.17	
Capital assets (net)	-	-	-	8,261,727.12	28,152,680.37	36,414,407.49	
Total Noncurrent Assets	210,368.26	-	-	9,673,209.58	29,070,655.79	38,954,233.63	
TOTAL ASSETS	\$ 1,147,590.99	\$ (512,685.86)	\$ 93,772.65	\$ 18,882,845.73	\$ 41,319,292.68	\$ 60,930,816.19	
LIABILITIES & FUND BALANCE/NET ASSETS							
Current Liabilities							
Accounts payable & other current liabilities	\$ 77,276.46	\$ 3,619.68	\$ 2,700.95	\$ 290,549.35	\$ 112,207.21	\$ 486,353.65	
Accrued payroll & related liabilities	93,223.14	-	-	68,799.38	69,193.25	231,215.77	
Total Current Liabilities	170,499.60	3,619.68	2,700.95	359,348.73	181,400.46	717,569.42	
Noncurrent Liabilities							
Long-term debt	-	-	-	2,073,075.91	15,457,614.71	17,530,690.62	
Other noncurrent liabilities	-	-	-	4,492,036.05	4,599,403.59	9,091,439.64	
Total Noncurrent Liabilities	-	-	-	6,565,111.96	20,057,018.30	26,622,130.26	
TOTAL LIABILITIES	170,499.60	3,619.68	2,700.95	6,924,460.69	20,238,418.76	27,339,699.68	
Fund Balance/Net Assets							
Fund balance	(2,645,406.83)	(516,305.54)	91,071.70	-	-	(3,070,640.67)	
Net assets	3,622,498.22	-	-	5,769,733.83	8,385,808.26	17,778,040.31	
Investment in capital assets, net of related debt	-	-	-	6,188,651.21	12,695,065.66	18,883,716.87	
Total Fund Balance/Net Assets	977,091.39	(516,305.54)	91,071.70	11,958,385.04	21,080,873.92	33,591,116.51	
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 1,147,590.99	\$ (512,685.86)	\$ 93,772.65	\$ 18,882,845.73	\$ 41,319,292.68	\$ 60,930,816.19	
Difference in Reclass from Cap Assets to Net Assets:							
Investment in General Capital Assets	\$ 3,147,357.23						
General Long-term Liabilities							
Meas. B Loan: Teen/Community Center	872,053.00			Non-debt Long-term Liabilities (included in Other Non-current Liabilities above)			
OPEB Liability	2,830,881.35			OPEB Liability	2,882,587.78	2,894,654.86	8,608,123.99
CalPERS Pension Liability/Deferred Inflows-Outflows	771,376.32			CalPERS Pension Liability	754,383.21	825,924.74	2,351,684.27
Accrued Compensated Absences	66,454.84						
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 4,540,765.51						

McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
Oct 2021 DRAFT

Department Summaries	September	October	% of Year 33.33% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
Water							
Water Sales	432,892	317,910	1,453,794	1,396,850	56,944	4.08%	
Other Revenues	46,481	(1,335)	76,333	644,906	(568,573)	-88.16%	Includes YTD Capacity Fees \$51,353 Contrib.Construction \$0, Grants \$0 Also includes CalTRUST unrealized gain/(loss)
Total Operating Revenues	479,373	316,575	1,530,127	2,041,756	(511,629)	-25.06%	
Salaries & Benefits	73,327	71,846	361,392	375,717	(14,325)	-3.81%	
Water Purchased	104,595	105,136	419,701	384,825	34,876	9.06%	
Other Expenses	35,149	66,877	182,302	281,065	(98,763)	-35.14%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Depreciation	33,333	33,333	130,249	133,333	(3,084)	-2.31%	
Total Operating Expenses	246,403	277,192	1,093,643	1,174,940	(81,297)	-6.92%	
Net Operating Income	232,970	39,383	436,484	866,816	(592,926)		
Interest Income	1,978	2,031	8,113	16,667	(8,554)	-51.33%	Interest rates lower than anticipated.
Interest Expense	(4,215)	(4,215)	(17,132)	(33,705)	(16,573)	-49.17%	Budget is spread evenly across 12 months, but actuals vary by loan pmt schedule
Net Income (Loss)	230,734	37,199	427,465	849,778	(422,313)		
Wastewater							
Wastewater Service Charges	365,561	327,699	1,367,274	1,393,917	(26,643)	-1.91%	
Other Revenues	79,302	(6,197)	114,910	743,373	(628,463)	-84.54%	Includes YTD Capacity Fees \$90,543 Contrib.Construction \$0, Grants \$0 Also includes CalTRUST unrealized gain/(loss)
Total Operating Revenues	444,863	321,501	1,482,184	2,137,290	(655,106)	-30.65%	
Salaries & Benefits	94,388	91,509	431,809	395,051	36,758	9.30%	
Other Expenses	52,399	101,867	255,668	368,268	(112,600)	-30.58%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Depreciation	102,083	102,083	402,916	408,333	(5,417)	-1.33%	
Total Operating Expenses	248,869	295,459	1,090,393	1,171,652	(81,259)	-6.94%	
Net Operating Income	195,994	26,042	391,791	965,638	(573,847)		
Interest Income	3,693	3,840	15,236	25,000	(9,764)	-39.05%	Interest rates lower than anticipated.
Interest Expense	(21,210)	21,139	(44,309)	(87,669)	(43,360)	-49.46%	
Net Income (Loss)	178,477	51,021	362,718	902,969	(540,251)		
Enterprise Funds Net Income (Loss)	409,210	88,220	790,184	1,752,747	(962,563)		

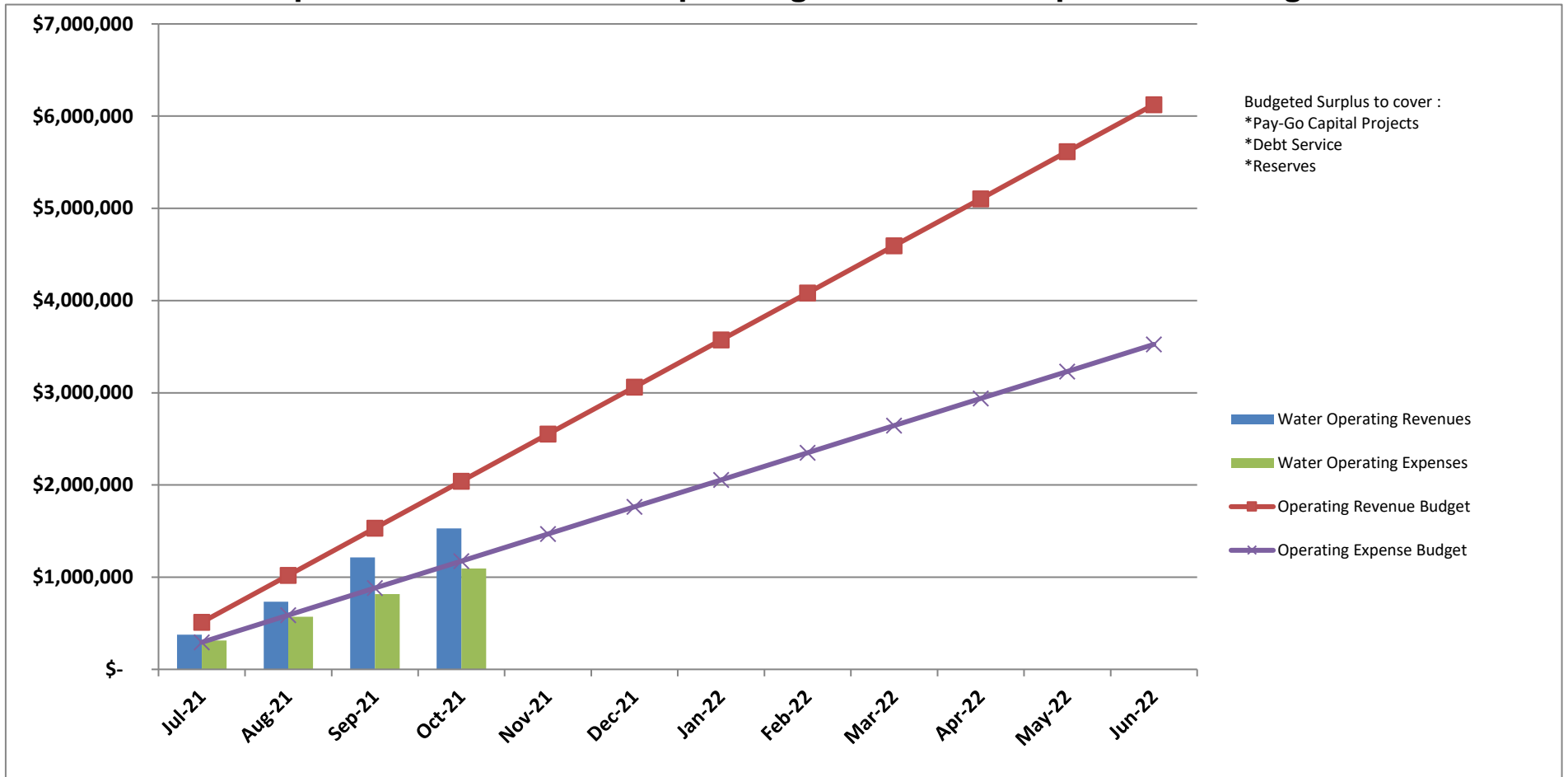
**McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
Oct 2021 DRAFT**

Department Summaries	September	October	% of Year 33.33% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
*Parks & Recreation							
Program Fees	7,091	8,927	56,354	80,760	(24,406)	-30.22%	Budget spread evenly across 12 months, but actuals vary by schedule
Rents & Facility Related Fees	3,786	5,754	18,795	16,907	1,888	11.17%	Budget spread evenly across 12 months, but actuals vary by rental schedule
Property Taxes	-	-	-	221,608	(221,608)	-100.00%	County Tax remittance: December, April, and June; per Auditor-Controller's office
Other Revenues	18,289	16,965	64,797	85,797	(21,000)	-24.48%	Budget spread evenly across 12 months, but actuals vary by schedule
Interest Income	2,488	2,520	10,066	11,667	(1,601)	-13.73%	Interest rates lower than anticipated.
Total Revenues	31,653	34,167	150,012	416,739	(266,727)	-64.00%	
Salaries & Benefits	69,268	69,751	339,667	292,119	47,548	16.28%	CalPERS UAL pmt in July, not spread over 12 months
Other Expenditures	24,848	13,277	79,899	82,040	(2,141)	-2.61%	Budget spread evenly across 12 months, but actuals vary by payment schedule
Capital Expenditures	-	-	-	40,667	(40,667)	-100.00%	Budget spread evenly across 12 months, but actuals vary by project schedule
Total Expenditures	94,116	83,028	419,566	414,826	4,740	1.14%	
Excess (Deficit)	(62,463)	(48,861)	(269,554)	1,913	(271,467)		
*Measure B Assessment							
Total Revenues	585	586	2,339	75,001	(72,662)	-96.88%	Interest & unrealized gains/losses; County Tax remittance December/April/June
Salaries & Benefits	4,872	5,941	29,121	19,585	9,536	48.69%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	1,636	3,620	9,610	24,023	(14,413)	-60.00%	Budget spread evenly across 12 months, but actuals vary seasonally
Capital Expenditures/Loan Repayment	-	63,147	63,147	31,225	31,922	102.23%	Budget is spread evenly across 12 months. Loan pmts are October & April
Total Expenditures	6,508	72,708	101,878	74,833	27,045	36.14%	
Excess (Deficit)	(5,923)	(72,122)	(99,539)	168	(99,707)		
*Street Lights							
Total Revenues	10,129	9,876	40,046	39,812	234	0.59%	
Salaries & Benefits	3,081	2,812	14,344	16,800	(2,456)	-14.62%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	3,181	3,934	13,316	13,092	224	1.71%	
Capital Expenditures/Loan Repayment	-	-	-	15,667	(15,667)	-100.00%	Budget spread evenly across 12 months, but actuals vary by project
Total Expenditures	6,262	6,746	27,660	45,559	(17,899)	-39.29%	
Excess (Deficit)	3,867	3,130	12,386	(5,747)	(18,133)		
Governmental Funds Excess (Deficit)	(64,518)	(117,852)	(356,707)	(3,666)	(353,041)		

McKinleyville Community Services District

Oct 2021 DRAFT

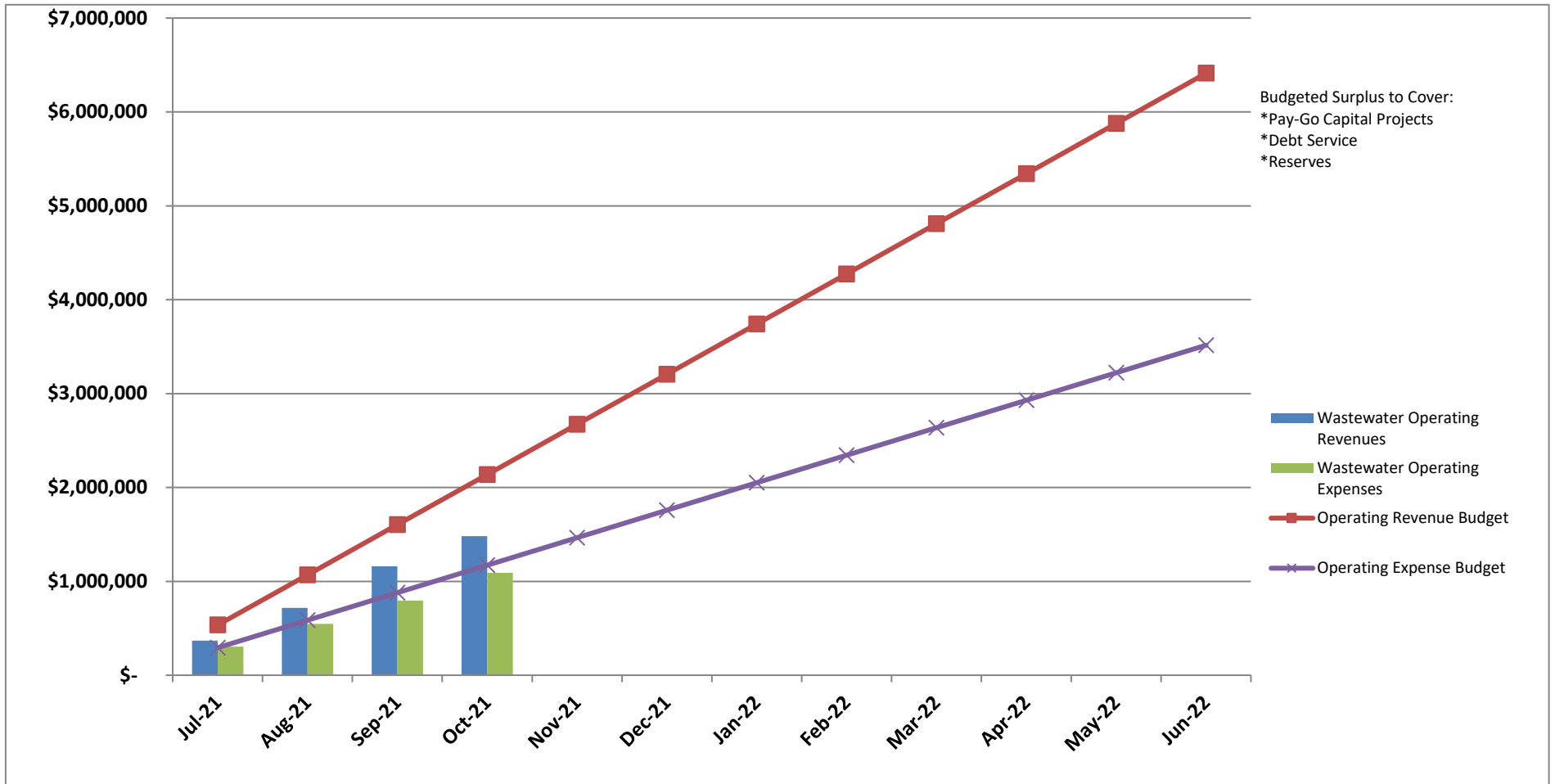
Comparison of Water Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District

