

**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, AUGUST 4, 2021 AT 7:00pm**

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

**Or**

**TELECONFERENCE Via ZOOM & TELEPHONE:  
Use ZOOM MEETING ID: 858 4010 5980 (<https://us02web.zoom.us/j/85840105980>) or DIAL  
IN TOLL FREE: 1-888-788-0099 (No Password Required!)**

**Participation information**

To participate in person, please come to Azalea Hall. Masks will be required for those who are unvaccinated.

To participate via teleconference, please use the toll-free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above.

The public may also submit written comments to the Board Secretary at:  
[comments@mckinleyvillecsd.com](mailto:comments@mckinleyvillecsd.com) up until 4:30 p.m. on Tuesday, August 3, 2021.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, August 4, 2021 in a supplemental packet information that will also be posted on the website for public viewing.

Please note that the quality of the Zoom meeting cannot be guaranteed either because of internet issues on the side of the MCSD or your own connectivity issues. Therefore, MCSD cannot guarantee that the Public will be able to actively participate in the Board Meeting via Zoom. **If you have Public input to provide on an agenda item, it is highly recommended you attend in person at Azalea Hall or submit written comments as outlined above.**

## **AGENDA**

**7:00 p.m.**

### **A. CALL TO ORDER**

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 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.4 Approval of the Agenda

A.5 Closed Session Discussion

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

### **NO CLOSED SESSION SCHEDULED**

### **B. PUBLIC HEARINGS**

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

- |     |   |               |
|-----|---|---------------|
| B.1 | Take Public Comment on the 2020 Urban Water Management Plan and Adopt Resolution 2021-19 Approving the Plan for Submittal | <b>Pg. 7</b>  |
|     | Attachment 1 – Draft Urban Water Management Plan (UMWP)   | <b>Pg. 10</b> |
|     | Attachment 2 – Resolution 2021-19   | <b>Pg. 15</b> |
|     | Attachment 3 – Press Release for Urban Water Management Plan  | <b>Pg. 16</b> |

### **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 | <b>Pg. 19</b> |
|-----|--|---------------|

	Attachment 1 – Draft Minutes from July 7, 2021 – Regular Meeting	<b>Pg. 20</b>
	Attachment 2 – Draft Minutes from July 22, 2021 – Special Meeting	<b>Pg. 24</b>
D.2	Consider Approval of June DRAFT 2021 Treasurer’s Report	<b>Pg. 27</b>
D.3	Compliance with State Double Check Valve (DCV) Law	<b>Pg. 49</b>
D.4	Consider Approval of Resolution No. 2021-20 Providing Support to Orange County Water District (OCWD) First Vice President Cathy Green as a Candidate for the Office of ACWA Vice President	<b>Pg. 51</b>
	Attachment 1 – Resolution No. 2021-20	<b>Pg. 52</b>
	Attachment 2 – Statement of Qualifications Flyer	<b>Pg. 54</b>
D.5	Consider Approval to Declare 2006 Ford F-250 Truck Surplus	<b>Pg. 55</b>

## **E. CONTINUED AND NEW BUSINESS**

E.1	Recognition of Staff Accomplishments from 2020-21 and Introduction of New District Staff Members (Recognition/Information)	<b>Pg. 57</b>
E.2	Consider Second Reading and Adoption of Ordinance No. 2021-06 Adding Article VII: Water Conservation Establishing Rules and Regulations for Rationing Water During a Water Shortage Emergency and Establishing Penalties for Violations Thereof (Action)	<b>Pg. 59</b>
	Attachment 1 – Ordinance No. 2021-06	<b>Pg. 61</b>
	Attachment 1a – Exhibit A to Ordinance No. 2021-06	<b>Pg. 64</b>
E.3	Consider Approval of Resolution 2021- 21 Initiating the Formation of Avelar/Imeson Subdivision Open Space Maintenance Zone (OSMZ) #28 (Action)	<b>Pg. 71</b>
	Attachment 1 – Resolution 2021-21	<b>Pg. 73</b>
	Attachment 2 – Avelar/Imeson Subdivision Engineer’s Report	<b>Pg. 74</b>
E.4	Consider Changes to Board of Directors Future Meetings: Continuation of Hybrid versus In-Person Meetings, September 2021 Board Meeting Date Change, and Review Board Meeting Dates, Times, and Location for 2022 Calendar Year	<b>Pg. 79</b>
	Attachment 1 – Proposed 2022 MCSD Regular Board Meeting Schedule	<b>Pg. 81</b>
E.5	Review and Discuss Annual Board Self-Evaluation (Information/Discussion)	<b>Pg. 83</b>
	Attachment 1 – Summary of Board Self-Evaluation Worksheets	<b>Pg. 84</b>

## 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. 91**
- b. Operations Department (James Henry) **Pg. 93**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 99**
- d. General Manager (Pat Kaspari) **Pg. 103**  
Attachment 1 – WWMF Monthly Self-Monitoring Report **Pg. 110**

### F.4 PRESIDENT'S REPORT

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

## G. ADJOURNMENT

## **Posted 5:00 pm on July 30, 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](http://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.*

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 4, 2021

TYPE OF ITEM: **ACTION**

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**ITEM: B.1**                      **Take Public Comment on the 2020 Urban Water Management Plan (UWMP) and Adopt Resolution 2021-19 Approving the Plan for Submittal**

**PRESENTED BY:**              **James Henry, Operations Director/ Brian Anspach GIS Technician**

**TYPE OF ACTION:**            **Roll Call Vote**

### **Recommendation:**

1. Staff recommends the Board President open the public hearing
2. The Board listen to Staff's presentation;
3. Receive Board and Public comments on the 2020 UWMP;
4. Close the public hearing, consider comments and adopt Resolution 2021-19 (**Attachment 2**) approving the 2020 Urban Water Management Plan with changes as necessary;
5. Authorize submission of the 2020 UWMP to Department of Water Resources.

### **Discussion:**

The California Legislature enacted Assembly Bill 797 (Water Code Section 10610 et.seq, known as the Urban Water Management Planning Act) in 1984. The Act mandates that every water supplier providing water for municipal purposes to more than 3,000 customers, or more than 3,000 acre-feet of water every year must prepare an Urban Water Management Plan. The Department of Water Resources reviews and approves each plan.

As stated in the 2020 Guidebook, the intent of the UWMP is for "...a Supplier to integrate supplies and demands in a balanced and methodical planning platform that addresses short-term and long-term water planning conditions. In so doing, a Supplier will:

- Assess changes in natural hydrology, climate, and groundwater conditions
- Anticipate the implications of regional, state, and federal regulations • Understand supply conditions and water use variability
- Identify regional constraints on or opportunities for shared water resources
- Integrate local land use changes, development, plans, and population growth
- Prepare for water shortages and unforeseen calamities
- Anticipate infrastructure improvements
- Recognize project funding needs and opportunities.