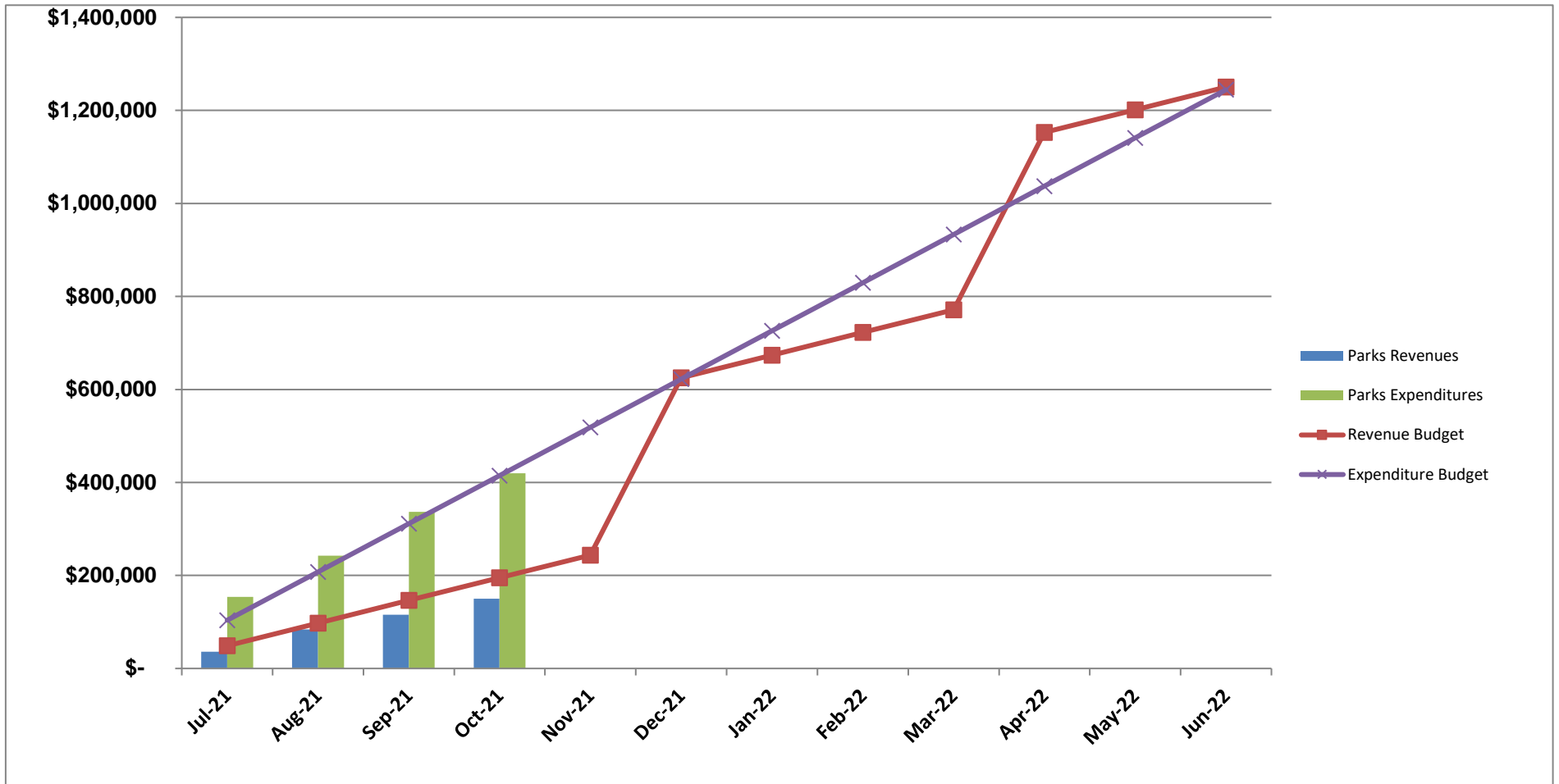
Oct 2021 DRAFT

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District Oct 2021 DRAFT

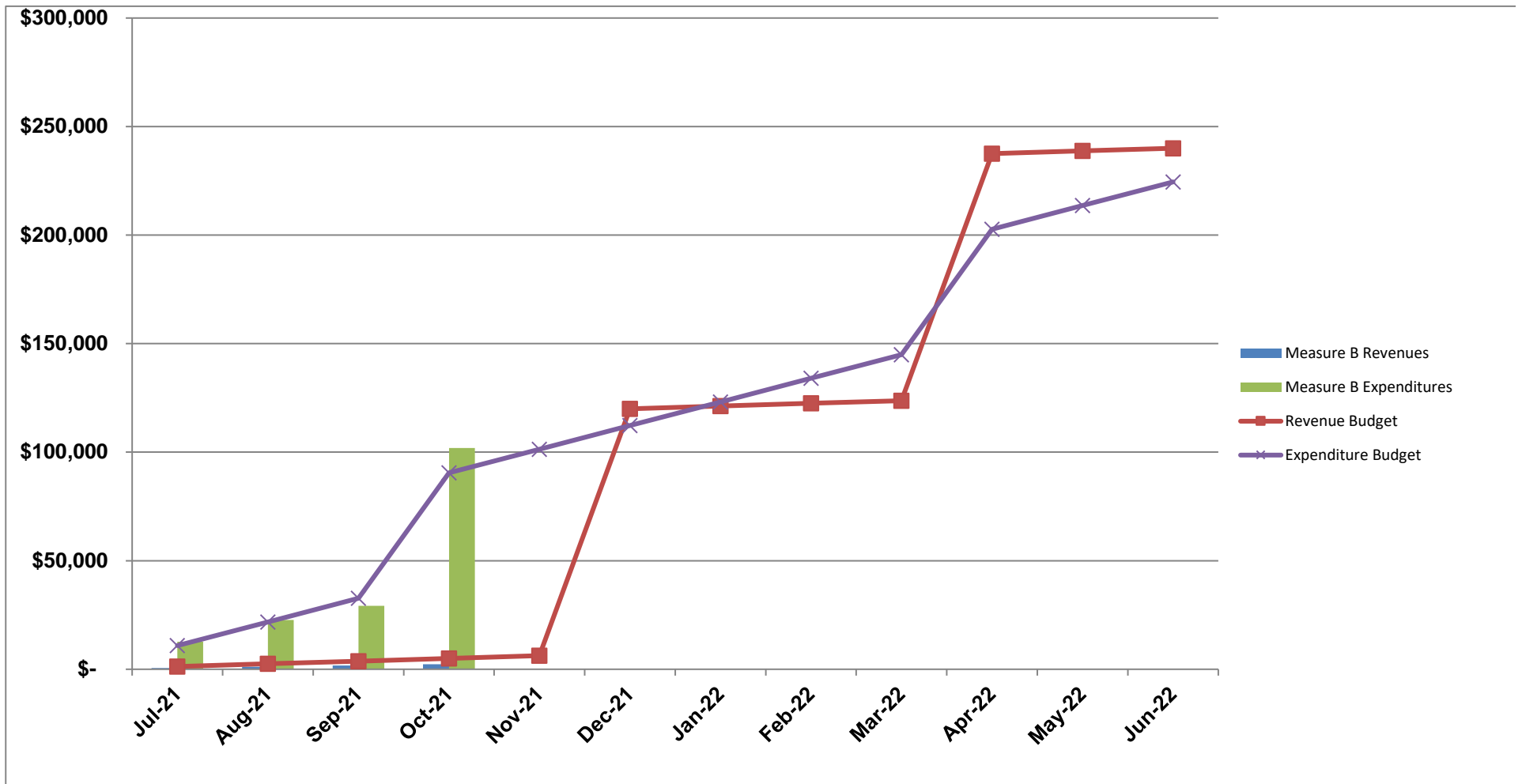
Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



McKinleyville Community Services District

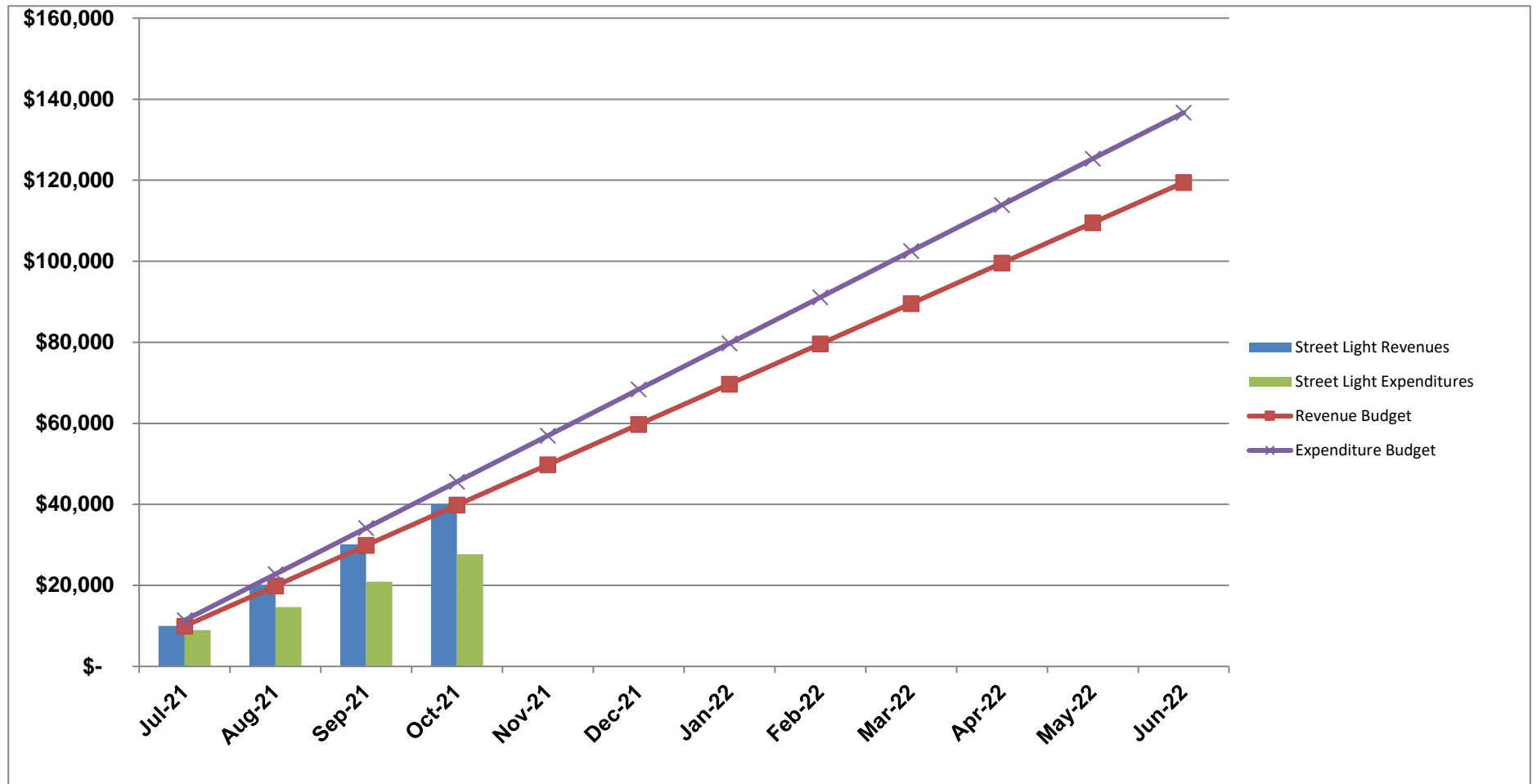
Oct 2021 DRAFT

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District Oct 2021 DRAFT

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District
Capital Expenditure Report
as of October 31, 2021 - DRAFT**

	October	YTD	FY 21-22	Remaining		Notes
		Total	Budget	Budget \$	Budget %	
Water Department						
Ramey Pump Upgrades	-	-	-	-	#DIV/0!	
Water Tank Painting	-	-	500,000	500,000	100%	Water Tank Painting & Cathodic
4.5m New Water Tank	3,203	9,605	4,132,000	4,122,395	100%	Drilling, LACO Assoc.
Production Meter Replacements	-	-	8,000	8,000	100%	Production Meter Replacement
McCluski Tank3 Replace Roof Vents	-	-	6,000	6,000	100%	McCluski Tank3 Replace Roof Vents
Emergency Generator-Cochran	-	-	50,000	50,000	100%	CochranEmergency Generator
Fire Hydrant System Upgrade	-	-	7,000	7,000	100%	Fire Hydrant System Upgrade
Blake Station Upgrades	-	6,619	8,000	1,381	17%	Blake Station Upgrades
Digital Control & Radio Telemetry Upgrade	-	-	10,000	10,000	100%	Radio Telemetry upgrade
Water Main Rehab & Replacement	5,534	9,348	1,000,000	990,652	99%	Water Main Rehab
Property Purchase- Tank Site	-	-	-	-	#DIV/0!	Property Purch/Imprv.Tank Site
Subtotal	8,736	25,572	5,721,000	5,695,428	100%	
Wastewater Department						
Sewer Main Rehab & Replacement	2,505	6,199	1,000,000	993,801	99%	Sewer Main Rehab
WWMF Sludge Disposal - next	-	434	240,000	239,566	100%	Sludge handling/disposal
WWMF Recirculation Valve Replacement	-	-	15,000	15,000	100%	Recirculation Valve replacement
WWMF Pond Armoring	-	-	51,000	51,000	100%	WWMF Pond Armoring
WWMF Secondary Effluent Motor	-	-	6,000	6,000	100%	WWMF Secondary Effluent Motor
Collection Upgrades-UndercrossingsProj	-	10,807	1,149,000	1,138,193	99%	Collection System upgrades
Fischer Lift Station Generator	-	-	40,000	40,000	100%	Fischer Lift Stn Generator
Solar Project - CWSRF Grant/Loan	43,101	225,252	3,500,000	3,274,748	94%	WWMF Solar Project
WWMF - CEQA/ NPDES Permit	-	-	55,000	55,000	100%	NPDES Permit Project
Underground pipe locator & camera	-	-	5,000	5,000	100%	Underground pipe locator & came
WWMF Lab Cabinets	-	-	10,000	10,000	100%	WWMF Lab Cabinets
Subtotal	45,606	242,692	6,071,000	5,828,308	96%	
Water & Wastewater Operations						
Heavy Equipment	-	38,734	150,000	111,266	74%	backhoe, aircompressor
Utility Vehicles	-	43,184	42,000	(1,184)	-3%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	-	-	75,000	75,000	100%	Facilities upgrade/sealcoat
Computers & Software	-	5,019	19,000	13,981	74%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tree fa	18,584	18,676	100,000	81,324	81%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Irrig	62	249	80,000	79,751	100%	Barn/ house/ fence, Irrig. pipe, Un
Property behind main office - purchase	-	-	400,000	400,000	100%	Purch property behind main offc
Small Equipment & Other	-	-	40,000	40,000	100%	Misc,response, & GPS surveying
Subtotal	18,645	105,862	906,000	800,138	88%	
Enterprise Funds Total	72,988	374,126	12,698,000	12,323,874	97%	
Parks & Recreation Department						
Pierson Park - Landscaping & signage	-	-	8,000	8,000	100%	Pierson Pk-Landscape & signage
Azalea Hall Projects	-	-	6,000	6,000	100%	Major appliance replacemnt
McKinleyville Activity Center Upgrades	-	-	85,000	85,000	100%	Flooring replacement
Law Enforcement Facility Improvements	-	-	10,000	10,000	100%	LEF flooring/Library Carpet
Projects Funded by Quimby/Grants/ Other	-	-	505,000	505,000	100%	CommForest,SkatePk, LandAcq
Other Parks Projects & Equipment	-	-	8,000	8,000	100%	Utility truck from Ops?
Subtotal	-	-	622,000	622,000	100%	
Streetlights						
LED Repairs	-	-	7,000	7,000	100%	
Pole Inspection	-	-	40,000	40,000	100%	Pole Inspection/Replacement
Subtotal	-	-	47,000	47,000	100%	
Governmental Funds Total	-	-	669,000	669,000	100%	
All Funds Total	72,988	374,126	13,367,000	12,992,874	97%	

**McKinleyville Community Services District
Summary of Long-Term Debt Report
as of October 31, 2021 - DRAFT**

**Principal Maturities and
Scheduled Interest**

	%	Maturity Date		Balance- Sep 30, 2021	Balance- Oct 31, 2021	FY-22	Thereafter
Water Fund:							
I-Bank		8/1/30	P	527,704.77	527,704.77	-	527,704.79
Interest	3.37%		I			8,891.83	83,950.11
State of CA Energy Commission (ARRA)		12/22/26	P	66,498.64	66,498.64	11,815.54	54,651.66
Interest	1.0%		I			635.30	1,376.83
State of CA (Davis Grunsky)		1/1/33	P	1,274,456.41	1,274,456.41	92,381.69	1,182,074.72
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	204,416.09	204,416.09	17,035.12	187,380.97
Interest	2.5%		I			31,861.41	184,599.31
Total Water Fund-Principal				2,073,075.91	2,073,075.91	121,232.35	1,951,812.14
Total Water Fund-Interest						41,388.54	269,926.25
Total Water Fund				2,073,075.91	2,073,075.91	162,620.89	2,221,738.39
Wastewater Fund:							
WWMF SRF Loan		7/31/47	P	14,012,514.71	14,012,514.71	-	14,473,509.30
Interest	1.6%		I			-	3,226,319.37
Chase Bank (Pialorsi Property)		3/8/35	P	1,380,100.00	1,380,100.00	45,100.00	1,335,000.00
Interest	2.9%		I	-	-	13,106.28	177,948.30
USDA (Sewer Bond)		8/1/22	P	65,000.00	65,000.00	-	65,000.00
Interest	5.0%		I			1,625.00	1,625.00
Total Wastewater Fund-Principal				15,457,614.71	15,457,614.71	45,100.00	15,873,509.30
Total Wastewater Fund-Interest						14,731.28	3,405,892.67
Total Sewer Fund				15,457,614.71	15,457,614.71	59,831.28	19,279,401.97
Meas. B Fund: Teen/Comm Center Loan		11/1/29	P	872,053.00	872,053.00	48,514.00	832,319.00
	3.55%		I			15,634.79	123,030.36
Total Principal				18,402,743.62	18,402,743.62	214,846.35	18,657,640.44
Total Interest						71,754.61	3,798,849.28
Total				18,402,743.62	18,402,743.62	286,600.96	22,456,489.72

Non-debt Long Term Liabilities, District-wide

OPEB Liability
CalPERS Pension Liability

8,608,123.99
2,351,684.27

McKinleyville Community Services District
 Summary of Grants
 as of October 31, 2021 - DRAFT

District Grants	Total Grant Amount	Required District Match	Estimated District Asset Value
CalOES Hazard Mitigation Grant - 4.5 mg Tank	\$ 5,418,735	\$ 1,806,245	\$ 4,675,000
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

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

**McKinleyville Community Services District
Cash Disbursement Report
For the Period October 1 through October 31, 2021**

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
38925	10/4/2021	*0025	PAVING DEPOSIT REFUND JW	273.46	C10927	PAVING DEPOSIT REFUND JW
38926	10/4/2021	ADV01	ADVANCED SECURITY SYSTEM	850.50	578293	SECURITY SYSTEMS
38927	10/4/2021	ALM02	ALMQUIST LUMBER CO	130.07	254468	REPAIRS/SUPPLY TREATMENT
38928	10/4/2021	AME02	AMERESCO	152,549.16	5	MICROGRID PROJECT
38929	10/4/2021	BAD01	BADGER METER, Inc.	358.02	82702	SUBSCRIPTIONS
38930	10/4/2021	COA01	COASTAL BUSINESS SYSTEMS	1,270.72	30093844	COPIER MONTHLY PAYMENT
38931	10/4/2021	COL06	COLANTUONO, HIGHSMITH & WHATELY	150.00	48865	4.5 MG TANK PROJECT
38932	10/4/2021	COR01	CORBIN WILLITS SYSTEMS, INC	963.05	C109151	MOM MONTHLY MAINTENANCE
38933	10/4/2021	FAS02	FASTRAK INVOICE PROCESSING	6.00	232269	BOARD TRAVEL
38934	10/4/2021	GRA02	GRAINGER	353.96	353305	SAFETY TRAINING/SUPPLIES
38935	10/4/2021	HAR13	The Hartford - Priority A	443.70	C11005	GRP. LIFE INSURANCE
38936	10/4/2021	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	104,594.77	C11004	WTR PURCHASED
38937	10/4/2021	INF03	INFINITE CONSULTING SERVICE	1,206.32	9299	OFFICE EQUIPMENT
				19.17	9321	DOMAIN REGISTRATION
				1,618.37	9322	PC/SOFTWARE/PRINTERS
				4,030.00	9337	SUBSCRIPTIONS
			Check Total:	<u>6,873.86</u>		
38938	10/4/2021	JOH04	JORDAN JOHNSON	71.00	C10928	WW EXAM PER DIEM 9/27/21

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
38939	10/4/2021	KEN02	KENNEDY/JENKS CONSULTANTS	442.00	149585	4.5 MG WATER RESERVOIR
38940	10/4/2021	KER01	KERNEN CONSTRUCTION	389.89	18508	REPAIRS/SUPPLY
38941	10/4/2021	MAY02	DENNIS MAYO	125.00	C10930	BOARD MEETING 9/1/2021
38942	10/4/2021	MCK03	MCKINLEYVILLE OFFICE SUPP	11.25	C10928	POSTAGE
38943	10/4/2021	MIT01	MITCHELL LAW FIRM	5,407.00	48527	LEGAL SERVICES
38944	10/4/2021	NOR03	NO. COAST VETERINARY HOSPITAL	367.50	16464	PROFESSIONAL SERVICES
38945	10/4/2021	NOR35	NORTHERN HUMBOLDT	852.23	ES22-006	OPEN SPACE MAINTENANCE
				552.37	ES22-007	OPEN SPACE MAINTENANCE
			Check Total:	<u>1,404.60</u>		
38946	10/4/2021	PAC08	PACIFIC CRANE CERTIFICATION	1,945.00	21109	PROFESSIONAL SERVICES
38947	10/4/2021	PGE06	PG&E-STREETLIGHTS	17.25	C10928	PG&E STREETLIGHTS
38948	10/4/2021	PGE08	PG&E-STREETLIGHTS	16.52	C10928	STREETLIGHTS
38949	10/4/2021	PGE09	PG&E-STREETLIGHTS	83.74	C10928	STREETLIGHTS-ACCT 7040
38950	10/4/2021	PGE11	PG&E-STREETLIGHTS	24.28	C11004	GAS & ELECTRIC ACCT 6945
38951	10/4/2021	PGE12	PG&E	95.36	C11004	GAS & ELECTRIC
38952	10/4/2021	PGE13	PG&E	10.64	C11004	GAS & ELECTRIC
38953	10/4/2021	SLO01	FLEX SPENDING REIMB. DS	299.78	C10928	FLEX SPENDING REIMB. DS
38954	10/4/2021	STA13	S.W.R.C.B.	125.00	C11005	CERTIFICATION - J. JOHNSON
38955	10/4/2021	STR01	STREAMLINE	300.00	11	WEBSITE MONTHLY FEE
38956	10/4/2021	SUD01	SUDDENLINK	152.29	C11004	TEEN CENTER INTERNET
				233.40	C110042	INTERNET SERVICES
			Check Total:	<u>385.69</u>		

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
38957	10/4/2021	THR01	THRIFTY SUPPLY COMPANY	2,183.25	149774901	REPAIRS/SUPPLY
				415.06	149814201	REPAIRS/SUPPLY
			Check Total:	<u>2,598.31</u>		
38958	10/4/2021	TPT01	TP TIRE SERVICE	1,062.59	29700	VEHICLE REPAIRS
38959	10/4/2021	USA01	USA BLUEBOOK	1,311.03	721574	LAB TESTING SUPPLIES
				1,066.13	723044	LAB TESTING SUPPLIES
			Check Total:	<u>2,377.16</u>		
38960	10/4/2021	USB01	U.S. BANK TRUST N.A.	5,687.50	C10930	SEWER BOND PAYMENT
38961	10/4/2021	USP02	USPS: ARCATA BMEU	1,662.63	C10928	NEWSLETTER POSTAGE
38962	10/4/2021	VAL01	VALLEY PACIFIC PETROLEUM	832.13	241459689	GAS/OIL/LUBE
38963	10/4/2021	VER01	VERIZON WIRELESS	47.73	C11005	CELL PHONES/TABLET
38964	10/4/2021	WES02	WES GREEN	474.10	GW3341	REPAIRS/SUPPLY HILLER
38965	10/4/2021	WIL09	WILLDAN FINANCIAL SERVICE	250.00	010-48991	WATER SEWER RATE STUDY
38966	10/4/2021	\B006	MQ CUSTOMER REFUND FOR BA	51.61	000C11001	MQ CUSTOMER REFUND FOR BA
38967	10/4/2021	\D004	MQ CUSTOMER REFUND FOR DO	66.00	000C11001	MQ CUSTOMER REFUND FOR DO
38968	10/4/2021	\G005	MQ CUSTOMER REFUND FOR GR	32.46	000C11001	MQ CUSTOMER REFUND FOR GR
38969	10/4/2021	\H002	MQ CUSTOMER REFUND FOR HA	19.82	000C11001	MQ CUSTOMER REFUND FOR HA
38970	10/4/2021	\K002	MQ CUSTOMER REFUND FOR KA	25.10	000C11001	MQ CUSTOMER REFUND FOR KA
38971	10/4/2021	\L002	MQ CUSTOMER REFUND FOR LU	120.00	000C11001	MQ CUSTOMER REFUND FOR LU
38972	10/4/2021	\M004	MQ CUSTOMER REFUND FOR ME	78.84	000C11001	MQ CUSTOMER REFUND FOR ME
38973	10/4/2021	\M007	MQ CUSTOMER REFUND FOR MO	10.00	000C11001	MQ CUSTOMER REFUND FOR MO
38974	10/4/2021	\T004	MQ CUSTOMER REFUND FOR TE	33.00	000C11001	MQ CUSTOMER REFUND FOR TE

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
38975	10/4/2021	\T007	MQ CUSTOMER REFUND FOR TO	48.78	000C11001	MQ CUSTOMER REFUND FOR TO
38976	10/4/2021	\Z003	MQ CUSTOMER REFUND FOR ZE	55.10	000C11001	MQ CUSTOMER REFUND FOR ZE
38977	10/6/2021	HUM32	HUMBOLDT COUNTY RECORDER	50.00	C11006P	CEQA MCSD BMX TRACK
38978	10/11/2021	*0027	AH DEPOSIT REFUND GR	100.00	C11008	AH DEPOSIT REFUND GR
38979	10/11/2021	*0028	PAVING DEPOSIT REFUND HA	1,000.00	C11012	PAVING DEPOSIT REFUND HA
38980	10/11/2021	ACW01	CB&T/ACWA-JPIA	10,707.86	675110	GRP. HEALTH INS
38981	10/11/2021	ACW02	ASSOC. OF CALIFORNIA WATER AGENCIES	16,860.00	C11008	ANNUAL DUES
38982	10/11/2021	BAL01	DAVID BALDOSSER	157.00	C11008	NOTARY TRAINING REIMB
38983	10/11/2021	BEN02	BENTLEY SYSTEMS, INC.	1,014.00	C11008	SUBSCRIPTION RENEWAL
38984	10/11/2021	BOR01	BORGES & MAHONEY CO.	348.05	143091	REPAIRS/SUPPLY TREATMENT
38985	10/11/2021	COS02	COSTCO MEMBERSHIP	120.00	C11008	COSTCO ANNUAL RENEWAL
38986	10/11/2021	FED01	FedEx Office	49.54	96670	LAB TESTS TREATMENT
38987	10/11/2021	GRA02	GRAINGER	159.06	435029	REPAIRS/SUPPLY TREATMENT
38988	10/11/2021	HAR03	HARPER MOTORS CO.	265.63	206304	VEHICLE REPAIRS
38989	10/11/2021	HUM08	HUMBOLDT SANITATION	1,034.50	19X02680	TRASH SERVICE
				568.70	19X02681	TRASH SERVICE
				283.75	19X02682	TRASH SERVICE
				568.70	19X02777	TRASH SERVICE
			Check Total:	<u>2,455.65</u>		
38990	10/11/2021	INF02	INFOSEND	3,063.46	199498	OFFICE SUPPLIES/POSTAGE
38991	10/11/2021	LAC02	REPAIRS/SUPPLY REIMB GL	11.84	C11012	REPAIRS/SUPPLY REIMB GL
38992	10/11/2021	MAY03	DENNIS MAYO	128.95	C11013	BOARD TRAVEL REIMB

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
38993	10/11/2021	MCK04	MCK ACE HARDWARE	464.01	C11012	REPAIRS/SUPPLY
38994	10/11/2021	MCM01	McMaster-Carr Supply Co.	279.47	65767437	REPAIRS/SUPPLY
38995	10/11/2021	MEN01	MENDES SUPPLY CO.	970.35	C11012	REPAIRS/SUPPLY
38996	10/11/2021	MES01	OFFICE SUPPLIES REIMB KM	14.33	C11013	OFFICE SUPPLIES REIMB KM
38997	10/11/2021	MIL01	Miller Farms Nursery	1,279.59	C11013	REPAIRS/SUPPLY
38998	10/11/2021	MIT01	MITCHELL LAW FIRM	1,609.50	48781	LEGAL SERVICES
				330.00	48783	LEGAL SERVICES
			Check Total:	<u>1,939.50</u>		
38999	10/11/2021	NOR13	NORTHERN CALIFORNIA SAFETY CONSORTIUM	120.00	27721	SAFETY TRAINING SUBSCRIPTION
39000	10/11/2021	ORE01	O'REILLY AUTOMOTIVE, INC.	32.31	C11013	GAS/OIL/LUBE
39001	10/11/2021	ORS03	GREG ORSINI	770.40	C11013	BOARD TRAVEL REIMB
39002	10/11/2021	PGE05	PG&E STREETLIGHTS	375.63	C11013	STREETLIGHTS
39003	10/11/2021	PGE07	PG&E STREETLIGHTS	1,067.24	C11013	STREETLIGHTS-ACCT 0908
39004	10/11/2021	ROS03	ROSCOE & ASSOCIATES	4,309.51	202114	PROFESSIONAL SERVICES
39005	10/11/2021	STA11	STAPLES CREDIT PLAN	505.04	C11013	OFFICE SUPPLIES
39006	10/11/2021	THO02	Thomas Home Center	702.30	C11013	REPAIRS/SUPPLY
39007	10/11/2021	UMP01	UMPQUA BANK	435.22	1021CT	OFFICE SUPPLIES
				642.50	1021JH	REPAIRS/SUPPLIES/TRAVEL
				1,087.61	1021LF	EMPLOYEE FUND/ACTIVITY SU
				1,441.10	1021BOARD	BOARD TRAVEL/EMPLOYEE FUND
				430.53	1021PARKS	ACTIVITY SUPPLIES/EMPLOYEE
				3.03	1021ROUND	ROUND UP
			Check Total:	<u>4,039.99</u>		
39008	10/11/2021	UMP04	UMPQUA BANK	63,147.29	C11013	MEAS B. TEEN CENTER LOAN PMT

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
39009	10/11/2021	VAL01	VALLEY PACIFIC PETROLEUM	756.28	C11013	GAS/OIL/LUBE
39010	10/11/2021	VAL02	VALLEY PACIFIC PETROLEUM	3,169.02	C11013	GAS/OIL/LUBE
39011	10/15/2021	UMP01	UMPQUA BANK	365.23	1021CT2	OFFICE SUPPLIES
				642.50	1021JH2	REPAIRS/SUPPLIES/TRAVEL
				1,087.61	1021LF2	EMPLOYEE FUND/ACTIVITY SU
				1,441.10	1021BRD2	BOARD TRAVEL/EMPLOYEE FUND
				3.03	1021RND2	ROUND UP
				430.53	1021PRKS2	ACTIVITY SUPPLIES/EMPLOYE
			Check Total:	<u>3,970.00</u>		
39012	10/20/2021	*0029	AZALEA HALL DEPOSIT REFUND GA	100.00	C11019	AZALEA HALL DEPOSIT REFUND GA
39013	10/20/2021	BOR01	BORGES & MAHONEY CO.	383.12	143101	REPAIRS/SUPPLY TREATMENT
39014	10/20/2021	DEP05	DEPARTMENT OF JUSTICE	32.00	C11018	FINGERPRINTING
39015	10/20/2021	ECL01	ECLIPSE MAPPING AND GIS	3,768.15	410130	GIS EQUIPMENT AND SOFTWARE
39016	10/20/2021	EUR05	Eureka Oxygen Co	864.24	479657	PROFESSIONAL SERVICES
				1,098.45	479658	PROFESSIONAL SERVICES
			Check Total:	<u>1,962.69</u>		
39017	10/20/2021	GHD01	GHD	6,092.50	426	WATER RECYCLING PROG FUNDG
39017	10/20/2021	GHD01	GHD	15,614.27	2943	MICROGRID
				2,531.25	1474	WATER RECYLING PROGRAM
				2,212.00	1486	WATER & SEWER MAINLINE REPL
				2,878.75	2947	WATER & SEWER MAINLINE REPL
				1,367.50	2948	WATER RECYCLING PROGRAM
				4,916.64	3416	PROFESSIONAL SERVICES
			Check Total:	<u>35,612.91</u>		
39018	10/20/2021	GRA02	GRAINGER	398.25	680050	SAFETY SUPPLIES
39019	10/20/2021	HUM47	HUMBOLDT BAY OFFICIAL'S ASSOC	585.00	C11020	SERVICES/STIPEND SOFTBALL
39020	10/20/2021	KEN03	KEN'S AUTO PARTS	75.65	C11018	REPAIRS/SUPPLY SEWER PUMP

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
39021	10/20/2021	LES01	LES SCHWAB TIRE CENTER	914.72	C11018	VEHICLE REPAIRS
39022	10/20/2021	MCK11	MCKINLEYVILLE SENIOR CENTER	21.40	C11020	INTERNET SHARE
39023	10/20/2021	MIT01	MITCHELL LAW FIRM	739.00	48782	LEGAL SERVICES
39024	10/20/2021	MIT02	MITEL	736.44	37795664	TELEPHONE
39025	10/20/2021	MUD01	MUDDY WATERS COFFEE CO.,INC	80.00	7753629	OFFICE SUPPLIES
39026	10/20/2021	NOR01	NORTH COAST LABORATORIES	2,700.00	C11018	LAB TESTS
39027	10/20/2021	NOR35	NORTHERN HUMBOLDT	815.87	ES22-026	OPEN SPACE MAINTENANCE
				717.38	ES22-027	OPEN SPACE MAINTENANCE PI
			Check Total:	<u>1,533.25</u>		
39028	10/20/2021	PGE01	PG & E (Office & Field)	31,698.17	C11020	GAS & ELECTRIC
39029	10/20/2021	SOU03	REPAIRS/SUPPLY REIMB AS	147.87	C11020	REPAIRS/SUPPLY REIMB AS
39030	10/20/2021	SUD01	SUDDENLINK	136.37	C11020	INTERNET SERVICES
39031	10/20/2021	WES13	WESTERN WEB	1,082.79	C11020	NEWSLETTER PRINTING
39032	10/27/2021	ASB01	ASBURY ENVIRONMENTAL SERVICE	95.00	759344	GAS/OIL/LUBE
39033	10/27/2021	ATT04	AT&T	920.95	C11027	SWITCHED ETHERNET SERVICE
39034	10/27/2021	ATT06	AT&T.	275.35	C11027	TELEPHONE AZALEA HALL
39035	10/27/2021	CSD01	CSDA	8,195.00	C11027	MEMBERSHIP RENEWAL
39036	10/27/2021	FED01	FedEx Office	226.53	6934	LAB TESTS TREATMENT
39037	10/27/2021	GOV01	GOVINVEST	2,125.00	2021-3276	SOFTWARE SUBSCRIPTION
39038	10/27/2021	INF03	INFINITE CONSULTING SERVICE	122.96	9373	PROFESSIONAL SERVICES
39039	10/27/2021	MAD02	MAD RIVER UNION	120.00	48009	ADS/MARKETING (OSMZ PUBL)

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
39040	10/27/2021	PGE10	PG&E STREETLIGHTS	3.58	C11027	STREETLIGHTS
39041	10/27/2021	ROB03	LIVESCAN FEE REIMB JR	20.00	C11027	LIVESCAN FEE REIMB JR
39042	10/27/2021	SOU03	FLEX SPENDING REIMB AS	173.70	C11027	FLEX SPENDING REIMB AS
39043	10/27/2021	SUD01	SUDDENLINK	166.32	C11027	TEEN CENTER INTERNET
				233.40	C110272	INTERNET SERVICES
			Check Total:	<u>399.72</u>		
39044	10/27/2021	WAH02	WAHLUND CONSTRUCTION INC.	3,174.80	842101	PROFESSIONAL SERVICES
Total Disbursements Accounts Payable:				<u>518,835.30</u>		

Payroll Related Disbursements

17808-17818	10/7/2021		Various Employees	8,858.37		Payroll Checks
17819	10/7/2021	CAL12	CalPERS 457 Plan	8,210.05	C11007	RETIREMENT
				700.62	1C11007	PERS 457 LOAN PMT
			Check Total:	<u>8,910.67</u>		
17820	10/7/2021	DIR01	DIRECT DEPOSIT VENDOR- US	37,996.90	C11007	Direct Deposit
17821	10/7/2021	EMP01	Employment Development	1,665.48	C11007	STATE INCOME TAX
				826.49	1C11007	SDI
			Check Total:	<u>2,491.97</u>		
17822	10/7/2021	EMP02	Employment Dev Department	1,928.35	C10930	SUI
17823	10/7/2021	HEA01	HEALTHEQUITY, ATTN: CLINT	175.00	C11007	HSA
17824	10/7/2021	HUM29	UMPQUA BANK--PAYROLL DEP.	5,645.96	C11007	FEDERAL INCOME TAX
				8,542.48	1C11007	FICA
				1,997.82	2C11007	MEDICARE
			Check Total:	<u>16,186.26</u>		
17825	10/8/2021	ACW01	CB&T/ACWA-JPIA	58,979.12	C10930	MED-DENTAL-EAP INSUR

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
17826	10/8/2021	PUB01	Public Employees PERS	20,728.88	C10930	PERS PAYROLL REMITTANCE
17827-17838	10/22/2021		Various Employees	9,169.78		Payroll Checks
17839	10/22/2021	CAL12	CalPERS 457 Plan	8,354.94	C11022	RETIREMENT
				700.62	1C11022	PERS 457 LOAN PMT
			Check Total:	<u>9,055.56</u>		
17840	10/22/2021	DIR01	DIRECT DEPOSIT VENDOR- US	37,873.47	C11022	Direct Deposit
17841	10/22/2021	EMP01	Employment Development	1,675.59	C11022	STATE INCOME TAX
				839.06	1C11022	SDI
			Check Total:	<u>2,514.65</u>		
17842	10/22/2021	HEA01	HEALTH EQUITY, ATTN: CLINT	175.00	C11022	HSA
17843	10/22/2021	HUM29	UMPQUA BANK--PAYROLL DEP.	5,821.89	C11022	FEDERAL INCOME TAX
				8,677.32	1C11022	FICA
				2,029.34	2C11022	MEDICARE
			Check Total:	<u>16,528.55</u>		
			Total Disbursements, Payroll:	<u>231,572.53</u>		
			Total Check Disbursements:	750,407.83		

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McKinleyville Community Services District

BOARD OF DIRECTORS

December 1, 2021

TYPE OF ITEM: **ACTION**

ITEM: D.4 **Reaffirm Resolution 2021-27 Making Findings Pursuant to Government Code Section 5493, as Amended by Assembly Bill 361, and Authorizing the continued Use of Virtual Meetings**

PRESENTED BY: **April Sousa, Board Secretary**

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

Recommendation:

Staff recommends that the Board review the provided material and reaffirm Resolution 2021-27 (**Attachment 1**), authorizing the continued use of virtual meetings.

Discussion:

At the beginning of the pandemic, Governor Newsom issued Executive Orders N-08-21, N-25-20, and N-29-20, which allowed for relaxed provisions of the Ralph M. Brown Act (Brown Act) that allowed legislative bodies to conduct meetings through teleconferencing without having to meet the strict compliance of the Brown Act.

The Governor slated these orders to sunset at the end of September 2021.

On September 17, 2021, Governor Newsom signed into law Assembly Bill 361, which amends the Government Code to provide relief from strict teleconferencing provisions of the Brown Act under certain circumstances. In order to continue in this matter, the legislative body would need to make certain findings that would require the need for the legislative body to conduct meetings in this matter. These findings would include any sort of proclaimed state of emergency.

A state of emergency was proclaimed by the Governor on March 4, 2020, which remains in effect today. Additionally, the Humboldt County Health Officer has imposed recommendations to continue to promote social distancing in his August 6, 2021 order, as well as other prior orders and guidance.

As this state of emergency continues to directly impact the ability for some members of the public to meet in person as well as, at times, members of the Board of Directors to safely meet in person, the continuance of public meetings via teleconference is advisable.

The Board of Directors previously discussed continuing with a teleconference option for all board meetings at the August 2021 Board meeting. With the passing of Resolution 2021-27, any Board member that finds themselves unable to attend in person due to a sudden COVID matter will be able to continue to meet as a member of the Board via a teleconference option without the strict teleconferencing provisions, which includes disclosing the location of each Board Director who is meeting virtually.

Resolution 2021-27 was originally approved on October 6, 2021.

It is recommended by legal counsel that this resolution be reaffirmed in 30 days, and every 30 days after, until such time it is no longer needed.