These are all items that the District reviews and assesses on a routine basis within and outside the UWMP framework.

The plan is updated every 5 years, or as necessary per legislative amendments and department review. MCSD first adopted an UWMP in 2005. This latest update was an update of the 2015 UWMP. The Cover and Table of Contents of the Draft 2020 UWMP is included as **Attachment 1**. The full copy of the Draft 2020 UWMP is located on the District's website at <https://www.mckinleyvillecsd.com/mckinleyville-community-services-district-draft-2020-urban-water-management-plan>

There have been several changes to the California Water Code since the 2015 UWMP that have been addressed in this update. The most substantive changes include:

- Five Consecutive Dry Year Water Reliability Assessment: The dry-year water reliability planning requirement was changed from a “multiyear” time period to a “drought lasting five consecutive water years”.
- Drought Risk Assessment: Requires a Supplier to assess water supply reliability over a five-year period from 2021 to 2025 that examines water supplies, water uses, and the resulting water supply reliability under a reasonable prediction for five consecutive dry years.
- Seismic Risk: The Water Code now requires Suppliers to specifically address seismic risk to various water system facilities and to have a mitigation plan.
- Energy Use Information: The Water Code now requires Suppliers to include readily obtainable information on estimated amounts of energy for their water supply extraction, treatment, distribution, storage, conveyance, and other water uses.
- Water Loss Reporting for Five Years: The Water Code added the requirement to include the past five years of water loss audit reports.
- Water Shortage Contingency Plan. There were several updated to the Water Shortage Contingency Plan requirements that the District addressed in our updated WSCP and adopted in Ordinance 2021-06, first heard at the July 7, 2021 Board Meeting, with the second reading at this Board Meeting.
- Groundwater Supplies Coordination: In 2014, the Legislature enacted the Sustainable Groundwater Management Act (SGMA) to address groundwater conditions throughout California. The Water Code now requires Suppliers' 2020 UWMPs to be consistent with Groundwater Sustainability Plans.
- Lay Description: Requirement for Suppliers to include a lay description of the fundamental determinations of the UWMP, especially regarding water service reliability, challenges ahead, and strategies for managing reliability risks

A copy of the draft plan has been available for the public at the District office, 1656 Sutter Road, McKinleyville and a copy is posted on the District's website. A notice of this public hearing was advertised in the Mad River Union on July 14<sup>th</sup>



and 28<sup>th</sup>, 2021 (**Attachment 3**). The UWMP requires the District to make projections out to 2040 for water use, service units and population growth.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

State Water Resource Control Board grants routinely require the recipient to have an approved UWMP. This is true for the District's current grant/loan funding the microgrid project as well as the Recycled Water Grant recently obtained for the Pialorsi property. The submittal of this UWMP is required to maintain eligibility to receive funding from these existing and potential future grants.

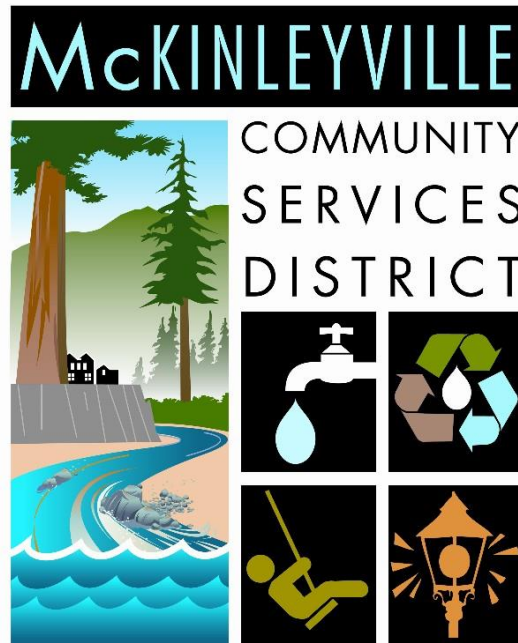
**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Draft Urban Water Management Plan
- Attachment 2 – Resolution 2021-19
- Attachment 3 – Urban Water Management Plan Press Release

**MCKINLEYVILLE COMMUNITY SERVICES  
DISTRICT  
2020  
URBAN WATER MANAGEMENT PLAN**



**DRAFT**

**Prepared by: MCSD Staff**

McKinleyville Community Services District

1656 Sutter Rd.

McKinleyville, CA 95519

Phone (707) 839-3251

**TABLE OF CONTENTS**

<b>1. INTRODUCTION</b> .....	1
1.1. Executive Summary.....	1
<b>2. PLAN PREPARATION</b> .....	4
2.1. Basis for Preparing an UWMP.....	4
2.2. Regional Planning.....	4
2.3. Individual or Regional Planning and Compliance.....	5
2.4. Reporting Years and Units of Measure.....	5
2.5. Coordination with Other Agencies and the Community.....	5
<b>3. SYSTEM DESCRIPTION</b> .....	7
3.1. General Description.....	7
3.2. Service Area Boundary Map.....	7
3.3. Service Area Climate.....	8
3.4. Service Area Population and Demographics.....	8
3.5. Land Use within Service Area.....	9
<b>4. SYSTEM WATER USE</b> .....	11
4.1. Non-Potable Versus Potable Water Use.....	11
4.2. Past Current and Projected Water Use by Sector.....	11
4.3. Characteristic Five-Year Water Use.....	17
4.4. Distribution System Water Losses.....	17
4.5. Estimating Future Water Savings.....	18
4.6. Water Use for Lower Income Households.....	18
4.7. Climate Change Considerations.....	18
<b>5. BASELINES TARGETS AND 2020 COMPLIANCE</b> .....	19
5.1. Submitted 2015 UWMP No Change to Service Area.....	19
5.2. Baseline Periods.....	19
5.3. Service Area Population.....	19
5.4. Gross Water Use.....	20
5.5. Baseline Daily Per Capita Water Use.....	20
5.6. 2015 and 2020 Targets.....	20
5.7. 2020 Compliance Daily Per Capita Water Use.....	20
<b>6. SYSTEM SUPPLIES</b> .....	21
6.1. Purchased or Imported Water.....	21
6.2. Ground Water.....	21
6.3. Surface Water.....	21
6.4. Stormwater.....	22
6.5. Wastewater and Recycled Water.....	22
6.6. Desalinated Water.....	25
6.7. Water Exchanges and Transfers.....	25
6.8. Future Water Projects.....	25
6.9. Summary of Existing and Planned Sources of Water.....	25
6.10. Energy Use.....	25
<b>7. WATER SUPPLY RELIABILITY</b> .....	27
7.1. Constraints on Water Sources.....	27
7.2. Reliability by Type of Year.....	28
7.2.1. Normal Year.....	28

7.2.2.	Single-Dry Year.....	28
7.2.3.	Multiple Dry-Year Period.....	29
7.3.	Supply and Demand Assessment.....	30
7.4.	Regional Supply Reliability.....	30
<b>8.</b>	<b>WATER SHORTAGE CONTINGENCY PLANNING.....</b>	<b>32</b>
8.1.	Water Supply Reliability.....	32
8.2.	Water Supply and Demand Assessment.....	33
8.2.1.	Steps to Approve the Annual Assessment.....	33
8.2.2.	Current Year Customer Demand.....	34
8.2.3.	Current Year Available Supply.....	34
8.2.4.	Infrastructure Considerations.....	34
8.3.	Six Standard Water Shortage Stages.....	35
8.4.	Shortage Response Actions.....	35
8.5.	Emergency Response Plan.....	39
8.5.1	Seismic Risk Assessment.....	39
8.6.	Communication Protocols.....	39
8.7.	Compliance and Enforcement.....	40
8.8.	Legal Authorities.....	40
8.9.	Financial Consequences.....	41
8.10.	Monitoring and Reporting.....	42
8.11.	Refinement Procedures.....	42
8.12.	Special Water Feature Distinction.....	42
8.13.	Plan Adoption Submittal and Availability.....	42
<b>9.</b>	<b>DEMAND MANAGEMENT MEASURES.....</b>	<b>43</b>
9.1.	Metering.....	43
9.2.	Conservation Pricing.....	43
9.3.	Water Waste Prevention Ordinances.....	43
9.4.	Public Education and Outreach.....	44
9.5.	Programs to Assess and Manage Distribution System Real Loss.....	44
9.6.	Water Conservation Program Coordination and Staffing Support.....	44
9.7.	Implementation of DMM's Over the past Five Years.....	44
9.8.	Planned Implementation to Achieve Water Use Targets.....	44
<b>10.</b>	<b>PLAN ADOPTION SUBMITTAL AND IMPLEMENTATION.....</b>	<b>45</b>
10.1.	Notice of Public Hearing.....	45
10.2.	Public Hearing and Adoption.....	45
10.3.	Plan Submittal.....	46
10.4.	Public Availability.....	46

**DWR Submittal Tables**

<b>Submittal Table 2-1.</b>	Public Water System.....	4
<b>Submittal Table 2-2.</b>	Plan Identification.....	5
<b>Submittal Table 2-3.</b>	Supplier Identification.....	5
<b>Submittal Table 2-4.</b>	Water Supplier Information Exchange.....	6
<b>Submittal Table 3-1.</b>	Retail Population Current and Projected.....	9
<b>Submittal Table 4-1.</b>	Demands for Potable Water 2020.....	11
<b>Submittal Table 4-2.</b>	Potable Water Demand Projected.....	12

<b>Submittal Table 4-3.</b>	Total Water Use (Potable and Non-Potable) .....	16
<b>Submittal Table 4-4.</b>	Last 5-Years of Water Loss.....	17
<b>Submittal Table 4-5.</b>	Inclusion in Water Use Projections.....	18
<b>Submittal Table 5-5.</b>	2020 Gallons Per Capita Per Day (GPCD).....	20
<b>Submittal Table 6-1.</b>	Ground Water Volume Pumped.....	21
<b>Submittal Table 6-8.</b>	Water Supplies Actual.....	22
<b>Submittal Table 6-9.</b>	Retail Water Supplies Projected.....	22
<b>Submittal Table 6-2.</b>	Wastewater Collected within the Service Area.....	23
<b>Submittal Table 6-3.</b>	Wastewater Treatment and Discharge.....	23
<b>Submittal Table 6-4.</b>	Recycled Water Direct Beneficial Uses Within the Service Area	24
<b>Submittal Table 6-5.</b>	2015 UWMP Recycled Water Use Projection Compared to 2020.....	24
<b>Submittal Table 6-6.</b>	Methods to Expand Future Recycled Water Use.....	25
<b>Submittal Table 6-7.</b>	Water Supply Projects or Programs.....	25
<b>Submittal Table O1-1B</b>	Energy Use Reporting Table.....	26
<b>Submittal Table 7-2.</b>	Normal Year Supply and Demand Comparison.....	28
<b>Submittal Table 7-3.</b>	Retail Single Dry Year Supply and Demand Assessment.....	29
<b>Submittal Table 7-1.</b>	Basis of Water Year Data.....	29
<b>Submittal Table 7-4.</b>	Multiple Dry Years Supply and Demand Comparison.....	30
<b>Submittal Table 7-5.</b>	Five-Year Drought Risk Assessment.....	31
<b>Submittal Table 8-1.</b>	Water Shortage Contingency Plan Stages.....	35
<b>Submittal Table 8-2.</b>	Demand Reduction Actions.....	38
<b>Submittal Table 10-1.</b>	Notifications to Cities and Counties.....	45

### Figures

<b>Figure 1.</b>	Service Area Map.....	7
<b>Figure 2.</b>	Vacant Lands Within the McKinleyville Service Area.....	10

### Tables

<b>Table 1.</b>	MCSD Annual Supply and Demand Projections.....	1
<b>Table 2.</b>	Water Use Types Current and Projected Demand.....	2
<b>Table 3.</b>	2020 SBX7-7 Compliance.....	2
<b>Table 4.</b>	Water Shortage Contingency Planning Stages and Reduction Goals.....	3
<b>Table 5.</b>	Evapotranspiration Precipitation and Temperature Data.....	8
<b>Table 6.</b>	Vacant Lands Within the McKinleyville Service Area.....	9
<b>Table 7.</b>	Single-Family Historic and Projected Water Use.....	12
<b>Table 8.</b>	Multi-Family Historic and Projected Water Use.....	13
<b>Table 9.</b>	Commercial Historic and Projected Water Use.....	14
<b>Table 10.</b>	Institutional/Government Historic and Projected Water Use.....	14
<b>Table 11.</b>	Transfers to Other Agencies Historic and Projected Water Use.....	15
<b>Table 12.</b>	Bulk Water Sales Historic and Projected Water Use.....	15
<b>Table 13.</b>	Landscape Historic and Projected Water Use.....	16
<b>Table 14.</b>	Characteristic Five-Year Water Use.....	17
<b>Table 15.</b>	Water Shortage Contingency Plan Fiscal Consequences.....	41

## Appendices

- Appendix A** AWWA Water Loss Worksheet
- Appendix B** EPA Climate Resilience Evaluation and Awareness Report
- Appendix C** MCSD 2020 Consumer Confidence Report
- Appendix D** Humboldt Bay Municipal Water District Water Shortage Contingency Plan Draft 2020
- Appendix E** MCSD Drinking Water Emergency Response Plan 2020.
- Appendix F** The Humboldt County Operational Area Hazard Mitigation Plan, McKinleyville Community Services District 2020
- Appendix G** MCSD Ordinance 2021-06 Water Conservation Establishing Rules and Regulations for Rationing Water During a Water Shortage Emergency and Establishing Penalties for Violations Thereof
- Appendix H** Public Hearing Notice
- Appendix I** 60-Day Notification to City and Counties