Alternatives:

Staff analysis consists of the following potential alternative:

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2021-27

RESOLUTION NO 2021-27

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

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

WHEREAS, Assembly Bill 361, which was signed into law on September 17, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the legislative body makes certain findings; and

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

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

NOW, THEREFORE, the Board of Directors of the McKinleyville Community Services District does hereby find and resolve as follows:

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

PASSED AND ADOPTED on the 6th day of October 2021 by the following vote:

AYES: Binder, Clark-Peterson, Couch, Orsini, and Mayo
 NAYS: None
 ABSENT: None
 ABSTAIN: None



Dennis Mayo, Board President

Attest:



April Sousa, MMC, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

December 1, 2021

TYPE OF ITEM: **ACTION**

ITEM: E.1 **Consider Approval of Professional Services Agreement with GHD Inc. to Perform the Engineering Design, Permitting and Bid Document Preparation for the Central Avenue Water & Sewer Main Replacement Project**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that Board review the information provided, discuss, take public comment and authorize the General Manager to execute the Professional Services Agreement with GHD Inc. to provide services to perform the engineering design, permitting and bid assistance for the Central Avenue Water and Sewer Main Rehabilitation Project, **Attachment 1**, not to exceed \$362,700 with a 10% (\$36,270) contingency totaling \$398,970.

Discussion:

As the Board is aware, the District has been working on a Sewer and Water Main Rehabilitation Master Planning for the systematic replacement/rehabilitate of the existing water and sewer mains over the next 50 to 75 years. This should help to ensure continued reliability of these systems for the District's customers. Aging pipelines degrade, and the sewer main along Central Avenue has experienced significant corrosion to the point where District Staff have observed thinning pipe walls and failing joints. The nearby water mains are made of the same material and are also almost 50 years old. Given these conditions, replacing/rehabilitating the Central Avenue water and sewer mains from Sutter Road to Hiller Road is currently the highest ranked priority replacement in the District's overall replacement plan. The District has been setting aside water and sewer fees to fund this replacement and has also included this project in the bond sale expected to be completed this year.

The District released a Request for Qualifications (RFQ) to engineering firms in August 2021 for the engineering design and permitting for the Central Avenue Water & Sewer Main Replacement Project. Responses were due back on October 8, 2021. The scope of work for the RFQ and for this contract includes: project management, quality assurance/quality control, surveying, geotechnical investigation, alternatives analysis, engineering design, environmental document preparation, permitting assistance, and bid assistance. Engineering design will include 30%, 60%, 90%, and final (issue for bid) design plans, specifications, opinion of probable construction costs, and other contract documents necessary to prepare a comprehensive bid package. The intent will be to

replace/rehabilitate the existing water and sewer mains on Central Avenue between Sutter Road and Hiller Road. The existing water main is 16-inch asbestos cement (AC) along this entire 2,200-foot length and has approximately 30 connections. The existing sewer main is 8-inch AC along the east side of Central, with two 6-inch AC crossings from the west (and one 6-inch PVC crossing that will not be replaced) and one 6-inch PVC segment that branches to the east. There is also approximately 600 feet of 6-inch AC sewer main on the west side of Central that will also be replaced. The sewer main has approximately 38 connections.

The RFQ was sent to GHD, SHN, LACO, Brown & Caldwell, Kennedy Jenks, West Yost, and Water Works as well as posted on the Builder's Exchange and submitted to IMS for distribution. Unfortunately, GHD was the only firm to respond. Their response was responsive and responsible. The review committee decided to move forward with negotiating a scope and fee from GHD. Exhibit A to Attachment 1 is the scope and fee negotiated with GHD after discussion and back and forth with GHD staff. District Staff believes the fee is reasonable and what would be expected for the Project of this size.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

The Central Avenue Water & Sewer Main replacement was the highest ranked project that the District has been collecting replacement fees for. Neglecting the condition of the sewer lines until they fail will result in much greater costs for their replacement and will cause significant impacts to the customers along this section of the system as well as everyone who travels along Central Avenue.

Environmental Requirements:

Not applicable at this time.

Exhibits/Attachments:

- Attachment 1 – Professional Services Agreement

McKinleyville Community Services District
PO Box 2037, McKinleyville California 95519
Telephone (707) 839-3251 - FAX (707) 839-8456

Professional Services Agreement

This Professional Services Agreement (this “Agreement”) is made and entered between the parties listed below as of the date(s) set forth below. For your protection, make sure that you read and understand all provisions before signing. The terms recited as sections a through u on Pages 3 through 7 are incorporated in this document and, along with this page, constitute material terms and conditions of the Agreement between the parties.

TO: GHD Inc. DATE: December 1, 2021
718 Third Street Agreement No. 2021-17
Eureka, CA 95501

The undersigned Consultant offers to furnish the following services (the “Services”):

As described in the proposal submitted by Consultant dated November 17, 2021, which is attached hereto as **Exhibit A** and incorporated herein by reference. The Services shall be provided on a time and materials basis not to exceed the amounts described in **Exhibit A**. The scope of work for this project includes the following:

Contract Price: Not To Exceed \$362,700
Payment Intervals Monthly
Completion Date Jan. 31, 2024

Instructions: Sign and return original. Upon acceptance by McKinleyville Community Services District, a copy will be signed by its authorized representative and promptly returned to you. Insert below, the names of your authorized representative(s).

Accepted: McKinleyville CSD

Consultant:

GHD Inc.

(Business Name)

By Patrick Kaspari, PE

By _____

Title General Manager

Title _____

Other authorized representative(s):

Other authorized representative(s):

Colleen Trask, James Henry

Consultant agrees with McKinleyville Community Services District that:

- a. **Indemnification.** To the fullest extent permitted by law and consistent with California Civil Code §2782.8(a), Consultant will, indemnify, defend and hold harmless McKinleyville Community Services District, its directors, officers, employees, and authorized volunteers (collectively "District") from and against all claims, demands and damages of all persons and entities to the extent arising out of the Consultant's negligent acts or omissions, recklessness, or willful misconduct in the performance (or non-performance) of the Services under this Agreement. Consultant shall not be obligated to defend or indemnify the District from and against all claims, demands and damages to the extent arising out of, pertaining to, or relating to the District's own negligent acts or omissions, recklessness, or willful misconduct or the negligent acts or omissions, recklessness, or willful misconduct of others.
- b. **Standard of Care.** In providing the Services under this Agreement, Consultant shall exercise that degree of skill and care ordinarily used by other reputable members of Consultant's profession, practicing in the same or similar locality and under similar circumstances.
- c. **Workers Compensation Insurance.** By his/her signature hereunder, Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and that Consultant will comply with such provisions before commencing the performance of the professional services and work under this Agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all Services covered by this Agreement.
- d. **Professional Liability Insurance.** Consultant will file with McKinleyville Community Services District, before beginning professional services, a certificate of insurance satisfactory to the McKinleyville Community Services District evidencing professional liability coverage of not less than \$1,000,000 per claim and annual aggregate, requiring 30 days notice of cancellation (10 days for non-payment of premium) to Consultant. Upon notice of any such cancellation, Consultant shall promptly inform McKinleyville Community Services District. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by McKinleyville Community Services District. The retroactive date (if any) is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the contract Services. Consultant shall purchase a one-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. In the event that the Consultant employs other consultants (sub-consultants) as part of the Services covered by this Agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant provides insurance coverage deemed appropriate by Consultant for the role of the subconsultant under this contract.
- e. **Insurance Certificates.** Consultant will file with McKinleyville Community Services District, before beginning professional services, certificates of insurance satisfactory to McKinleyville Community Services District evidencing general liability coverage of not

less than \$1,000,000 per occurrence (\$2,000,000 general and products-completed operations aggregate (if used)) for bodily injury, personal injury and property damage; auto liability of at least \$1,000,000 for bodily injury and property damage each accident limit; workers' compensation (statutory limits) and employer's liability requiring 30 days (10 days for non-payment of premium) notice of cancellation to Consultant. Upon receipt of any such cancellation, Consultant shall promptly notify McKinleyville Community Services District. The general liability coverage is to state or be endorsed to state "such insurance shall be primary and any insurance, self-insurance or other coverage maintained by McKinleyville Community Services District, its directors, officers, employees, or authorized volunteers shall not contribute to it". The general liability coverage shall give McKinleyville Community Services District, its directors, officers, employees, and authorized volunteers insured status using ISO endorsement CG2010, CG2033, or equivalent. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A- :VII, or equivalent, or as otherwise approved by McKinleyville Community Services District. In the event that the Consultant employs other consultants (sub-consultants) as part of the Services covered by this Agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant has in place levels of insurance deemed appropriate by the Consultant for the risk associated with the role of each subconsultant under this contract.

- f. **Renewal Certificates.** If any of the required coverages expire during the term of this Agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to McKinleyville Community Services District at least ten (10) days prior to the expiration date.
- g. **General Manager Authority.** Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)" on behalf of McKinleyville Community Services District.
- h. **Payment Intervals.** Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance of a written invoice by McKinleyville Community Services District. If McKinleyville Community Services District does not object to an invoice in writing within 15 days after receipt thereof, then the invoice shall be deemed accepted. Consultant reserves the right without penalty to suspend the Services in the event of nonpayment of undisputed amounts.
- i. **Permits and Licenses.** Permits and licenses required by governmental authorities in connection with Consultant's services will be obtained at Consultant's sole cost and expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.
- j. **Amendments and Modifications.** Any change in the scope of the professional Services to be done, method of performance, nature of materials, work provided or price thereof, or to any other matter materially affecting the performance or nature of the Services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental Agreement executed by McKinleyville Community Services District. Consultant's "authorized representative(s)" has (have) the authority to execute such written change for Consultant.

- k. **Representations.** Consultant represents that it is now, and will remain for the duration of its Services, properly licensed, qualified, experienced, and equipped to perform the Services. Consultant also represents that the Services shall be completed in accordance with this Agreement, and in a manner consistent with the Standard of Care established by Section b. Consultant further represents that the Services and the sale or use of the Services shall not infringe, directly or indirectly, on any valid patent, copyright or trademark, and Consultant shall, at Consultant's sole cost and expense, indemnify, defend and hold harmless McKinleyville Community Services District from and against any and all claims and causes of action based on infringements thereof. These representations shall survive the expiration or termination of this Agreement. Consultant makes no other representations or warranties, express or implied, with respect to the performance of the Services. No payment to Consultant for any Services performed hereunder (including, without limitation, final payment) shall constitute a waiver of any Claims by McKinleyville Community Services District against Consultant relating to the Services.
- l. **Ownership of Drawings and Samples.** Consultant shall submit promptly for all drawings, details, samples and other data required or specifically requested by McKinleyville Community Services District in connection with provision of the Services, and such drawings, details, samples and other data created in connection with performance of the Services and provision of the work shall constitute the property of the McKinleyville Community Services District.
- m. **Compliance with Law/Safety.** In performance of the Services, Consultant shall, at its expense, exercise due professional care, comply strictly with, and cause all sub-consultants to comply strictly with, all laws, orders, rules and regulations of governmental authorities, including those relating to the storage, use or disposal of hazardous wastes, substances or materials, and including the procurement and payment for all necessary permits, certificates and licenses required in connection with the Services. If either Consultant or McKinleyville Community Services District receives notice of any violation by Consultant of any laws relating to Consultant or McKinleyville Community Services District receives notice of any violation by Consultant of any laws relating to Consultant's (or sub-consultants) services or work provided hereunder, such party shall promptly inform the other party in writing of the existence thereof. Consultant shall comply with all applicable laws relating to safety, including without limitation the Occupational Safety and Health Act of 1970 as it may be amended from time to time, and all regulations and standards issued pursuant thereto. Consultant shall conform to the current prevailing standards of safety practice.
- n. **Equal Opportunity.** In the performance of the Services there shall be no discrimination on account of race, religion, sex, sexual orientation, age or national origin and Consultant shall comply with applicable federal, state and local laws and regulations pertaining to fair employment practices, including without limitation the provisions of Executive Order 11246 as amended by the President of the United States and the rules and regulations issued pursuant thereto, unless exempted.
- o. **Termination.** McKinleyville Community Services District may, at its option, terminate this Agreement without cause at any time. If at the time of any such termination, any Services have already been provided by Consultant but are unpaid for, McKinleyville Community Services District's only obligation, if Consultant is not in default, shall be to pay for such Services actually provided by Consultant prior to the date of termination. Upon receipt of notice of termination, Consultant shall immediately stop all performance hereunder except as otherwise directed by McKinleyville Community Services District,

and if Consultant is not in default, McKinleyville Community Services District shall pay to Consultant (a) the prorata portion of the agreed price based on the percentage completion of the Services which was satisfactorily completed at the time of termination, and (b) the actual net costs incurred by Consultant directly connected with the Services that was not completed prior to the date of termination; provided, however, that under no circumstances shall the total under (a) and (b) exceed the contract price stated on page one (1) of this Agreement, above. Upon such payment, title to any such items or uncompleted Services shall, at McKinleyville Community Services District's option, pass to McKinleyville Community Services District.

- p. **Default.** Upon any default by Consultant hereunder, or in the event of proceedings by or against Consultant in bankruptcy or for the appointment of a receiver or trustee or an assignment for the benefit of creditors, McKinleyville Community Services District may, at its option, terminate this Agreement without penalty or liability (except for payment for any Services completed and accepted by McKinleyville Community Services District). Subject to Section u., herein, Consultant shall be liable to McKinleyville Community Services District for all reasonable expenses incurred by McKinleyville Community Services District in finishing the Services and any direct damage incurred through any default, which at the option of McKinleyville Community Services District, may be charged against any amounts due from McKinleyville Community Services District to Consultant hereunder, but Consultant's liability hereunder shall not be limited thereby and such liability shall survive the expiration or termination of this Agreement. Any remedies provided for in this Agreement are cumulative and shall be in addition to, and not in limitation of, any other rights and remedies that may be available at law or in equity. Neither party shall be in default of this Agreement until such party has received three (3) days written notification (except in the instance of a health or safety concern, in which case failure to immediately remediate the health or safety violation shall be grounds to declare a default of this Agreement), and an opportunity to cure, or in the case of an alleged default which requires more than three (3) days to cure, a reasonable time so long as the alleged defaulting party commences the remediation of the default immediately, and thereafter diligently prosecutes the same to completion.
- q. **Notices.** Notices, requests, demands, and other communications hereunder shall be in writing and delivered personally, sent by reputable overnight courier or mailed by first class, United States mail, with postage prepaid, to McKinleyville Community Services District, **PO Box 2037, McKinleyville California 95519, Attention:** _____, and to Consultant at the address set forth below its signature, or at any other address that may be given by either party to the other in the manner provided above. Notices delivered personally or sent by overnight courier shall be deemed delivered upon receipt. Notices delivered by mail shall be deemed delivered upon the earlier of (i) receipt or (ii) the date five (5) U.S. mail delivery days after the notice was placed in the United States mail as provided above.
- r. **Headings.** All section headings are provided for convenience only, and shall not be deemed to constitute material terms and conditions of this Agreement.
- s. **Interpretation.** Both Consultant and McKinleyville Community Services District are deemed to have jointly participated in the negotiation and preparation of this Agreement. Consequently, both Consultant and McKinleyville Community Services District are considered to have drafted this Agreement in equal parts and, if any ambiguity is found to exist, all rules of law and evidence requiring ambiguities to be interpreted to the detriment of the drafting party shall not apply.

- t. **Attorneys Fees and Venue for Disputes.** If litigation becomes necessary to enforce the terms and provisions of this Agreement or as a result of any breach by Consultant or District of this Agreement, the prevailing party in any such litigation shall be entitled to recover reasonable attorney's fees and costs. The Humboldt County Superior Court for the State of California shall have exclusive jurisdiction over any dispute arising out of this Agreement or Consultant's provision of Services hereunder, and shall serve as the venue for any such dispute. All parties expressly consent to this designation of jurisdiction and venue.
- u. **MUTUAL UNDERSTANDING OF SERVICES.** McKinleyville Community Services District and Consultant agree that the purpose of value engineering is the identification and presentation of recommendations for improvement of project or process value, for consideration by the McKinleyville Community Services District and their other professional advisors. Both parties understand that as a part of these services, Consultant does no design work and makes no project decisions. McKinleyville Community Services District and Consultant agree that Consultant will be liable to the McKinleyville Community Services District only for damages arising from Consultant's negligence in the performance of the Value Analysis or Value Engineering work itself, and only to the extent that such negligence directly damages the McKinleyville Community Services District.



718 Third Street,
Eureka, CA 95501

Our ref: 12560439

November 17, 2021

Pat Kaspari
McKinleyville CSD
1656 Sutter Road
McKinleyville, CA 95519

RE: Scope of Work for Central Avenue Water & Sewer Main Rehabilitation Project

Dear Pat,

Thank you and the review panel for your recommendation to award the engineering, environmental review and compliance, permitting, and construction management for the Central Avenue Water & Sewer Main Rehabilitation Project to GHD. We greatly appreciate the opportunity to assist you with this important infrastructure project and look forward to continuing our partnership with the District.

GHD understands the District's plan to systematically replace / rehabilitate your water and sewer mains over the next 50 to 75 years to provide for continued reliability of these systems. Aging pipelines degrade, and the sewer mains along Central Avenue have experienced significant corrosion to the point where the District's staff have observed thinning pipe walls and exposed joints. The nearby water mains are made of the same material and are almost 50 years old. Given these conditions, replacing / rehabilitating the Central Avenue water and sewer mains from Sutter Road to Hiller Road is currently the highest ranked priority replacement in the District's overall replacement plan.

As described in the subsequent scope, GHD will perform the following services for the project: project management, quality assurance / quality control, surveying, geotechnical investigation, alternatives analysis, engineering design, environmental document preparation, permitting assistance, and construction management. Engineering design will include 30%, 60%, 90%, and final (issue for bid) design plans, specifications, opinion of probable construction costs, and other contract documents necessary to prepare a comprehensive bid package. The intent will be to replace / rehabilitate the existing water and sewer mains on Central Avenue between Sutter Road and Hiller Road per the attached Map #1 and Map #2 provided by the District. The existing water main is 16-inch asbestos cement (AC) along this entire 2,200-foot length and has approximately 30 connections. The existing sewer main is 8-inch AC along the east side of Central, with two 6-inch AC crossings from the west (and one 6-inch PVC crossing that will not be replaced) and one 6-inch PVC segment that branches to the east. There is also approximately 600 feet of 6-inch AC sewer main on the west side of Central that will also be replaced. The sewer main has approximately 38 connections.

GHD has provided a scope and budget for services related to the project in the following sections.

1. Task 1 – Project Management and Quality Assurance / Quality Control

1.1 Communication and Status Updates

GHD will conduct an initial kick-off meeting with the District to review project scope and schedule, discuss District preferences for planned improvements, collect information, and confirm lines of communication.

Project coordination will include regular monthly phone calls with the District's project manager to discuss work progress, schedule, and budget. Progress reports will be included with monthly invoices and will provide a summary of work completed to date, budget expended, out of scope items required, and any issues of concern. Additional regular communication with the District's project manager will be done by phone to update the District on work performed and coordinate project activities. The frequency of these calls will be adjusted throughout the project according to the level of activity.

1.2 Quality Assurance / Quality Control

GHD will develop and implement a quality control plan for the project. All deliverables will receive quality control review from qualified senior level staff prior to submission to the District. The District will be given the opportunity to review all draft documents prior to them being finalized after GHD's quality review at key milestones.