**RESOLUTION 2021-19**

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS ADOPTING THE DISTRICT’S 2020 URBAN WATER MANAGEMENT PLAN**

**WHEREAS**, the Urban Water Management Planning Act of 1983, as amended (California Water Code Division 6, Part 2.6) requires the preparation and submission to the California Department of Water Resources of an Urban Water Management Plan by all water suppliers that qualify as urban water suppliers as defined by the act; and

**WHEREAS**, the McKinleyville Community Services District qualifies as an urban water supplier as defined by the Urban Water Management Planning Act; and

**WHEREAS**, the Urban Water Management Planning Act requires the submission of Urban Water Management Plans every five years; and

**WHEREAS**, the McKinleyville Community Services District last prepared and submitted an Urban Water Management Plan in 2016; and

**WHEREAS**, the 2020 Urban Water Management Plan must be adopted after public review and hearing, and filed with the Department of Water Resources within thirty days of adoption; and

**WHEREAS**, the McKinleyville Community Services District has therefore prepared and made available for public review a draft of the Urban Water Management Plan, and a properly noticed public meeting regarding the Plan was held by the Board of Directors on August 4, 2021.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby adopt the 2020 Urban Water Management Plan and authorizes its submission to the California Department of Water Resources.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on August 4, 2021 by the following polled vote:

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

Attest:

\_\_\_\_\_  
April Sousa, MMC, Board Secretary

\_\_\_\_\_  
Dennis Mayo, Board President

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519



**MAIN OFFICE:**

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**PARKS & RECREATION OFFICE:**

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

**RELEASE DATE:** JULY 9, 2021

**RUN THROUGH DATE:** JULY 31, 2021

**FROM:** **McKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
**PAT KASPARI, GENERAL MANAGER**  
**(707) 839-3251**

**SUBJECT:** **NOTICE OF PUBLIC HEARING REGARDING THE 2020 URBAN WATER MANAGEMENT PLAN**

The McKinleyville Community Services District (MCSD) will hold a public hearing on August 4, 2021 at 7:00 PM. In person at Azalea Hall (1620 Pickett Road, McKinleyville) and Via ZOOM & TELEPHONE: Use ZOOM MEETING ID: 859 4543 6653 or DIAL IN TOLL FREE: 1-888-788-0099 (No Password Required!) The purpose of the hearing is to invite and accept public input on the draft 2020 Urban Water Management Plan which is available for public review at the District Office at 1656 Sutter Road, McKinleyville or available on-line at [www.mckinleyvillecsd.com](http://www.mckinleyvillecsd.com). Please direct comments or questions to Pat Kaspari, General Manager, 1656 Sutter Road, McKinleyville, CA 95519. (707) 839-3251 [pkaspari@mckinleyvillecsd.com](mailto:pkaspari@mckinleyvillecsd.com)

#####

(End)



Posting  
Mad River Union

7/14 & 7/28

**PUBLIC NOTICE  
MCKINLEYVILLE  
COMMUNITY SER-  
VICES DISTRICT**

**Notice of  
Public Hearing**

The McKinleyville Community Services District (MCS D) will hold a public hearing on August 4, 2021 at 7:00 PM. In person at Azalea Hall (1620 Pickett Road, McKinleyville) and Via ZOOM & TELEPHONE: Use ZOOM MEETING ID: 859 4543 6653 or DIAL IN TOLL FREE: 1-888-788-0099 (No Password Required!) The purpose of the hearing is to invite and accept public input on the draft 2020 Urban Water Management Plan which is available for public review at the District Office at 1656 Sutter Road, McKinleyville or available on-line at [www.mckinleyvillecsd.com](http://www.mckinleyvillecsd.com). Please direct comments or questions to Pat Kaspari, General Manager, 1656 Sutter Road, McKinleyville, CA 95519. (707) 839-3251 [pkaspari@mckinleyvillecsd.com](mailto:pkaspari@mckinleyvillecsd.com)

7/14, 7/28

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 4, 2021

TYPE OF ITEM: **ACTION**

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**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 July 7, 2021 Regular meeting and July 22, 2021 Special 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 July 7, 2021 Regular Meeting
- Attachment 2 – Draft Minutes from July 22, 2021 Special Meeting

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, JULY 7, 2021 - 7:00 P.M.  
IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA  
and**

**TELECONFERENCE Via ZOOM & TELEPHONE:**

**ZOOM MEETING ID: 858 4010 5980 (<https://us02web.zoom.us/j/85840105980>) 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	Colleen Trask, Finance Director
Joellen Clark-Peterson, Director	Lesley Frisbee, Parks & Recreation Director (via zoom)
	James Henry, Operations 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 Orsini ; **Second:** Director Clark-Peterson

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:** None

**AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:**

Tom Boyer congratulated MCSD on the water quality reports that came out recently. He mentioned a report found in the Times-Standard regarding water quality of Clam Beach and Strawberry Creek.

**AGENDA ITEM D. CONSENT CALENDAR:**

**D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on June 2, 2021**

**D.2 Consider Approval of May 2021 Treasurer's Report**

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

**D.4 Consider Approval of Contract Amendment for GHD to Provide Construction Management Services for Microgrid Construction**

**D.6 Consider Approval of Agreement Between McKinleyville Union School District and the McKinleyville Community Services District for the Provision of After School Leaders to the 21st Century Community Learning Center After School Program at Dows Prairie Elementary School and Morris Elementary School**

Director Orsini asked to pull item D.5. Consider approval of the Memorandum of Understanding (MOU) for Central Avenue Right of Way Landscape Maintenance with Humboldt County Department of Public Works (DPW)

**Motion:** It was moved to approve the Consent Calendar items D.1-D.4 and D.6.

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

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

**D.5 Consider approval of the Memorandum of Understanding (MOU) for Central Avenue Right of Way Landscape Maintenance with Humboldt County Department of Public Works (DPW)**

Director Orsini asked if there were any substantive changes from last year's MOU. General Manager Kaspari noted that there were no changes except for the dates found within this year's MOU. There was no other comments from the Board or the public.

**Motion:** It was moved to approve Consent Calendar Item D.5.

**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 E. CONTINUED AND NEW BUSINESS:**

**E.1 Consider Second Reading and Adoption of Ordinance No. 2021-05 Adding Section 68.04 to Regulation 68, Latent Powers of Article VI: Miscellaneous, Addressing Library Powers of the MCSD Rules and Regulations**

Board Secretary Sousa gave an overview of this item. There were no comments from the Board or the public.

**Motion:** Approve the second reading and adoption of Ordinance 2021-05 Adding Section 68.04 to Regulation 68, Latent powers, of Article VI: Miscellaneous, Addressing Library Powers of the MCSD Rules and Regulations, by title only.

**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.2 Consider First Reading of Ordinance No. 2021-06 Adding Article VII: Water Conservation Establishing Rules and Regulations for Rationing Water During a Water Shortage Emergency and Establishing Penalties for Violations Thereof**

Operations Direct Henry reviewed the staff report for the Board and MCSD GIS specialist and staff member, Brian Anspach, gave a presentation on the requirements found in this ordinance. President Mayo asked the difference between summer and winter use. Operations Director Henry noted that they would have this at the next meeting. Director Clark-Peterson asked if McKinleyville had implemented any of these steps locally, and also asked who declares a water emergency.

**Motion:** Amend Stage 5 to remove the portion stating "except for designated drought resistant landscaping approved by the District" from the fourth bullet of the stage.

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

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

**Motion Summary:** Motion Passed

**Motion:** Approve the first reading of Ordinance 2021-06 Adding Article VII: Water Conservation Establishing Rules and Regulations for Rationing Water During a Water Shortage Emergency and Establishing Penalties for Violations Thereof, by title only.

**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.3 Consider Appointment of Philip Heidrick for Vacant Position on the Park and Recreation Committee (PARC)**

Recreation Director Frisbee reviewed this item for the Board. Phil Heidrick was available at the meeting to answer questions.

**Motion:** Appoint Philip Heidrick to the vacant Position on the Park and Recreation Committee (PARC).

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

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

**Motion Summary:** Motion Passed

#### **E.4 Reserve Policy – Calculations and Funding**

Finance Director Trask gave a summary of this item. Director Orsini asked clarifying questions regarding the numbers provided in the table. Director Clark-Peterson commended staff on the state of the reserves.

This item was information only; no action taken.

#### **E.5 Consider Attendance to the California Special District’s Association (CSDA) 2021 Annual Conference August 30-September 2, 2021, in Monterey, California**

Board Secretary Sousa gave an overview of this item. President Mayo gave some background on past Conferences. Director Binder raised interest regarding the Special District Leadership Academy (SDLA) Governance Modules and the opportunity to take all 4 of them at a different conference, not just the first one at the CSDA Annual Conference. Director Orsini stated that attending conference as well as the SDLA modules are very important. Would recommend all Board Directors attend.

**Motion:** Approve the attendance of all interested Board directors to the CSDA 2021 Annual Conference August 30-September 2, 2021, in Monterey, California

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

**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 report from 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 short report that discussed the broadband update.
- d. **McKinleyville Senior Center Advisory Council (Clark-Peterson/Binder):** Director Binder gave a short report regarding the most recent meeting.
- e. **Audit (Orsini/Couch):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Did not meet.
- 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):** General Manager Kaspari gave a short report of the latest meeting.

- k. **Ad Hoc Latent Powers Committee (Orsini/Couch):** Did not meet.

## F.2 LEGISLATIVE AND REGULATORY REPORTS

There were no Legislative and regulatory reports.

## F.3 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, highlighted information on the lock status for those who have not paid their water bill.
- 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 add to her written report.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari added information regarding a Board and Staff get together and asked if there were any other ideas that the other Board Directors had to let him or the Board Secretary know. Director Orsini commented on the microgrid and other projects mentioned by General Manager Kaspari, and asked how the cost savings would be noted in the future.

**F.3.2 PRESIDENT'S REPORT:** President Mayo gave a report on the microgrid tour at the Airport that took place on July 7, 2021.

President Mayo asked Supervisor Madrone if he would like to make a comment at this time. Supervisor Madrone commended staff and the Board on the hybrid meeting as well as the landscaping work on Central Avenue.

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

## G. ADJOURNMENT:

**Meeting Adjourned at 8:23 P.M.**

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April Sousa, MMC, Board Secretary

**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON THURSDAY, JULY 22, 2021 – 5:30 P.M. IN PERSON AT MCSD CONFERENCE ROOM – 1656 SUTTER ROAD, MCKINLEYVILLE, CALIFORNIA and TELECONFERENCE Via ZOOM & TELEPHONE: ZOOM MEETING ID: 868 5984 4205 (<https://us02web.zoom.us/j/86859844205>) and TOLL FREE: 1-888-788-0099**

**AGENDA ITEM A. CALL TO ORDER:**

**A.1 Roll Call:** A special session of the Board of Directors of McKinleyville Community Services District convened at 5:32 pm with the following Directors and staff in attendance:

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	Colleen Trask, Finance Director
Joellen Clark-Peterson, Director	James Henry, Operations Director

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

**A.4 Approval of the Agenda:**

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

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

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

**B. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS**

None

**AGENDA ITEM D. CONTINUED AND NEW BUSINESS:**

Items are presented in the order they were discussed in the meeting.

**D.1 Ratify Vote from July 7, 2021 of Second Reading and Adoption of Ordinance No. 2021-05 Adding Section 68.04 to Regulation 68, Latent Powers of Article VI: Miscellaneous, Addressing Library Powers of the MCSD Rules and Regulations**

Board Secretary Sousa gave an overview of this item. Director Couch noted appreciation for former Board Director Corbett who brought up this latent power process before he left the Board for the District to be addressed. There were no comments from the public.

**Motion:** Ratify the vote from July 7, 2021 of the second reading and adoption of Ordinance 2021-05 Adding Section 68.04 to Regulation 68, Latent powers, of Article VI: Miscellaneous, Addressing Library Powers of the MCSD Rules and Regulations, by title only.

**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

**D.2 Ratify Vote from July 7, 2021 of the First Reading of Ordinance No. 2021-06 Adding Article VII: Water Conservation Establishing Rules and Regulations for Rationing Water During a Water Shortage Emergency and Establishing Penalties for Violations Thereof**

Operations Director Henry reviewed the staff report for the Board. There were no comments from the Board or the public.



**Motion:** Ratify Vote from July 7, 2021 amending Stage 5 and approving the first reading of Ordinance No. 2021-06, by title only

**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

**D.4 Consider approval of the Memorandum of Understanding (MOU) for Central Avenue Right of Way Landscape Maintenance with Humboldt County Department of Public Works (DPW)**

General Manager Kaspari reviewed this item for the Board. There were no comments from the Board or the public.

**Motion:** Ratify the Vote from July 7, 2021 approving the Memorandum of Understanding for Central Avenue Right of Way Landscape Maintenance with Humboldt County Department of Public Works

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

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

**Motion Summary:** Motion Passed

**D.3 Consider Appointment of Philip Heidrick for Vacant Position on the Park and Recreation Committee (PARC)**

General Manger Kaspari reviewed this item for the Board. There were no comments from the Board or the Public

**Motion:** Ratify Vote from July 7, 2021 appointing Philip Heidrick to the vacant Position on the Park and Recreation Committee (PARC).