Task 1 Assumptions

- A contract for the project will be executed in December 2021, construction will be complete in December 2023, and the project will be closed out in January 2024.
 - There will be 9 regular monthly calls
 - Excludes kick-off call and design review calls after 30%, 60%, and 90% design submittals.
 - Assumes regular monthly calls will cease after the project goes out for bid, and weekly construction meetings will be held in lieu of regular monthly calls.
 - There will be 26 monthly invoices / progress reports.
- GHD attendees at regular monthly calls will be limited to the project manager, project engineer, and staff engineer.
- Additional regular communication to update the District on work performed and coordinate project activities will be limited to an average of 2 hours per month for the GHD project manager.

Task 1 Deliverables

- Monthly invoices with project status reports in electronic (PDF) format.
- Request for information issued to the District prior to the kick-off meeting in electronic (Microsoft Word) format.
- Kick-off meeting agenda and meeting notes in electronic (Microsoft Word) format.
- Monthly meeting agendas and meeting notes in electronic (Microsoft Word) format.

2. Task 2 – Surveying

Points West Surveying (PWS) will perform a topographic survey of the site with sufficient extents to allow for the design and construction of the project. Limits are generally back of walk or fence line along Central Avenue. The survey will be completed using conventional survey techniques and will locate visible surface features and

spot elevations sufficient to determine one-foot contours. The survey will identify edge of pavement, curb, flow line, gutter pans, existing meandering sidewalks, driveway openings, mailboxes, power poles, streetlight poles, grade breaks, tops and toes of slopes, and buildings/sheds (if any) as they may apply. Trees, including ornamental trees, and other landscape features will be located. Underground utility appurtenances including drain inlets, manholes (storm, sewer, communication), sewer inverts and flowlines, cleanouts, valves, meters, backflow preventers, and telephone/communication risers will be located based on visible physical evidence. Overhead utility poles and guy wires will be located, if any. An 811 utility locate request for marking underground utilities will be completed prior to the survey work. Paint/markings from said locate request will be located if the request is fulfilled.

Survey control will be on California State Plane CCS83 (NAD83) basis; elevations will be on NAVD88 basis based on a static GPS survey.

Right-of-way (ROW) or adjacent property lines will not be shown or delineated except at the location of the 19-foot wide by 245-foot-long District easement over APN 509-221-063 per Document No. 1996-10936-5. Monuments set along ROW by the maps recorded in the project strip by Record of Survey, Parcel Maps, and Tract Maps are required by law to be protected. If any monuments are to be lost or disturbed by construction, a pre-construction Corner Record needs to be filed and another recorded after the monument is reset or replaced, showing how it was reset and the character of the monument as reset. A budgetary figure has been included for this task that includes research into all maps recorded within the strip to be surveyed so the existence of corners is known. Based on the final design, and before any construction occurs, PWS will return to the site to tie out monuments and prepare Corner Records for monuments to be lost. After construction, PWS will replace lost monuments and file required Corner Records. For purposes of estimating budget for this work, it is assumed that a maximum of four monuments will need to be replaced. If additional monuments are required to be disturbed during construction, additional compensation will be required.

This proposal includes one day of traffic control to be provided by McCullough Construction to shoot manhole inverts and other features in roadway.

The survey data will be plotted using AutoCAD Civil 3D software at an appropriate scale.

Task 2 Assumptions

- The District will mark their buried utilities prior to survey. Points West will call USA to have other utilities marked prior to survey.
- Fieldwork labor associated with this task will be paid at State prevailing wages.
- Property corners and property lines will not be determined.
- Right-of-way boundaries along Central Avenue will be determined using ROW layers in the District's GIS. No additional survey work will be performed to refine ROW boundaries.
- No temporary or permanent easements will be required for this project. If it becomes clear during the design process that easement(s) are required, scope and budget adjustments will be required.
- A maximum of four survey monuments will need to be replaced as a result of disturbance during construction. If additional monuments are required to be disturbed during construction, additional compensation will be required.

Task 2 Deliverables

- Survey base map in electronic (PDF) format.
- Survey data in AutoCAD Civil 3D format.

3. Task 3 – Geotechnical Investigation

Crawford & Associates, Inc. (Crawford) will perform the geotechnical investigation for this project. Their work on the project will be limited to the following tasks:

- Meet with the design team to discuss the project design.
- Visit the site to mark boring locations for USA North 811.
- Obtain Humboldt County boring and encroachment permits.
- Drill, log, and sample up to four test borings to depths ranging from 15 to 20 feet below ground surface (bgs). The drilling contractor will advance the borings with a rubber-tired, truck-mounted drill rig using 6- to 8-inch-diameter hollow and/or solid stem augers.
- Sample at a minimum of 5-foot intervals and deliver samples to a laboratory for testing to obtain data required for the project design.
- Prepare a Geotechnical Report that will include narrative for the following: scope of work; project description; subsurface soil; groundwater conditions; laboratory results; corrosivity discussion; recommendations for excavatability, stability, and fill placement and compaction; recommendations for trenchless installation including minimum install depth, excavation stability, dewatering considerations (if needed), soil lateral pressure, bottom support, backfill, and construction considerations; recommendations for rigid and flexible pipeline design and construction including trench excavatability, stability, backfill unit weight, composite soil modulus, OSHA soil types, backfill, pipe support, groundwater considerations, and skin friction and passive resistance for thrust restraint design; a discussion of soil resistance, uplift, and potential impacts on adjacent utilities for pipe bursting; pavement section recommendations; limitations; vicinity map; geologic map; fault map; site plan with boring locations; and boring logs with laboratory test results.

Task 3 Assumptions

- Drill cuttings are assumed to be non-contaminated and will be disposed of off-site. If encountered, contaminated soil or groundwater issues would require containment, testing, and special disposal of the drill cuttings.

Task 3 Deliverables

- Draft Geotechnical Report in electronic (Microsoft Word) format for District comment.
- Final Geotechnical Report in electronic (PDF) format.

4. Task 4 – Preliminary (30%) Engineering Design & Development of Basis of Design

Task 4 will include the development of the basis of design and an opinion of probable construction cost to aid in determining whether the intended project scope of replacing the water and sewer mains from Sutter to Hiller can be performed for the budgeted \$4 million, or if the scope of the project needs to be adjusted. Task 4 will also include the preparation of the Project Description to allow for the initiation of the CEQA process detailed under Task 5.

4.1 Basis of Design Technical Memorandum – Design Criteria and Alternatives Evaluation

GHD will confirm the design criteria that will be used to guide the design of the project. This will include confirming operational capacity, operational pressures, conforming to typical standards and guidance documents, and other codes and standards governing design. It is not expected that pipe sizes will need to be increased, but GHD will confirm this. GHD has versions of the District's water model in WaterCAD and sewer model in Autodesk Storm and Sanitary Analysis for use in the analyses, but we will confirm that the versions we have are the most recent. Model analyses will be performed to the extent required to confirm appropriate pipe sizes within the project area.

GHD will also evaluate the following alternatives for pipe replacement / rehabilitation:

- Pipe bursting
- Pipe reaming
- Open cut trenching
- Cured-in-place pipe (CIPP) lining
- Slip lining

Alternatives will be evaluated to the extent required to determine feasibility and cost. An opinion of probable cost will be prepared for at least the pipe bursting, open trench, and CIPP lining alternatives. Costs will not be developed for alternatives that are deemed infeasible or otherwise deemed as not prudent to pursue further. A draft technical memorandum (TM) will be prepared summarizing the basis of design, project design criteria, and an alternatives evaluation for District review and comment. The draft TM will also include GHD's opinion on the most cost-effective approach for designing and bidding the project. GHD will lead a one-hour review meeting to discuss the evaluation and resolve questions/comments on the draft TM. A final TM will be prepared that addresses District review comments following the review meeting.

Task 4.1 Deliverables

- Draft and final TM in electronic format (draft TM in Microsoft Word and final TM in Word and PDF).
 - The Basis of Design TM will detail existing water and sewer capacity, review of alternatives, advantages and disadvantages of alternatives, impacts to existing capacity, cost comparisons, feasibility of including one or more options as bid alternatives, and final conclusions and recommendations.
- Agenda and notes from the review meeting in electronic format (Microsoft Word).

4.2 Thirty Percent Design Documents

GHD will prepare 30% design drawings and the table of contents for the project technical specifications. The 30% design will be sufficient to develop a Project Description and the information required to begin the permitting and CEQA processes. The 30% design will also finalize project design concepts and provide a basis for development of an opinion of probable construction cost. The 30% drawings and AACE Class 4 opinion of probable construction cost will be prepared to provide the District with a basis for determining if the entire planned segments of the water and sewer systems (or what portion thereof) can be replaced with the approximate \$4M construction budget.

4.2A General Design

The 30% general design will consist of drawings showing project location and vicinity, general project notes, design criteria, legends, and abbreviations. This subtask will also include development of a table of contents for the project technical specifications and an AACE Class 4 opinion of probable construction cost.

4.2B Civil Design

The 30% civil design will consist of preliminary drawings for site topography, demolition, sewer and water piping plans, bypassing and temporary connections, and standard details for paving, trenching, and lateral connections. Pipe profiles will be developed as a part of the 60% design (Task 6) after receiving District comments on the 30% design.

Task 4 Assumptions

- The District will confirm that the water and sewer models that GHD currently has are the most up to date. If they are not, the District will provide electronic versions of the current water and sewer flow models.
- GHD assumes that the District's models are accurate for purposes of the analyses required for this project. GHD will not be responsible for verifying, calibrating, or otherwise updating the District's existing models as a part of this project.
- GHD will not be responsible under this scope for updating the District's hydraulic models once the improvements are constructed.
- The District will confirm that the ArcGIS water and sewer layers that GHD currently has are the most up to date. If they are not, the District will provide an electronic copy of current ArcGIS water and sewer layers.
- GHD assumes that the District's ArcGIS water and sewer layers are accurate for purposes of the analyses required for this project. GHD will not be responsible for verifying, calibrating, or otherwise updating the District's existing ArcGIS water and sewer layers as a part of this project.
- The District will provide CCTV video inspection footage of the sewer mains within the project boundary from within the past 5 years prior to GHD beginning Task 4.1. The project schedule may need to be modified depending on the timing of when the video is provided to GHD.
- The 30% design will include the water and sewer main sections of Central Avenue between Sutter and Hiller Roads as indicated on the attached figures provided by the District. The project design will include new / rehabilitated mains and all necessary items associated with that work, including reconnecting water and sewer services, hydrants, manholes, valves and valve boxes, blow-offs, and other appurtenances to the new / rehabilitated mains. No other project elements will be included in the design unless explicitly noted herein.
- A complete separate opinion of probable construction cost will not necessarily be developed for every alternative that is considered but will at least be performed for the pipe bursting, open trench, and CIPP options. The opinion of probable construction cost that is developed will reflect GHD's opinion (based on Class 4 standards) of what the construction cost potentially could be based on the design and bid approach presented in the TM. It should be noted that the pandemic and other factors have significantly affected the volatility of prices and the contractor bidding environment. Actual bid results may vary significantly from GHD's opinion of potential cost depending on conditions at the time of bidding.

Task 4.2 Deliverables

- An 11 x 17 electronic copy of the 30% drawings in PDF format. District will provide review comments to be incorporated in the 60% design drawings (Task 6).
- Table of contents for project technical specifications in electronic (Microsoft Word) format.
- Class 4 opinion of probable construction cost in electronic (Microsoft Excel) format.

5. Task 5 – CEQA Categorical Exemption & Cultural Resources Investigation

The level of CEQA environmental document that will be required for this project is not known at this time. This project could have extensive traffic impacts since Central Avenue is the main business thoroughfare through McKinleyville. However, the replacement of existing infrastructure is typically categorically exempt from CEQA and can be addressed with a Notice of Exemption (NOE). The scope and fee for this task are given assuming that an Initial Study (IS) and a Mitigated Negative Declaration (MND) with an associated Mitigation Monitoring & Reporting Plan (MMRP) will not be required for this project, and that an NOE will be sufficient to satisfy CEQA. GHD will confirm this assumption during the execution of the work.

5.1 Cultural Resources Investigation

Given the location of the project, a cultural resources investigation is proposed to be completed by Roscoe and Associates. The cultural resources investigation will include pre-field research, a field survey, consultation with the Native American Heritage Commission, and outreach to local Native American tribes (separate from AB 52 consultation). A draft cultural resources report will be provided for District review and comment prior to issuance of a final cultural resources report. Roscoe and Associates will also prepare a letter for the District's use in the AB 52 consultation process.

5.2 Notice of Exemption

GHD will prepare an NOE using Humboldt County's current form. GHD will also prepare a brief written internal memo to document the reasoning behind why the project is considered to be categorically exempt from CEQA.

Task 5 Assumptions

- The scope and fee for this task are given assuming that an Initial Study (IS) and a Mitigated Negative Declaration (MND) with an associated Mitigation Monitoring & Reporting Plan (MMRP) will not be required for this project, and that a Notice of Exemption will be sufficient to satisfy CEQA. If an IS/MND with MMRP are determined to be required, additional compensation will be required.
- The District will file the NOE with the County and pay all associated filing fees.
- A traffic impact analysis will not be required.
- No additional technical studies will be required aside from the cultural resources investigation.
- Prior to construction, the District will provide advance notification to emergency services that there will be lane closures resulting from construction of the project. The contractor will be required to maintain emergency access throughout construction.

Task 5 Deliverables

- Draft and final Cultural Resources Memorandum in electronic (Microsoft Word and PDF) format.
- Draft and final internal categorical exemption documentation memorandum in electronic (Microsoft Word and PDF) format.
- Draft and final CEQA Notice of Exemption in electronic (Microsoft Word and PDF) format.

6. Task 6 – Final Engineering Design

GHD will prepare detailed design documents consisting of drawings, technical specifications, and procurement and contracting requirement documents. GHD will also prepare an updated opinion of probable construction cost at each deliverable milestone.

6.1 Final Design Documents

GHD will prepare final design documents and associated technical specifications for the proposed project.

6.1A General Design

Final general design will consist of completing drawings showing project location and vicinity, general project notes, design criteria, legends, and abbreviations. Technical specifications consisting of those needed to describe general project requirements (e.g., work summary, coordination, submittals) will be prepared. An opinion of probable construction cost will be prepared under this subtask.

6.1B Civil Design

Final civil design will consist of drawings for civil details, site demolition, trenching details, pipe installation, piping plan and profiles, access shafts (if required), lateral connections, valve details, manhole details, thrust block details, paving details, sediment and erosion control, etc. Technical specifications consisting of those for demolition, earthwork, erosion control, paving, piping, pipe bursting (if used), valves, manholes, etc. will be prepared.

6.1C Document Preparation and Review

Document preparation and review for final design will consist of preparing submittal documents for review and comment by the District, conducting 4-hour design review meetings and incorporating review comments received from the District. Design documents and review meetings will be provided at the 60% and 90% completion levels. Final bid documents will be prepared after incorporating District comments on the 90% design submittal package.

Task 6.1 Assumptions

- GHD’s CAD standards will be utilized.
- The District’s standard details will be utilized as applicable and will be provided by the District in AutoCAD format.
- GHD will develop a bypassing specification, but the contractor will be responsible for developing a bypassing plan and temporary water connections plan, if required.
- GHD will not be responsible for performing effort associated with community outreach, including notifications regarding temporary shutdowns for water and/or sewer service.

Task 6.1 Deliverables

- Two hard copies (paper) and one electronic copy of the detailed design drawings and specifications provided at the 60% and 90% completion levels. Drawings will be 11 x 17. Electronic drawings will be PDF and AutoCAD Civil 3D format. Specifications will be in electronic (Microsoft Word) format.
- Opinion of probable construction cost at the 60% and 90% completion levels in electronic (Microsoft Excel) format.
- Agenda and notes from the review meetings will be in electronic (Microsoft Word) format.
- Two hard copies (paper) and one electronic copy of the bid documents. Hard copy drawings will be 11 x 17. The electronic copy of drawings and specifications will be in PDF format.

- Opinion of probable construction cost at the issue for bid completion level in electronic (Microsoft Excel and PDF) format.

6.2 Procurement and Contracting Requirements

GHD will prepare bid documents detailing procurement and contracting requirements for the project utilizing GHD's standard specifications and front end documents, except for the District's Standard Construction Contract document. Documents will consist of instructions to bidders, bid schedule, bid advertisement, bid bond form, District's standard agreement, performance and payment bonds forms, general conditions, and supplemental conditions (if required).

Task 6.2 Assumptions

- The District will provide a copy of its Standard Construction Contract Agreement in Microsoft Word format for incorporation with the bid documents.
- GHD's standard procurement and contract requirement specifications will be used.
- The District will review documents for conformance with District bidding requirements and will provide written comments for required modifications.
- The project is not grant-funded, and therefore there are no special grant requirements that need to be included with the front end documents.

Task 6.2 Deliverables

- No separate deliverable will be provided. Documents will be provided as part of the deliverables provided under Task 6.1 Detailed Design Documents, which will include the Procurement and Contracting documents outlined above.

6.3 Opinion of Probable Construction Cost

GHD will prepare an AACE Class 2 opinion of probable construction cost at the 60%, 90%, and issue for bid completion levels. Copies of the opinion of probable construction costs will be submitted with the deliverables detailed under Task 6.1.

7. Task 7 – Permitting Assistance

GHD will prepare a Humboldt County encroachment permit application and submit it along with the 90% design drawings to the County for review and comment. GHD will incorporate the County's comments into the issue for bid design. It is anticipated that the County will issue a draft encroachment permit to include as an appendix to the bid documents. It is assumed that the District will pay for any necessary fees required to obtain the draft encroachment permit. The selected contractor will be required to develop a traffic control plan, finalize the encroachment permit with the County, and pay any associated fees.

Based on the length of pipe to be rehabilitated/replaced, the anticipated disturbance for the project is less than one acre, and a stormwater pollution prevention plan (SWPPP) is not anticipated to be required, but GHD will confirm this. The contractor will be required to develop an Erosion and Sediment Control Plan, which will be reviewed by GHD as a construction submittal.

Depending on the construction methods that are allowed for the project, a permit related to handling of the existing AC pipe may be required from the North Coast Unified Air Quality Management District (NCUAQMD), particularly if pipe bursting is allowed. However, it is our understanding that there have been recent AC bursting projects in the Humboldt County area that have not required a permit from the NCUAQMD. The fee for this task

includes up to six hours of GHD staff time for consultation with the NCUAQMD, but the assumption is that no permit will be required from the NCUAQMD.

Task 7 Assumptions

- District will pay necessary permit fees.
- A SWPPP will not be required.
- GHD staff will spend up to six hours on consultation with NCUAQMD, but a permit from this agency will not be required.

Task 7 Deliverables

- One electronic PDF copy of the draft County Encroachment Permit application for District review and comment.
- Electronic and hard copies, as appropriate, of the final County Encroachment Permit application and supporting materials submitted to the District and Humboldt County.

8. Task 8 – Bid Period Assistance and Contractor Kickoff Meeting

After design is complete, GHD will provide bid period assistance and will organize and lead a pre-construction kickoff meeting with the District and selected contractor. After a schedule has been received from the contractor, GHD will negotiate a scope and fee with the District for additional construction management and inspection services.