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

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

**Motion Summary:** Motion Passed

**D.5 Consider Attendance to the California Special District's Association (CSDA) 2021 Annual Conference August 30-September 2, 2021, in Monterey, California**

Board Secretary Sousa reviewed the item for the Board. There were no comments from the Board or the public.

**Motion:** Ratify the vote from July 7, 2021 approving the attendance of all interested Board directors to the CSDA 2021 Annual Conference August 30-September 2, 2021, in Monterey, California

**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

**ANNOUNCEMENTS**

President Mayo announced two legislative items for information only.

- Association of California Water Agencies State Legislative Committee is working with Department of Water Resources to work on the issue of Cannabis Farm Water Theft.
- Issue of Microplastics in our wastewater – asked General Manager Kaspari to forward an information email to the rest of the Board.

**G. ADJOURNMENT:**

**Meeting Adjourned at 5:51 P.M.**

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April Sousa, MMC, Board Secretary

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

**Table of Contents**

Page 2	Investments & Cash Flow Report
Page 3	Consolidated Balance Sheet by Fund
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 June 30, 2021 - **DRAFT**

- Utility Accounts Receivable Turnover Days	<b>15</b>
- YTD Breakeven Revenue, Water Fund:	<b>\$ 2,458,981</b>
- YTD Actual Water Sales:	<b>\$ 4,062,861</b>
- Days of Cash on Hand-Operations Checking/MM	<b>252</b>

**McKinleyville Community Services District  
Investments & Cash Flow Report  
as of June 30, 2021 - DRAFT**

Petty Cash & Change Funds 9,197.46

**Cash**

<b>Operating &amp; Money Market - Beginning Balance</b>		3,872,863.66
<b>Cash Receipts:</b>		
Utility Billings & Other Receipts	982,244.89	
Money Market Account Interest	92.39	
Transfers from County Funds #2560, #4240, CalTRUST, Meas. B	-	
Other Cash Receipts (Pmt of SRF Solar Proj Grant Receivable)	-	
<b>Total Cash Receipts</b>		982,337.28
<b>Cash Disbursements:</b>		
Transfers to County Funds #2560, #4240, CalTRUST	-	
Payroll Related Expenditures	(224,667.45)	
Debt Service	(36,566.85)	
Capital & Other Expenditures	(412,894.86)	
<b>Total Cash Disbursements</b>		(674,129.16)
<b>Operating &amp; Money Market - Ending Balance</b>		4,181,071.78
<b>Total Cash</b>		4,190,269.24

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

<b>LAIF - Beginning Balance</b>	138,802.65	
Interest Income	-	
<b>LAIF - Ending Balance</b>		138,802.65
<b>Humboldt Co. #2560 - Beginning Balance</b>	1,992,588.35	
Property Taxes and Assessments	-	
Transfer to/from Operating Cash	-	
Interest Income (net of adjustments)	2,951.62	
<b>Humboldt Co. #2560 - Ending Balance</b>		1,995,539.97
<b>Humboldt Co. #4240 - Beginning Balance</b>	3,407,183.13	
Transfer to/from Operating Cash	-	
Transfer to/from Biosolids Reserve	-	
Interest Income	1,851.51	
<b>Humboldt Co. #4240 - Ending Balance</b>		3,409,034.64
<b>Humboldt Co. #9390 - Beginning Balance</b>	663,032.08	
Reserves Recovery Deposits/Other Bal Withdrawals	-	
<b>Humboldt Co. #9390 - Ending Balance</b>		663,032.08
<b>USDA Bond Reserve Fund - Beginning Balance</b>	161,673.64	
Bond Reserve Payment/Transfer to Service Fund	-	
Debt Service Payment, Principal/Interest (Net)	-	
Interest Adjustment	0.69	
<b>USDA Bond Reserve Fund - Ending Balance</b>		161,674.33
<b>CalTRUST - Beginning Balance</b>	10,626,408.35	
Net Transfer to/from Designated Reserves: PERS/OPEB	-	
Net Transfer to/from Capacity Fees/Catastrophe/Other Reserves	-	
Net: Interest Income/Unrealized Gain/Loss	(6,744.17)	
<b>CalTRUST - Ending Balance</b>		10,619,664.18
<b>Total Investments</b>		16,993,765.33
<b>Total Cash &amp; Investments - Current Month</b>		21,184,034.57
<b>Total Cash &amp; Investments - Prior Month</b>		20,877,766.80
<b>Net Change to Cash &amp; Investments This Month</b>		306,267.77

**Cash & Investment Summary**

Cash & Cash Equivalents		20,396,721.30
Davis-Grunsky Loan Reserve		625,638.94
USDA Bond Reserve		161,674.33
<b>Total Cash &amp; Investments</b>		21,184,034.57

McKinleyville Community Services District  
Consolidated Balance Sheet by Fund  
as of June 30, 2021 - DRAFT