8.1 Bid Period Assistance

GHD will provide the following services to assist the District in selecting a contractor to perform the work associated with construction of the project:

- Participate in a pre-bid meeting and site tour for prospective bidders. Prepare summary meeting notes.
- Assist the District in answering bidder questions and prepare up to three addenda to clarify, correct, or change the bidding documents.
- Assist the District in evaluating bids, preparing a bid tabulation, and in assembling and awarding the contract for the work.
- GHD will provide copies of bid documents and bid addenda in PDF format to the plan distribution centers in Humboldt County, Redding, and Sacramento and will send bid documents to the contractor list assembled by the District in consultation with GHD.
- GHD will be responsible for advertising, distributing bid documents, maintaining plan holders list, issuing addenda, issuing notice of intent to award, and issuing final notice of award.

Task 8.1 Assumptions

- The District will pay fees for advertising the bid.
- The bid period will be 4 to 6 weeks long.
- There will be a maximum of three addenda.
- There will be no bid protests.
- The project will not be re-bid.

Task 8.1 Deliverables

- Pre-bid meeting summary notes in electronic (Microsoft Word) format.
- Advertisement, distribution of bidding documents, maintaining plan holders list, bid addenda, Notice of Intent to award, and final Notice of Award in electronic (Microsoft Word) format.
- Written recommendation in electronic (PDF) format for bid award.

8.2 Contractor Kickoff Meeting

GHD will organize and lead a pre-construction kickoff meeting, prepare an agenda, and provide summary notes.

Task 8.2 Deliverables

- This task is limited to the services outlined above, and no construction management, construction inspection, or other construction-related services will be provided prior to executing a contract amendment with the District.

Task 8.2 Deliverables

- Agenda and meeting minutes for pre-construction kickoff meeting in Word and PDF format.

9. Schedule

GHD is ready to begin work on this project upon receiving a signed contract from the District. It is our understanding that this contract will be taken to the Board for approval at the December 1, 2021 Board meeting. The proposed schedule for key project milestones is as follows:

Table 1 Project Schedule

Event	Completion Date
District Board approval of contract	December 1, 2021
Execute contract	December 2, 2021
District Provides Sewer Main Inspection Video to GHD	December 10, 2021
Draft Basis of Design (BOD) Technical Memorandum	March 4, 2022
District comments on draft BOD Technical Memorandum	March 18, 2022
Final BOD Technical Memorandum	April 8, 2022
30% plans, cost estimate, and technical specifications table of contents	April 29, 2022
District comments on 30% submittal	May 13, 2022
CEQA Notice of Exemption	June 25, 2022
60% plans, specifications, and cost estimate	July 29, 2022
District comments on 60% submittal	August 12, 2022
90% plans, specifications, and cost estimate	September 30, 2022
District comments on 90% submittal	October 14, 2022
Final plans, specifications, and cost estimate	October 28, 2022
Bid project	November / December 2022
District executes construction contract with contractor	January 2023
Contractor kickoff meeting	February 2023
District executes construction management contract amendment with GHD	March 2023
Construction	March 2023 through December 2023
Project closeout	January 2024

10. Professional Service Fee

GHD will provide the scope of services described above on a time and materials, not to exceed basis at our standard labor rates in place at the time of execution of the work as follows:

Table 2 Professional Service Fee

Task	Fee
Task 1 – Project Management and QA/QC	\$ 35,100
Task 2 – Surveying	\$ 50,900
Task 3 – Geotechnical Investigation	\$ 42,200
Task 4 – Preliminary Engineering Design	\$ 93,400
Task 5 – CEQA Categorical Exemption & Cultural Resources Investigation	\$ 13,700
Task 6 – Final Engineering Design	\$ 104,000
Task 7 – Permitting Assistance	\$ 6,600
Task 8 – Bid Period Assistance and Contractor Kickoff Meeting	\$ 16,800
Total Fee	\$ 362,700

The budget provided for each task is an estimate, and GHD reserves the right to reallocate budget between tasks, if required.

As always, we appreciate the opportunity to assist you on this project. Please do not hesitate to call me if you have any questions.

Regards,

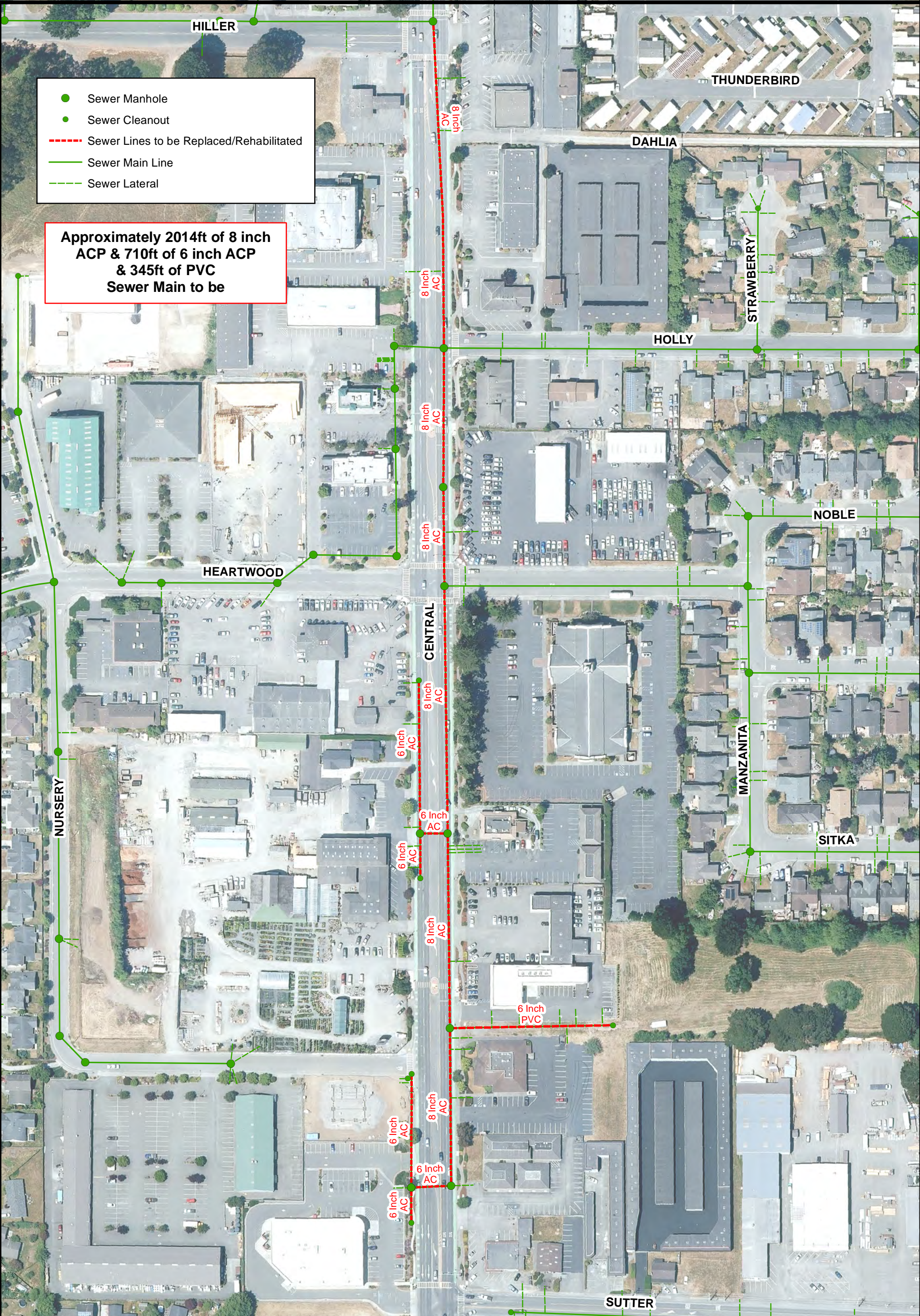


Nathan Stevens, PE
Project Manager

(707) 267-2204
nathan.stevens@ghd.com

Copy to: James Henry, MCSD
Greg Watanabe, GHD

Enclosed: Map #1 and Map #2 showing project extents



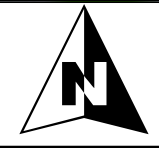
- Sewer Manhole
- Sewer Cleanout
- - - Sewer Lines to be Replaced/Rehabilitated
- Sewer Main Line
- - - Sewer Lateral

Approximately 2014ft of 8 inch ACP & 710ft of 6 inch ACP & 345ft of PVC Sewer Main to be



McKinleyville Community Services District

Central Ave. Sewer & Water Main Replacement Project Sewer Facilities



Map #1

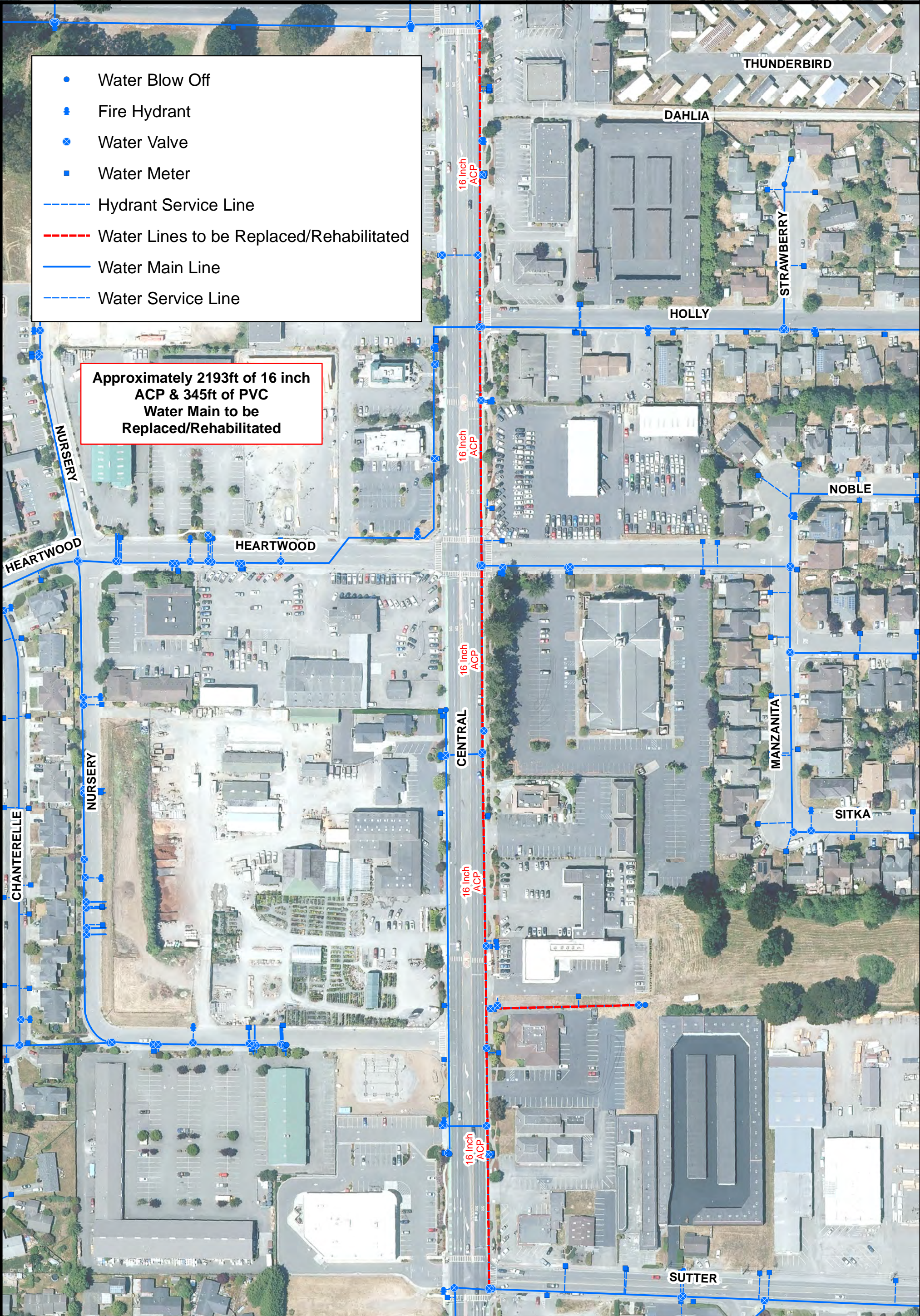
Drawn By: MCSD GIS

Date: May 2021

1 inch = 200 feet

- Water Blow Off
- Fire Hydrant
- Water Valve
- Water Meter
- Hydrant Service Line
- Water Lines to be Replaced/Rehabilitated
- Water Main Line
- Water Service Line

Approximately 2193ft of 16 inch ACP & 345ft of PVC Water Main to be Replaced/Rehabilitated



**McKinleyville Community Services District
Central Ave. Sewer & Water
Main Replacement Project Sewer Facilities**



Map #2

Drawn By: MCSD GIS

Date: May 2021

1 inch = 200 feet

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

Alternatives:

Approve the appeal

Fiscal Analysis:

Not subject to the water leak adjustment limit, the total adjustment would have been \$1,855.88, as seen in the calculations in **Attachment 2**. This amount is \$1,105.88 over 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 Calculations
- Attachment 3 – Original Leak Adjustment Request and Appeal

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519

**MAIN OFFICE:**

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

PARKS & RECREATION OFFICE:

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

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

WATER LEAK ADJUSTMENT POLICY

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

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

Page 2: Water Leak Adjustment Form

Revised May 2, 2018 by Board action

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

Water Leak Adjustment Request

Date: _____

Name: _____ **Phone Number:** _____

Service Address: _____

Explanation of leak repair: _____

Date repaired: _____

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

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

Signature: _____

FOR OFFICE USE ONLY

Customer # _____

Rte/Svc _____

Customer Notified _____

Water Credit \$ _____

Listed In File _____

Sewer Credit \$ _____

Line 11 Noted _____

Total Credit \$ _____

Adjustment Done _____

Supervisor Approval _____

District Manager Approval _____

Leak Months: 06/2021
 Date WLA Received: 6/29/2021
 # of Units: 1

MONTH 1				
Water Use in leak month	608	ccf		
Average Water Use Prior 3 months/last year	0	ccf		
Leak month sandwich!				
		Month 0	608.0	
Total Water Charge	\$3,711.76	Month -1	0.00	
Total Water Charge Prior 3 months/last year	\$0.00	Month -2	1.00	
		- Month -3	0.00	
Excess Water Use Charges	\$3,711.76			
	x 50%		1.0	Total
	-			
Water Leak Adjustment (not to exceed \$750.00)	\$1,855.88		0	Average
Sewer Charge	\$33.72			
Average Sewer Charge Prior 3 months/last year	\$0.00			
	-			
Sewer Leak Credit	\$33.72			
	-			
Available Credit NOT TO EXCEED \$750	\$750.00			

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

Water Leak Adjustment Request

Date: 6-26-21
Name: Shannon or Jeremy Fulton Phone Number: _____
Service Address: Hiller Rd, McKinleyville
Explanation of leak repair: Broken pipe at water trough.

Date repaired: turned water off!

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: Shannon Fulton

FOR OFFICE USE ONLY

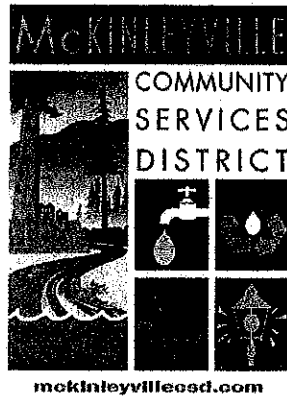
Customer # _____ Rte/Svc 005-0210
Customer Notified _____ Water Credit \$ 750⁰⁰
Listed In File _____ Sewer Credit \$ 0
Line 11 Noted _____ Total Credit \$ 750⁰²
Adjustment Done _____
Supervisor Approval [Signature] District Manager Approval [Signature]

once pipe is repaired

7/6 11:35 spoke to Jeremy. July Bill will be impacted as well. Will call back after he talks to MRS

PHYSICAL ADDRESS:
1856 SUTTER ROAD
McKINLEYVILLE, CA 95519

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



MAIN OFFICE:
PHONE: (707) 839-3251
FAX: (707) 839-8466

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

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: Jeremy or Shannon Fulton Date: _____

Mailing Address: _____

Phone Number: _____ Account: _____

Describe the decision being appealed: adjustment on our water bill
due to a leak.

Explain the unique nature of the situation: This leak is located in a pasture that is used strictly for livestock (cattle.) There are no structures on the property!

Explain hardship that exists if staff decision is enforced: \$4,000+ water bill is a major hardship! If you look up our history, our water bill is around \$30.00⁺⁺ per month, for years.

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

This is not our place of residence. We are not on this property daily, sometimes not even weekly as this is just a pasture for livestock.

Applicant Signature: Shannon Fulton

Filing Fee: \$25*

Received: 9/21/2021
(Date)

By: Sk
(initials)

Receipt#: 32884

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

McKinleyville Community Services District

BOARD OF DIRECTORS

December 1, 2021

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Consider Appointment of Applicants Heidi Conzelmann and Jane Fusek for the Vacant Seats on the Parks 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 appointments of Heidi Conzelmann and Jane Fusek to the Parks and Recreation Committee for a four (4) year terms 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 RAC. 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 three (3) regular voting member openings 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.

Heidi Conzelmann submitted a letter of application (**Attachment 1**) September 24, 2021. Jane Fusek submitted a letter of application (**Attachment 2**) November 4, 2021. Staff shared these letters of application with the PARC at the meeting on November 18, 2021. The PARC unanimously supported the candidates in becoming a members of 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 – Letter of Application Heid Conzelmann
- Attachment 2 – Letter of Application Jen Fusek



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

Item E.3 Attachment 1

Name Heidi Conzelmann Date 9/24/21

Home Phone XX Cell Phone _____

Mailing Address _____ McK, CA 95519

Permanent Address same

Email Address conz @gmail.com

Areas of Experience and Qualifications

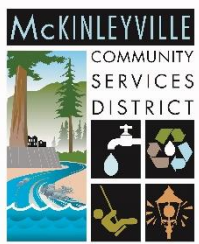
What knowledge, skills and experience will you bring to the Parks & Recreation Committee? (You may attach a resume or additional page if necessary).

My dad has been in the Parks and Recreation business all my life. I grew up with an understanding of how important parks are to our community. (He ran the Parks and Recreation department in Eureka from 1969-1977.) As a high school student, I worked as a volunteer for Children's Wonderland, one of Vallejo's best known parks. I have lived in McKinleyville since 1988, and have been employed by the McKinleyville Union School District since 1990. As a teacher, I have a vested interest in the opportunities that children receive from our local parks and the programs they provide.

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 would like to participate as a member of the Parks and Recreation Committee so that I can offer my perspective as a resident of McKinleyville for 33 years. As an elementary school teacher, I have insight into the needs of the children in our community.



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

Item E.3 Attachment 2

Name _____ Date _____

Home Phone _____ Cell Phone _____

Mailing Address _____

Permanent Address _____

Email Address _____

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).

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.

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McKinleyville Community Services District

BOARD OF DIRECTORS

December 1, 2021

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.4 **Mad River Youth Soccer League’s Concerns Regarding the Field Conditions at Hiller Sport Site.**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review the information provided, open for public comment, and discuss the issue presented.

Discussion:

During the 2021 Mad River Youth Soccer Season staff was contacted by league coaches Jeff Pimental and Travis James regarding the safety of field conditions of the Hiller Sports Site fields. Staff met with these coaches at the fields on October 18th and discussed the fields, the challenges faced in mitigating damage by gophers as well as ways that the league can work with the District to improve the conditions of the fields. It was agreed at that meeting that any work toward field rehabilitation would not be able to take place until February-March of 2022 at which time District staff will coordinate Field Work days incorporating help from league and community volunteers.

Mad River Youth Soccer League has requested this topic be brought to the MCSD board for further discussion. The photos below were provided by MRYSL showing gopher damaged turf.





Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- None

McKinleyville Community Services District

BOARD OF DIRECTORS

December 1, 2021

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.A **Support Services – Oct-Nov 2021 Report**

PRESENTED BY: **Colleen M. R. Trask, Finance Director**

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has \$1,369,731.32 to date in the Trust Account for the next Biosolids Disposal project.

Customer adjustments at Oct month-end total \$5,621.19, which represents 13.4% of the annual \$42,000 budget for this sub-item. (GL# 501/551-62120)

Total Board Travel as of Oct 31, 2021 stands at \$8,233.79 which is 47.1% of the approved \$17,500 budget for this item. (GL# 001/005/501/551 62090/62155-888)

Audit/Budget Update:

The final trial balance was completed in November and forwarded to the auditor. Once the formatting is done, the draft financials will be reviewed by the Audit Committee in December and will be presented at the January Board meeting.

Treasurer's Report Highlights:

Water Fund capacity fees collected through October totaled \$51,352.80. Wastewater Fund capacity fees of \$90,543.00 were collected through the end of October. No capital contributions have been received so far for FY2021-22. Capital Contributions and Capacity fees are included in the income vs. expenses graphs of the Treasurer's Report, but they are called out separately on the Budget to Actuals report.

Debts & Grants

The Debt page of the Treasurer's report shows the current status of every long-term debt owed by the District. The columns show the interest rate and maturity date for each indebtedness. Activity for the current month is listed in the next columns. Outstanding balances for the remainder of the present fiscal year and the balance of debt due in years following complete the page.

Debts for the Water Fund are listed first, followed by those for the Wastewater Fund. The Parks/General Fund has no outstanding long-term debt at this time, though the Measure B debt used to fund the construction of the Teen Center is listed. Non-debt Long Term Liabilities (CalPERS Pension and Other Post Employment Liabilities – OPEB) are shown below the Debt section. These are single totals, annually recalculated on an actuarial basis as part of the year-end closing and audit process.

The Grants page comes after the long-term Debt listing. Grants are separated into two categories: those held directly by the District, and those being executed on behalf of the District by third parties. Grant applications will not be listed. Only grants the District has actually been awarded will be shown.

OTHER UPDATES

The governor's moratorium on non-payment lock was set to expire at the end of September but has been extended by Senate Bill No. 155 through the end of December 2021. The State survey to collect information on the total water bills unpaid due to the lock moratorium totaled less than the funds budgeted for payment, so there will be funding to cover wastewater arrearages as well. The District has filled out the application to formally request funds, which have not been distributed as of the end of November, 2021. These funds cover arrearages from March 2020 through June 2021. There is no indication on whether non-payment lock arrearages from July through December 2021 will be covered by these funds or by funds allocated later. Once we have the reimbursement from the State Water Board, we will notify the customers affected and arrange for credits to their accounts.

At this time, we are assuming we will be able to resume regular non-payment locks in January 2022. Until that time, we will continue to lock only for abandonment of service. When we have information about how the State wishes to deal with the additional non-payment lock arrearages from July through December 2021, we will treat the customer balances covered by the State's reimbursement procedures as disputed balances under our normal procedures until the reimbursement funds have been received. We will bring any policy changes needed to assist customers with past-due balances the State does not cover to the Board for review and approval.

McKinleyville Community Services District

BOARD OF DIRECTORS

December 1, 2021

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.B **Operations Department – Oct. / November 2021 Report**

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 42.2 million gallons of water in October. Eight 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 on Routes 17 and 18 along with a minimal number of retests. 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 1.5 million gallons and the average usage per day was 1.3 million gallons.

Water Distribution Maintenance:

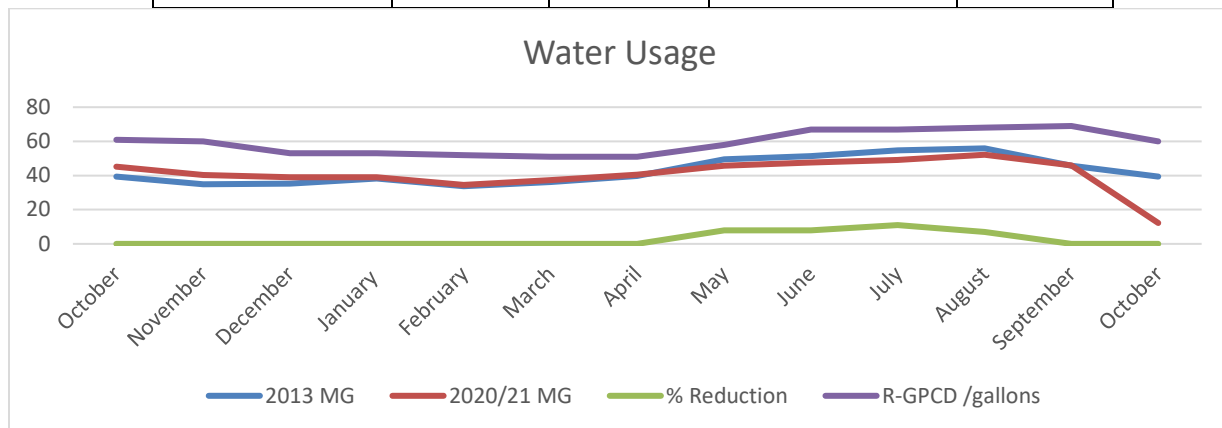
Weekly Bacteria Samples were collected on Schedules 1, 2, 3, and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. Annual Hydrant inspections continue and are approximately 80% completed. Any issues found are flagged to have a workorder generated for repairs. Several meters were repaired due to tamper coded showing up during meter reading.

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. The fuel tank switch was replaced at the North bank station due to not functioning properly.

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)	2020/21 (MG)	% Reduction	R-GPCD
October	39.439	45.279	(-13)	61
November	34.879	40.336	(-13)	60
December	35.203	39.076	(-11)	53
January	38.241	38.974	(-2)	53
February	33.751	34.603	(-2)	52
March	36.244	37.375	(-3)	51
April	39.755	40.465	(-2)	51
May	49.407	45.752	8	58
June	51.337	47.654	8	67
July	54.757	49.099	11	67
August	55.908	52.171	7	68
September	45.702	45.874	(-1)	69
October	39.439	42.216	(-7)	60



R-GPCD = Residential Gallons Per Capita Day

New Construction Inspections:

Imeson Court: Avaral plans have been reviewed and commented. This project has started. The sewer mains and laterals were installed. Water mains and services are near completion along with 2 crossings. Midtown Court Tract: Plans were reviewed, and plan check fees have been paid.

Sewer Department:**WasteWater Statistics:**

24.5 million gallons of wastewater were collected and pumped to the WWMF. 24.2 million gallons of wastewater were treated and discharged to land disposal or reclamation in October.

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted on all sewer stations. Letz pump 3 had failed due to being full of rags. Staff opened the pump, removed all the rags and debris and placed the pump back into service. Staff also completed pump painting and replacing the light fixture at the Letz station. Quarterly servicing was completed at the B Street and Fischer stations, which included wet well washing and pump inspections. The wet well washing is important, in order to prevent hydrogen sulfide buildup, which is detrimental to the concrete casings and grease buildup which will plug the pumps. Pump shimming is done to keep pumps running efficiently and to reduce rags from plugging up the pumps. Staff repaired the weir gates and the wet well lids at the Fischer station.

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. Hydro-cleaning and camera work was completed on a main on Halfway due to a sewer spill that occurred last month. Staff found that a section of the 12" sewer main was broken, which was allowing the rock to enter the main. Staff was able to stop the rock from coming in and is now preparing a plan to make permanent repairs. The quarterly hydro-cleaning was completed on approximately 14,000 feet of sewer main using 3000 psi of water through a spinning nozzle. These routes are made up of areas that have known bellies in the line. Customers were notified in advance of the scheduled cleaning.

Wastewater Management Facility:

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. The basin cable anchors for the probes were replaced due to corrosion. The WAS pump was removed and replaced with a new pump due to the existing pump wearing out. The pump that was removed will be rebuilt for future replacement.

Daily Irrigation and Observation of Reclamation Sites:

Discharge has been going to the river since November 1st. The farmer has removed all the corn from the lower fields.

Street Light Department:

There were 2 streetlights complaints which required replacing the photo cells.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received training on the CL2 and SO2 Standard Operation Procedures, Lightning strikes and Living in Earthquake Country.

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.

Attended Micro-grid progress meetings

Working with Synagro on Biosolids Basin dredging project.

Completion of several Target Solutions trainings to receive Cont. Education Credits.

Submitted 4th quarter PFAS report.

3 year WWMF CalARP inspection was completed by county and no issues were found.

GIS:

Plans and Programs

- Prepared for and Conducted CalARP in house 5-year review
 - Completed on-site inspection with county inspector: Dean Adams
 - Completed CalARP Documentation inspection.
 - Provided Dean Adams a current copy of the CalARP documents.
- Annual review of the Blood Borne Pathogens Control Program
 - No changes required.
- Annual review of the Fire Prevention Program
 - No changes required.

Maps Completed/General GIS

- Created map-based inspection forms for Street Light Maintenance documentation.
- MCSD Service Area Locator Map.
- Researched and mapped the water line coming from Fischer station north to Fisher Rd. services.
- Continued developing procedures for adding Easements to the GIS
 - Using docstar, old files.

Misc. Work Completed

- Researched and developed CO2/SO2 in house training for ton installation/removal and repair kits.
- Created timecards for operations staff for the 2022 year.
- Assisted PG&E on site visit for tree inspections.
- Attended TAC meeting

McKinleyville Community Services District

BOARD OF DIRECTORS

December 1, 2021

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.C **Parks & Recreation Director's Report for November 2021**

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 is open Monday- Friday 12:00pm-6:00pm. The Teen Club is running 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 decreased slightly in the last month from 20.5 teens on average per day to 15 teens per day.

The Cycling Club is looking for donations of bike helmets. They have been enjoying bike rides to the beach, Hiller Park and Baldie Point.

PARK AND RECREATION COMMITTEE:

The Park and Recreation Committee (PARC) met on November 18, 2021. The notes from the meeting can be reviewed in **Attachment 1**.

COMMUNITY FOREST UPDATES:

Staff continues planning and preparing for the acquisition of a Community Forest, and has been meeting regularly with Green Diamond Resource Co. staff and Trust for Public Lands staff. TPL is still finalizing the grant agreement with the California Natural Resource Agency.

BBW & Associates completed the Draft Framework Plan for the development of a Forest Management Plan.

RECREATION PROGRAM UPDATES

Drop-in Pickleball is running on Friday evenings 6:30pm-8:30pm. Masks are required to play. Pickleball is operated entirely by volunteers. Tot-letics Basketball began on October 16th and ended on November 6th.

Staff have been working to develop new programs that can be delivered within the safety recommendations for limiting the spread of COVID-19. To that end staff have developed an afternoon 3 on 3 basketball program for youth in 2nd through 5th grades. This new program provided youth an opportunity to learn and develop basketball skills in the after-school hours on Tuesdays or Thursdays October 5 through November 12, 2021. Staff have opened registration for a winter session of after school basketball which will begin on January 18, 2022 as well as a Saturday Basketball program for youth in 3rd-6th grades which will begin on January 15, 2022. It is anticipated that both of these youth basketball programs will fill up.

Staff met with potential martial arts instructors, interested in offering Adult Classes at the Activity Center beginning in 2022. Classes will be offered in the evenings on Tuesdays and Thursdays and are likely to begin mid-January or the beginning of February.

PARK & FACILITY MAINTENANCE UPDATES:

Several open space zones received mowing, hedging and weeding maintenance and detention basins received clearing as part of the Open Space Maintenance Zone agreements. The SWAP program continues providing labor on Saturdays. The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. landscaping. Staff conducted some tree maintenance on Central Ave. Staff continues to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces. The sports fields at Hiller Sports Site are closed for the winter.

The ice machine at Azalea Hall is no longer working. Over the last 5 years it has required consistent repairs. The ice machine is over 25 years old and now needs to be completely replaced. The cost to replace ranges from \$1,875-\$2,500. We do budget \$2,500 for unforeseen repairs/replacements at Azalea Hall each year.

OTHER UPDATES:

- Staff began work on Rural Recreation and Tourism Grant applications. One for the skatepark project and one for the BMX track project. These applications are due January 20, 2022
- Staff is preparing the Per Capita Grant Application to acquire \$177,952 in funding to replace the flooring and other improvements at Azalea Hall. This application is due by December 31, 2021
- Staff participated in volunteer service for the McKinleyville Chamber of Commerce, the McKinleyville Family Resource Center, and the Boys and Girls Club of the Redwoods
- Central Ave. OSMZ renewal ballots were mailed and the Public Hearing on December 1st was noticed. The Central Ave. OSMZ sunsets every 5 years and must go through the renewal process.
- Park and facility rentals continue to increase.
- Staff continues to provide support to other departments of the District; assisting with accounts payable, payroll, and facilitating professional development workshops.

ATTACHMENTS:

Attachment 1 – PARC Meeting Notes from 11-18-21

Thursday, November 18, 2021

6:30pm

Parks & Recreation Committee Meeting

NOTES

Members Present: Johnny Calkins, John Kulstad, Ben Winker, Laura Bridy, Jeff Dunk, Phil Heidrick

Members Absent: Charlie Caldwell, Scott Binder

Guests: Jane Fusek, Heidi Conzelmann

Meeting Notes:

Communications:

- None.

Public Comment:

- None.

PARC Applicants:

- Committee reviewed the applications submitted. Jane Fusek and Heidi Conzelmann attended and introduced themselves to the Committee members. Corey Mascio did not attend.
- After Committee members chatted with the two candidates present member Jeff Dunk moved to recommend that the Board of Directors appoint Heidi Conzelmann and Jane Fusek to the PARC. John Kulstad seconded the motion and all members voted unanimous agreement.
 - The committee did not want to recommend appointment of Corey Mascio without first meeting him and getting an opportunity to ask him about his interests in participation on the committee.

Recreation Director Report:

- Recreation Program Updates
 - Drop-in Pickleball is running on Friday evenings 6:30pm-8:30pm. Masks are required to play.
 - Tot-letics Basketball began on October 17th. The program was successful and ended on November 6th. The next session will be in the early spring
 - Youth 3 on 3 Basketball After School began on October 5th. The program ended on November 10th. Staff will be hosting a similar program during after school hours beginning in mid-January as well as offering a Saturday program for youth in 5th through 8th grades beginning January 15th.
- Park & Facility Maintenance Updates
 - Several open space zones received mowing, hedging and weeding maintenance and detention basins received clearing as part of the Open Space Maintenance Zone agreements. The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. landscaping. Staff have been trimming trees in parks and along Central Ave. Hiller Sports Site fields are now closed for the winter. Staff continues to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.
- Community Forest Updates
 - BBW & Associates will presented the DRAFT Community Forest Framework report to the MCSD Board on November 3rd. This is a framework plan that will be used to guide MCSD in the development of a comprehensive Community Forest Management Plan. It is not a management plan as it is.

- The MOU between Trust for Public Lands and MCSD was approved by the MCSD Board of Directors on October 6th.
- Committee members Laura Bridy voiced a concern over the maintenance cost of the pending Community Forest. In reviewing the framework plan developed by BBW & Associates, it does not appear that the property will have significant revenue potential in the near future. Has the Board considered the costs of management prior to the properties ability to generate revenue?
 - Member Jeff Dunk mentioned revenue from Carbon Sequestration as an opportunity.
- Hewitt Ranch Property Updates
 - No updates at this time.
- North Bank River Property Updates
 - No updates at this time.
- Other updates:
 - Staff is working on grant applications for both the BMX track and the Skatepark through the Rural Recreation and Tourism grant program from the California Dept. of Parks and Recreation. The grant application deadline has been extended to January 20, 2022.
 - Ballots to renew the Central Ave. OSMZ through the 218 process were mailed to all Central Ave. property owners in October. The Central Ave. OSMZ sunsets every 5 years and must go through the renewal process. The public hearing will take place at the December 1st MCSD Board meeting. Staff is collecting and logging ballots as they are received.
 - Staff met with an individual interested in providing martial arts instruction at the Activity Center in 2022.
 - Staff continues to provide support to other departments of the District; assisting with accounts payable, payroll, and facilitating professional development workshops.

BMX Track & Park Project:

- Staff filed the Notice of Exemption for CEQA compliance for the BMX track and park project on October 7th, after the MCSD Board approved the intent to file. The filing notification was forwarded to the California Office of Grants and Local Services to be included in the Prop 68 Statewide Park Development grant application for the BMX Track and Park project. We are still waiting to hear from the state regarding awards for this grant.
- Mad River Rotary hosted a fundraising dinner at Cher-ae Heights Casino on Saturday, November 13th. Staff attended the dinner.

Intermodal Transportation Committee (Hum. County) Report:

- Ben Winker reported on the current work of RCAA and the county studying areas in most need of improved safety for alternative transportation such as bicycles and pedestrians.

Report on Actions of MCSD Board

- Staff informed the committee of actions taken at the November 3rd Board meeting.

AdHoc Committee Reports:

- Skate Park—No report
- Fischer Ranch Estuary project—Nothing new to report
- BMX— See notes on above
- Community Garden—no report

Agenda Items for next meeting:

- None offered. Next meeting will be January 21, 2022

Adjournment:

- Adjourned: 7:22pm

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McKinleyville Community Services District

BOARD OF DIRECTORS

December 1, 2021

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.D **General Manager’s Report for Dec. 1, 2021 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of November 2021

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

• Use of NHE Services =	\$3,068
• CSW =	\$600
• SWAP =	\$5,040
• Volunteer Pickleball Labor =	\$282
• Install light fixture at Letz =	\$218
• Rehab WAS Pump at WWMF =	\$1,040
• Install LP line at Fischer Ranch =	\$180
• Replace Gen Block Heater at Letz =	\$130
• Repair Wiring for Sullair Bio Barge =	\$260
• Replace switch for North Bank Day Tank =	\$65
• Repair Goat House Roof, WWMF =	\$450
• <u>Switch to Mitel Phone vs AT&T =</u>	<u>\$5,000</u>
TOTAL COST SAVINGS FOR NOV =	\$16,333

Since the start of the District’s 2021/22 Fiscal Year, Staff was responsible for over \$54,053 in savings to the District and its Rate Payers.

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.

COVID-19 – The District continues to track COVID related costs including costs related to people not paying their water bills. The California Water and Wastewater Arrearage Payment Program from the State Water Resources Control Board (SWRCB) is moving forward and they are processing claims. The District has completed our claim and reported 168 accounts that are past due for a total of \$47,746.22 in water arrearages between the March 4, 2020 and June 15, 2021 dates. The \$47k number doesn’t include the unpaid wastewater fees, which we hope to claim at a later date. The State Water Board’s Program will be a direct one-time payment to the District. The District will apply the received funds to delinquent customer’s accounts as credits.

As previously reported, the Governor's ban on locking water services for customers that do not pay their bills has been extended to December 31, 2021. At the January Board Meeting, we will come to the Board with Staff's plan on moving forward with customers who are delinquent on their accounts.