	Governmental Funds			Proprietary Funds		Total (Memorandum Only)
	Parks & General	Measure B	Streetlights	Water	Wastewater	
<b>ASSETS</b>						
<b>Current Assets</b>						
Unrestricted cash & cash equivalents	\$ 1,152,749.67	\$ (464,176.99)	\$ 70,998.06	\$ 8,056,607.48	\$ 11,740,824.59	\$ 20,557,002.81
Accounts receivable	4,199.07	-	4,480.94	595,928.27	634,585.61	1,239,193.89
Prepaid expenses & other current assets	53,356.35	1,763.89	5,054.11	125,928.46	82,355.82	268,458.63
<b>Total Current Assets</b>	<b>1,210,305.09</b>	<b>(462,413.10)</b>	<b>80,533.11</b>	<b>8,778,464.21</b>	<b>12,457,766.02</b>	<b>22,064,655.33</b>
<b>Noncurrent Assets</b>						
Restricted cash & cash equivalents	189,572.72	-	-	625,638.94	161,674.33	976,885.99
Other noncurrent assets	-	-	-	770,950.75	791,621.69	1,562,572.44
Capital assets (net)	-	-	-	8,279,176.24	28,318,158.22	36,597,334.46
<b>Total Noncurrent Assets</b>	<b>189,572.72</b>	<b>-</b>	<b>-</b>	<b>9,675,765.93</b>	<b>29,271,454.24</b>	<b>39,136,792.89</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,399,877.81</b>	<b>\$ (462,413.10)</b>	<b>\$ 80,533.11</b>	<b>\$ 18,454,230.14</b>	<b>\$ 41,729,220.26</b>	<b>\$ 61,201,448.22</b>
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>						
<b>Current Liabilities</b>						
Accounts payable & other current liabilities	\$ 68,226.72	\$ 1,190.23	\$ 1,844.32	\$ 239,380.10	\$ 313,109.05	\$ 623,750.42
Accrued payroll & related liabilities	98,869.06	-	-	37,365.85	35,821.39	172,056.30
<b>Total Current Liabilities</b>	<b>167,095.78</b>	<b>1,190.23</b>	<b>1,844.32</b>	<b>276,745.95</b>	<b>348,930.44</b>	<b>795,806.72</b>
<b>Noncurrent Liabilities</b>						
Long-term debt	-	-	-	2,122,573.82	16,014,235.82	18,136,809.64
Other noncurrent liabilities	-	-	-	4,371,938.52	4,472,341.47	8,844,279.99
<b>Total Noncurrent Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,494,512.34</b>	<b>20,486,577.29</b>	<b>26,981,089.63</b>
<b>TOTAL LIABILITIES</b>	<b>167,095.78</b>	<b>1,190.23</b>	<b>1,844.32</b>	<b>6,771,258.29</b>	<b>20,835,507.73</b>	<b>27,776,896.35</b>
<b>Fund Balance/Net Assets</b>						
Fund balance	(2,373,497.15)	(463,603.33)	78,688.79	-	-	(2,758,411.69)
Net assets	3,606,279.18	-	-	5,526,369.43	8,589,790.13	17,722,438.74
Investment in capital assets, net of related debt	-	-	-	6,156,602.42	12,303,922.40	18,460,524.82
<b>Total Fund Balance/Net Assets</b>	<b>1,232,782.03</b>	<b>(463,603.33)</b>	<b>78,688.79</b>	<b>11,682,971.85</b>	<b>20,893,712.53</b>	<b>33,424,551.87</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>	<b>\$ 1,399,877.81</b>	<b>\$ (462,413.10)</b>	<b>\$ 80,533.11</b>	<b>\$ 18,454,230.14</b>	<b>\$ 41,729,220.26</b>	<b>\$ 61,201,448.22</b>
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 3,189,395.82					
<b>General Long-term Liabilities</b>						
PG&E Streetlights Loan	-			Non-debt Long-term Liabilities (included in Other Non-current Liabilities above)		
Meas. B Loan: Teen/Community Center	918,890.00					
OPEB Liability	2,830,881.35			OPEB Liability	2,882,587.78	2,894,654.86
CalPERS Pension Liability/Deferred Inflows-Outflows	628,788.66			CalPERS Pension Liability	632,676.35	698,072.98
Accrued Compensated Absences	115,011.87					8,608,123.99
<b>TOTAL GENERAL LONG-TERM LIABILITIES</b>	<b>\$ 4,493,571.88</b>					1,959,537.99

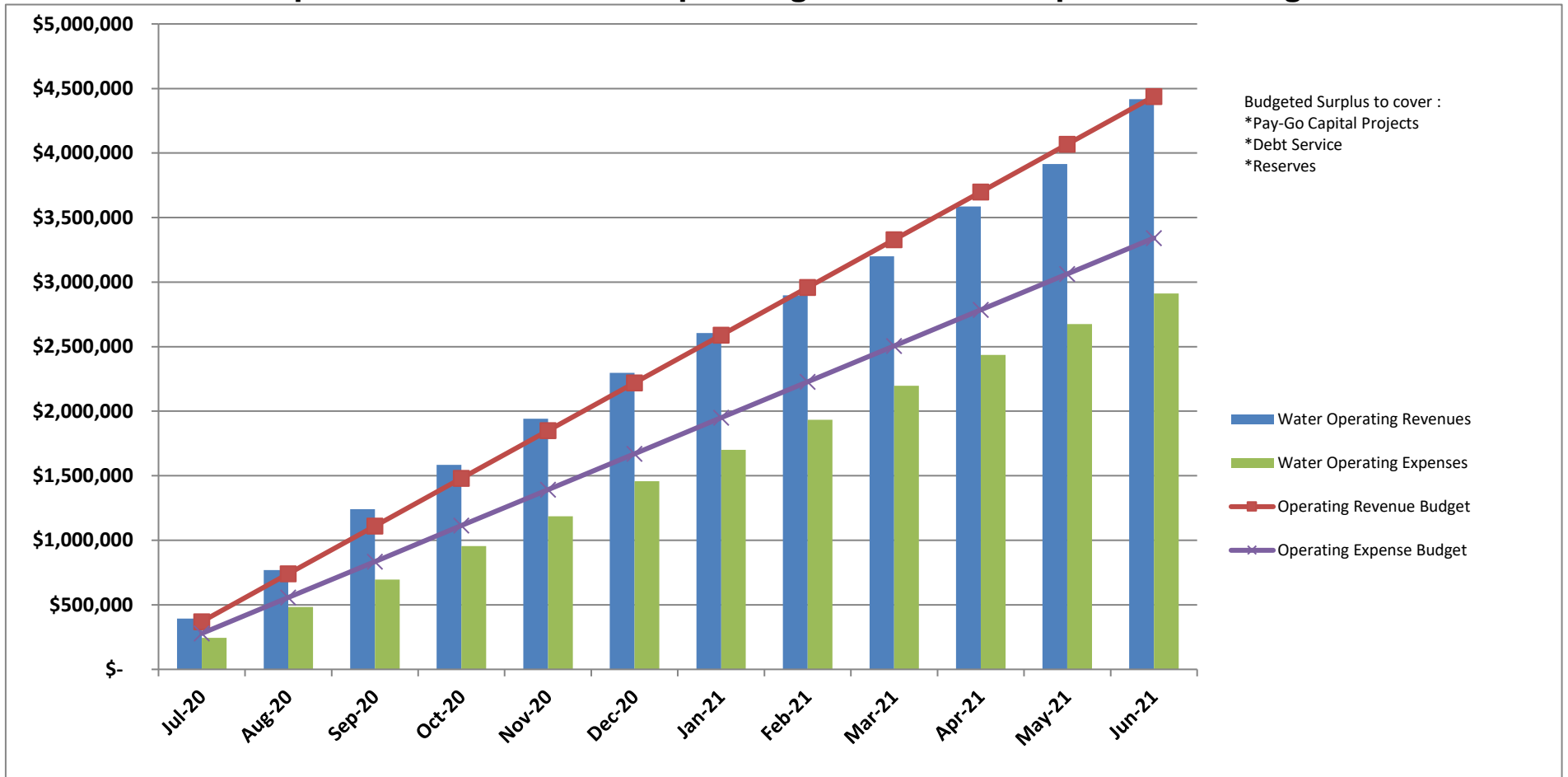
**McKinleyville Community Services District**  
**Activity Summary by Fund, Approved Budget**  
**June 2021 DRAFT**