At this Board Meeting (and for the foreseeable future) we are once again reconfirming the resolution to conform to the requirements of AB361 for remote meetings.

Bond Financing

As the Board is aware, we are moving forward with the Bond financing. Staff has spent a lot of time preparing and reviewing the finance documents, district background, etc. We have been having weekly meetings with our Municipal Advisor-Fieldman Rolapp, our Bond Counsel-Kutak Rock, and the Underwriter-Oppenheimer. We held a conference call with Standard & Poor's to provide them with information so they can do the rating of the District and the proposed Bonds. As the Board is aware, we held a Special Board Meeting on November 18th for the Board to approve the resolution to proceed with the Bond sale. Staff also held a due diligence call with the Underwriter's Legal Counsel on November 19th. The schedule is to get the rating from S&P on Nov. 23rd, do the bond pricing on December 7th and do the closing on December 21st. The final documents will be issued at that time and signed by the General Manager. We will do a formal agenda item at the January Board Meeting to give the Board a status update on all the above items.

LAFCO Municipal Services Review

At the regular LAFCO November Board meeting, the LAFCO Board heard the representation of MCSD's Municipal Service Review, which they had tabled at their October meeting. LAFCO Staff had incorporated comments provided on the last Draft from Director Orsini. The only comment that the LAFCO Board Members had, was that Commissioner Lee asked that the McKinleyville Land Trust holding be referenced in the document. LAFCO Staff was going to add them and send around a final copy. I'll review this final addition, and probably send the revised copy around as an informational Consent Agenda item at the January Board Meeting.

4.5 Gallon Water Tank Project – The District continues work on this Project with Kennedy Jenks (KJ) and their subconsultants. All Phase 1 documents, with the exception of the land purchase agreement, have been completed and have been submitted to CalOES/FEMA. We have received questions from FEMA on the potential environmental impacts of the project so we know that the project as begun FEMA environmental review. Once FEMA adopts a Finding of No Significant Impact (FONSI) for their National Environmental Protection Act (NEPA) review, they will release Phase 2 funding for the project.

As previously reported, on July 29th, a meeting was held with Doug Shaw and Janne Page of American Hospital Management Corp. (AHMC) along with Russ Gans, District Legal Counsel, Ryan Plotz of Mitchell Law firm, Michael Pulley of Points West Surveying, Operations Director

Henry and GM Kaspari to discuss the land purchase for the tank. Mr. Shaw did sign the General Plan Conformance review application and that has been submitted to County Planning and was approved at the Planning Commission Meeting on November 4th. He also requested a right-of-way across the District's future property to allow access to the Hewitt Ranch property. The District did grant pedestrian access across the acquired land to allow for future access to the park in our offer. We also granted a drainage easement across District property in the Purchase Agreement. The revised Purchase Agreement was forwarded to Mr. Shaw on August 18th and is for the purchase of approximately 6.5 acres for \$253,511. We continue to wait for a response from Mr. Shaw. Meanwhile, we are moving forward with eminent domain discussions with Michael Colantuono.

As reported over the last several months, the estimated construction cost for this project is significantly higher than the value estimated in the grant application. KJ's construction cost estimate came in at \$9.3M (\$10.3M including engineering and CM) or \$3.1M over the cost estimate submitted with the grant application. The grant was for a total of \$7.2M (\$5.4 Federal share and \$1.8M match). We have reached out to CalOES to see if there are additional grant funds available to cover the shortfall. We have been told there is additional funding, and the District has submitted a letter with the revised cost estimate and a revised Benefit Cost Analysis asking for an additional \$3.1M. If available, FEMA/CalOES would cover \$2.33M or 75% of the additional cost, and the District would have to match that with \$777,000 above our original match commitment of \$1.8M. There has been some additional back and forth with CalOES on the additional funding request, so the request is working its way through their system, but we have not received a definitive response yet.

The total District match for the \$10,331,280 project would be \$2,582,820, assuming CalOES/FEMA funds the additional request. \$4,132,000 was budget for the permitting, engineering, property purchase and initial construction costs in this Fiscal Year. The remaining construction cost will be budgeted for in the 2022/23 Fiscal Year. As detailed at Special Board Meeting on November 18th \$2.5M in bonds will be issued to pay for the required District match.

Water and Sewer Mainline Master Plan Phase 3c – GHD has submitted the *Draft Sanitary Sewer Main Line Replacement and Rehabilitation Master Plan*, July 2021 and the *Draft Water Main Line Replacement and Rehabilitation Mater Plan* on November 12, 2021. These Reports detail which sewer and water mainline pipes should be replaced first, second, etc. District Staff reviewed the Reports and provided comments. We are waiting on their final report and we will do a presentation to the Board, likely in early 2022.

As discussed at this Board Meeting, the District has released the Request for Qualifications for the first mainline replacement design for the replacement of the water and sewer mains on Central Avenue between Sutter and Hiller. Both the water and sewer lines in this section are asbestos cement (AC) dating from the early 1970's. The sewer lines in particular are degrading and in urgent need of replacement. Since we are replacing the sewer lines in this section, it would likely be most efficient and economical to replace the AC waterlines as well. After

approval by the Board, we will execute the engineering design and permitting contract with GHD for this project. We will complete the design and permitting in 2022 and bid the project at the end of 2022 for construction in 2023.

SRF Energy Efficiency WWMF Micro-grid Project – As the Board is aware, work has started on the installation of the microgrid at the Wastewater Management Facility (WWMF). The current schedule has the construction completed in March 2022, and the facility brought on-line in April 2022. The preparation of Pond 5 is largely completed and the racking for the solar panels and the panels themselves are scheduled to be installed in November.

TESLA Batteries – Tesla has generally completed the battery installations at our Ramey/North Bank Water Pump Station and Fischer Sewer Lift Station sites and the final commissioning completed. The Permission to Operate from PG&E is estimated to be granted in November for both stations, but we have yet to see it.

Mad River Restoration Project – The grant funding for the final design and construction of the Mad River Restoration has been secured by CalTrout from NOAA, the Wildlife Conservation Board, USFWS and the State Coastal Conservancy in the amount of approximately \$1.53M. Permits have been finalized, including the Coastal Development Permit from the Coastal Commission. Meanwhile, CalTrout is moving forward on the final design and construction bid documents. The District has had several meetings with CalTrout and their engineers to determine where excess soils suitable soils can be spread on the Pialorsi site to amend the existing soils. It is expected that the rehabilitation work will be performed from August 15 through October 15, 2022.

Sewer Undercrossing Project – GHD has completed and submitted the Phase 1 reports to CalOES and FEMA for this project. The 30% Basis of Design Report as well as the biological and cultural resource environmental reports were formally submitted the first part of February. This completes the District's tasks agreed to under Phase 1 of the Hazard Mitigation Grant. FEMA now needs to complete their National Environmental Policy Act (NEPA) review and issue a Finding of No Significant Impact (FONSI) to release the Phase 2 funding of the grant. We had updated the Benefit Cost Analysis (BCA) when we submitted the request for additional funding. We have heard back from CalOES that they have approved the updated BCA and submitted it with the final funding request to FEMA this month. We have also heard from CalOES that the NEPA process review has been started by FEMA, but we have yet to hear any schedule for completion.

The 30% Basis of Design Report also had an Opinion of Probably Construction Cost for the three crossing of \$5,650,000. This is \$3,513,000 more than the Hazard Mitigation Grant construction cost estimate. The overall estimated construction, engineering, and permitting costs is \$6,760,130 or \$3,512,800 more than the original grant cost estimate. District Staff completed a formal letter request and submitted it to CalOES staff to see if there is additional grant funding available in this Hazard Mitigation Grant disaster request. We have had some

back and forth with CalOES on the request and have clarified some information, but we have not heard back yet if there are enough additional funding to cover the increased cost estimate. If there is available grant funding to cover a portion of this cost, at a minimum, the District's share would still approximately double from \$801,100 to \$1,690,033. As discussed at the November 18th Board meeting, approximately \$1.7M in District match will be funded by bond sales.

Pialorsi Ranch Property – GHD has begun working on the new recycled water grant to facilitate the irrigation design. They performed infiltration studies and soil assessment at the end of March. The driller is installed the monitoring wells in November and we are waiting on the final report.

Andy Titus, the current leaseholder for the Fischer and Pialorsi properties planted corn on most of the property and harvested it in October. Operations Director Henry continues to coordinate with Mr. Titus on working on both properties and it has been a good working relationship.

Reporting by Sheriff's office, County Public Work, County DHHS – A regular meeting has been scheduled with President Mayo, GM Kaspari, Supervisor Madrone, and Maya Conrad, the current President of the McKinleyville Municipal Advisory Committee (MMAC), to occur on the last Monday of every month to discuss various topics of concern to all three organizations and the community. This month we discussed the Multimodal Trail Study and Turner Road. As well as the Town Center Ordinance.

Grant Applications – The McCluski Tanks and the Mad River Crossing Hazard Mitigation grant applications were submitted to CalOES in March. We received a request for additional information on both grant applications and responded to those requests. We have not heard anything on the grant approvals. Meanwhile the next HMG release has been announced and NOI have been resubmitted for these two projects again. If the NOIs are approved, the full application is due March 10, 2022.

Parks & Rec. Director Frisbee also submitted the Prop. 68 Parks grant for the Skate Park, upgrades to Azalea Hall and Pierson Park, and the BMX site development as reported in Parks & Recreation Directors Frisbee's report. She is also working on the Recreational and Tourism grants from the State.

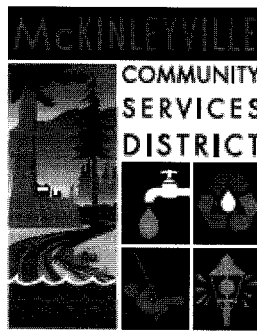
We have also been discussing the CalTrans Clean California Local Grant Program, which is part of a two-year program through which approximately \$296 million in funds will go to local communities to beautify and improve local streets and roads, tribal lands, parks, pathways, and transit centers to clean and enhance public spaces through the combination of adding beautification measures and art in public spaces along with the removal of litter and debris.

Meetings –The General Manager attended numerous meetings as usual. The meetings in November included the Planning Commission Meeting to review 4.5MG Tank project, a meeting

with True North and Senator McGuire on the homeless issue, a Multimodal Connections Project Task Force Meeting, a MMAC Public Meeting on the Town Center Project, several Microgrid construction meetings, several Mad River Restoration project design meetings, several Rotary meetings including the Fall Fundraiser to help fund the BMX Track, weekly meetings with the Bond Finance team, a Bond rating meeting with Standard & Poor's, a due diligence meeting with the Bond underwriters, part of the LAFCO general meeting, and the monthly meeting with Green Diamond and TPL on the Community Forest,.

Attachments:

- Attachment 1 – WWMF Monthly Self-Monitoring Report

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FAX: (707) 839-5964R.W.Q.C.B. NORTH COAST REGION
5550 SKYLANE BLVD., SUITE A
SANTA ROSA, CA 95403

November 18, 2021

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for October 2021 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number R1-2018-0032.

The normal discharge of effluent was 31 days going to 002, 004 and 006. The required monitoring and water quality constituents that were tested and reported was in compliance in October.

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 month of October are as follows. Median was <1.8 and a Maximum of 2.0. Four samples were collected in the month of October and was in compliance.

Monthly River Monitoring was conducted in October.

Started Land Discharge on May 3rd.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY MONITORING DATA

MONTH: October 2021

DATE	EFFLUENT				EFFLUENT MONITORING				EFFLUENT MONITORING				RSW-001				RSW-002						
	INFLUENT FLOW M.G.D.	EFFLUENT FLOW M.G.D.	MAXIMUM SPAN	RIVER DISEASE	BOD mg/L	TSS mg/L	PH	TEMP (C)	B.O.D. mg/L	TSS mg/L	CL. RES.	CL. RES.	RIVER CL. RES.	SETTLABLE SOLIDS	TOTAL COLIFORM	TIME	PH	TEMP	D.O.	TIME	PH	TEMP	D.O.
1	0.787	0.772	1088	N/A	350	230	7.2	17.7	4.6	2.6	1.1	N/A	N/A	<0.1									
2	0.795	0.738	712	N/A			7.1	17.7			1.1	N/A	N/A										
3	0.854	0.731	723	N/A			7.2	17.4			1.0	N/A	N/A										
4	0.803	0.891	1088	N/A			7.2	16.9			1.1	N/A	N/A	2		15:00	7.5	17.7	10.0	15:10	7.2	16.9	9.0
5	0.787	0.860	1067	N/A			7.2	16.9			1.0	N/A	N/A										
6	0.793	0.849	1057	N/A			7.3	16.8			1.4	N/A	N/A										
7	0.790	0.830	1108	N/A			7.3	16.4			0.4	N/A	N/A										
8	0.773	0.796	1040	N/A	260	140	7.3	16.6	2.8	1.8	1.0	N/A	N/A	<0.1									
9	0.804	0.833	818	N/A			7.2	16.6			1.0	N/A	N/A										
10	0.845	0.820	823	N/A			7.3	16.3			1.1	N/A	N/A										
11	0.812	0.815	841	N/A			7.2	16.5			1.7	N/A	N/A										
12	0.802	0.916	1377	N/A			7.4	14.3			2.1	N/A	N/A	<1.8		10:10	7.6	14.3	9.3	10:20	7.5	13.0	8.2
13	0.791	0.906	1072	N/A			7.3	15.6			1.9	N/A	N/A										
14	0.783	0.863	1068	N/A			7.3	15.4			1.6	N/A	N/A										
15	0.792	0.769	1074	N/A	280	190	7.2	15.0	4.4	3.0	1.4	N/A	N/A	<0.1									
16	0.792	0.738	746	N/A			7.4	15.3			1.7	N/A	N/A										
17	0.874	0.744	811	N/A			7.4	15.4			1.4	N/A	N/A										
18	0.811	0.897	1069	N/A			7.3	15.1			2.0	N/A	N/A	<1.8									
19	0.786	0.886	1177	N/A			7.3	14.8			1.2	N/A	N/A			15:00	7.2	15.6	9.9	15:10	7.3	15.4	9.8
20	0.820	0.966	1135	N/A			7.1	16.6			1.9	N/A	N/A										
21	0.830	0.837	1084	N/A			7.2	15.2			1.9	N/A	N/A										
22	0.855	0.748	1089	N/A	240	130	7.2	15.6	3.1	2.8	1.4	N/A	N/A	<0.1									
23	0.841	0.777	829	N/A			7.2	15.8			1.2	N/A	N/A										
24	0.951	0.772	790	N/A			7.2	15.9			1.2	N/A	N/A										
25	0.890	0.843	973	N/A			7.2	14.7			1.4	N/A	N/A										
26	0.855	0.809	957	N/A			7.3	15.2			1.2	N/A	N/A	<1.8									
27	0.850	0.819	982	N/A			7.1	15.5			1.0	N/A	N/A			16:00	6.9	13.8	10.4	16:10	7.1	14.3	10.1
28	0.816	0.831	967	N/A			7.3	15.9			0.9	N/A	N/A										
29	0.797	0.686	959	N/A	240	140	7.2	16.2	2.6	4.0	2.2	N/A	N/A	<0.1									
30	0.860	0.642	728	N/A			7.1	16.5			2.1	N/A	N/A										
31	0.853	0.636	772	N/A			7.3	16.5			1.6	N/A	N/A										

MONTHLY TESTS EFF-001 DISCHARGE TO RIVER

Ammonia Nitrogen	Ammonia	Nitrate	Nitrite	Hardness	Phosphorus	Bicarbonate	Carbon Tetrachloride	Chloroform	Dichloromethane	Turbidity	Flowrate												
N/A	N/A	N/A	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																							
Cyanide Nitrogen	TDS	AMMONIA	NITRATE	NITRITE	SODIUM	CHLORIDE	BORON	TSS	Hardness	Ammonia	Conductivity	Turbidity	TSS	BOD	BOD	BOD	TSS	TSS	TSS	Ammonia	Conductivity	Turbidity	
1.10	270	0.24	0.36	ND	31	44	260	120	120	ND	133	6.5	2700	320	ND	ND	868	868	868	ND	ND	868	1.5
AGUITE TOXICITY																							
Date	Species	% Survival																					
	Rainbow Trout	N/A																					
Remarks: River is low and flow not moving & water at RSW-02 stagnant and a lot of algae																							
Signature:																							
Permit Exceedance																							

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

OCTOBER 2021

Discharge Monitoring	002 LND-001	002 LND-001	004 REC-001	003 REC-001	006 REC-001	005 REC-001	001 EFF-001				
DATE	INF-001 MGD	EFF-001 MGD	MAXIMUM GPM	N.POND MGD	S.POND MGD	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	0.787	0.772	1088		0.399	0.331		0.042		0.373	0.000
2	0.795	0.738	712		0.738					0.000	0.000
3	0.854	0.731	723		0.731					0.000	0.000
4	0.803	0.891	1088		0.276	0.485		0.130		0.615	0.000
5	0.787	0.860	1067			0.723		0.137		0.860	0.000
6	0.793	0.849	1057			0.714		0.135		0.849	0.000
7	0.790	0.830	1108			0.703		0.127		0.830	0.000
8	0.773	0.796	1040		0.451	0.313		0.032		0.345	0.000
9	0.804	0.833	818		0.833					0.000	0.000
10	0.845	0.820	823		0.820					0.000	0.000
11	0.812	0.815	841		0.815					0.000	0.000
12	0.802	0.916	1377		0.312	0.478		0.126		0.604	0.000
13	0.791	0.906	1072			0.759		0.147		0.906	0.000
14	0.783	0.863	1068			0.732		0.131		0.863	0.000
15	0.792	0.769	1074		0.384	0.342		0.043		0.385	0.000
16	0.792	0.738	746		0.738					0.000	0.000
17	0.874	0.744	811		0.744					0.000	0.000
18	0.811	0.897	1069		0.276	0.481		0.140		0.621	0.000
19	0.786	0.886	1177			0.744		0.142		0.886	0.000
20	0.820	0.966	1135			0.772		0.194		0.966	0.000
21	0.833	0.837	1084			0.686		0.151		0.837	0.000
22	0.855	0.748	1089		0.420	0.328				0.328	0.000
23	0.841	0.777	829		0.777					0.000	0.000
24	0.951	0.772	790		0.772					0.000	0.000
25	0.890	0.843	973		0.291	0.552				0.552	0.000
26	0.855	0.809	957			0.809				0.809	0.000
27	0.850	0.819	982			0.819				0.819	0.000
28	0.816	0.831	967			0.831				0.831	0.000
29	0.797	0.686	959		0.334	0.352				0.352	0.000
30	0.860	0.642	728		0.642					0.000	0.000
31	0.853	0.636	772		0.636					0.000	0.000
TOTAL	24.708	25.020		0.000	11.389	11.954	0.000	1.677	0.000	13.631	0.000
AVERAGE	0.824	0.807	969	0.000	0.000	0.598	0.000	0.000	0.000	0.440	0.000
MAXIMUM	0.951	0.966	1377	0.000	0.833	0.831	0.000	0.194	0.000	0.966	0.000
MINIMUM	0.773	0.636	712	0.000	0.276	0.313	0.000	0.032	0.000	0.000	0.000
DAYS	31	31		0	20	20	0	14	0	20	0
DAYS WITH NO DISCHARGE = 0											