Department Summaries	June	% of Year 100.00% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b>Water</b>						
Water Sales	409,349	4,062,861	3,917,744	145,117	3.70%	
Other Revenues	93,972	354,546	520,299	(165,753)	-31.86%	Includes YTD Capacity Fees \$223,212 Contrib.Construction \$0, Grants \$0 Capital Grant revenue will be posted during year-end fixed assets close
Total Operating Revenues	503,322	4,417,408	4,438,043	(20,635)	-0.46%	
Salaries & Benefits	73,268	899,068	1,047,980	(148,912)	-14.21%	Temporary vacancies from turnover and hiring process reduced overall costs
Water Purchased	95,143	1,147,401	1,125,534	21,867	1.94%	
Other Expenses	39,222	502,467	804,961	(302,494)	-37.58%	Emergency repair project lines not req'd, lower election costs
Depreciation	30,250	363,000	363,000	-	0.00%	Pension & OPEB expenses will be calculated as part of year-end close
Total Operating Expenses	237,883	2,911,936	3,341,475	(429,539)	-12.85%	
Net Operating Income	265,438	1,505,471	1,096,568	(450,174)		
Interest Income	1,894	40,300	50,000	(9,700)	-19.40%	Interest rates lower than anticipated.
Interest Expense	(4,325)	(52,317)	(55,126)	(2,809)	-5.10%	
<b>Net Income (Loss)</b>	<b>263,008</b>	<b>1,497,359</b>	<b>1,091,442</b>	<b>405,917</b>		
<b>Wastewater</b>						
Wastewater Service Charges	356,447	3,973,764	4,004,460	(30,696)	-0.77%	
Other Revenues	153,559	488,846	2,161,309	(1,672,463)	-77.38%	Includes YTD Capacity Fees \$391,177. Contrib.Constr. \$0, Grants \$6,629. Add'l Capital Grant revenue will be posted during year-end fixed assets close
Total Operating Revenues	510,005	4,462,610	6,165,769	(1,703,159)	-27.62%	
Salaries & Benefits	-	1,066,423	1,108,100	(41,677)	-3.76%	
Other Expenses	142,306	785,749	1,020,921	(235,172)	-23.04%	Emergency repair project lines not req'd, lower election costs
Depreciation	96,667	1,159,170	1,160,000	(830)	-0.07%	Pension & OPEB expenses will be calculated as part of year-end close
Total Operating Expenses	238,973	3,011,342	3,289,021	(277,679)	-8.44%	
Net Operating Income	271,032	1,451,268	2,876,748	(1,425,480)		
Interest Income	2,531	83,599	75,000	8,599	11.46%	Earning balances higher than anticipated.
Interest Expense	(22,119)	(274,826)	(247,163)	27,663	11.19%	Budget is spread evenly across 12 months, but actuals vary by loan pmt schedule
<b>Net Income (Loss)</b>	<b>251,443</b>	<b>1,272,009</b>	<b>2,704,585</b>	<b>(1,432,576)</b>		
<b>Enterprise Funds Net Income (Loss)</b>	<b>514,451</b>	<b>2,769,368</b>	<b>3,796,027</b>	<b>(1,026,659)</b>		

# McKinleyville Community Services District

## June 2021 DRAFT

### Comparison of Water Fund Operating Revenues & Expenses to Budget

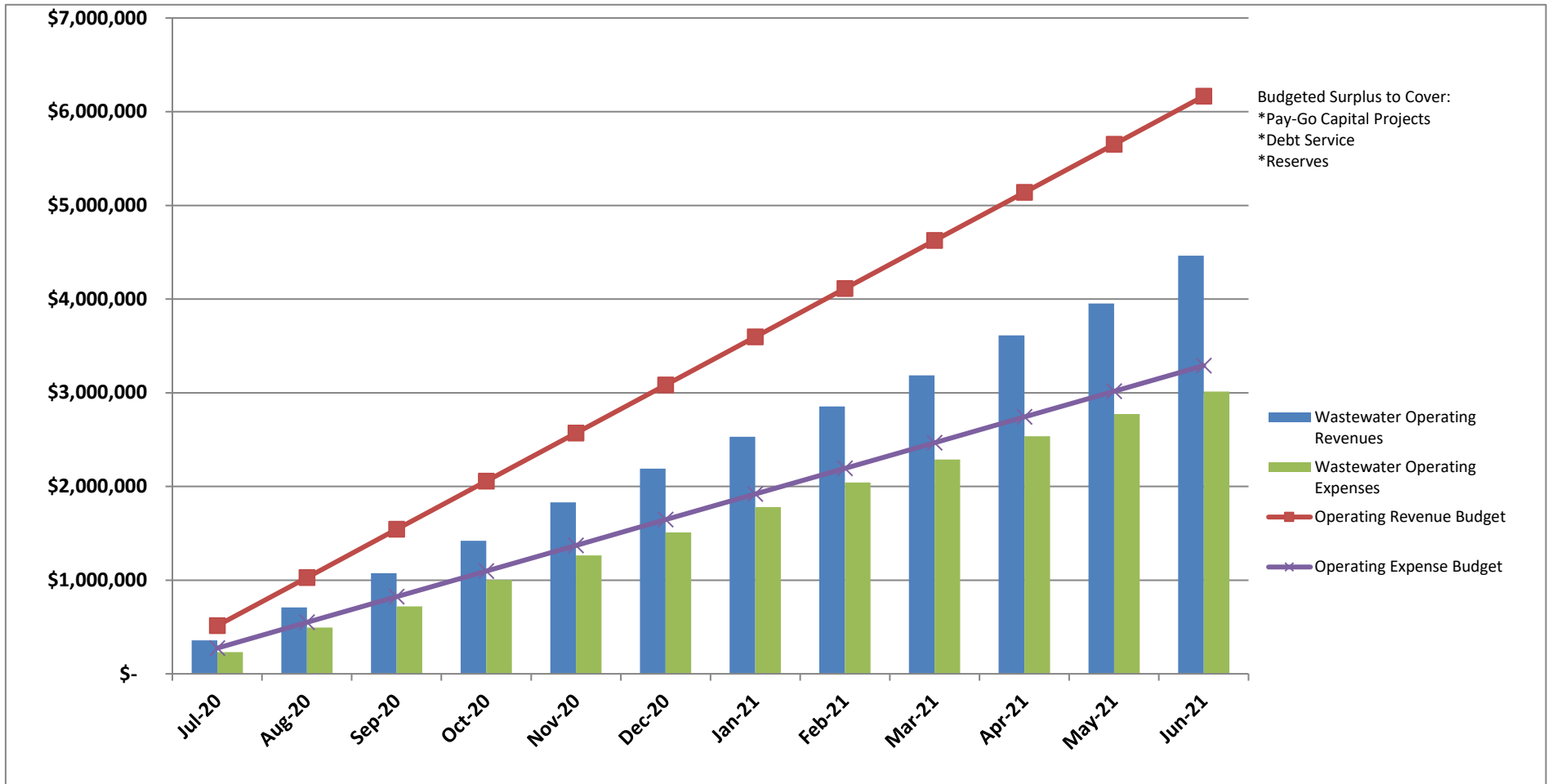


Treasurer's Report Page 5, Selected Graphic Comparisons

# McKinleyville Community Services District

## June 2021 DRAFT

### Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



Treasurer's Report Page 6, Selected Graphic Comparisons

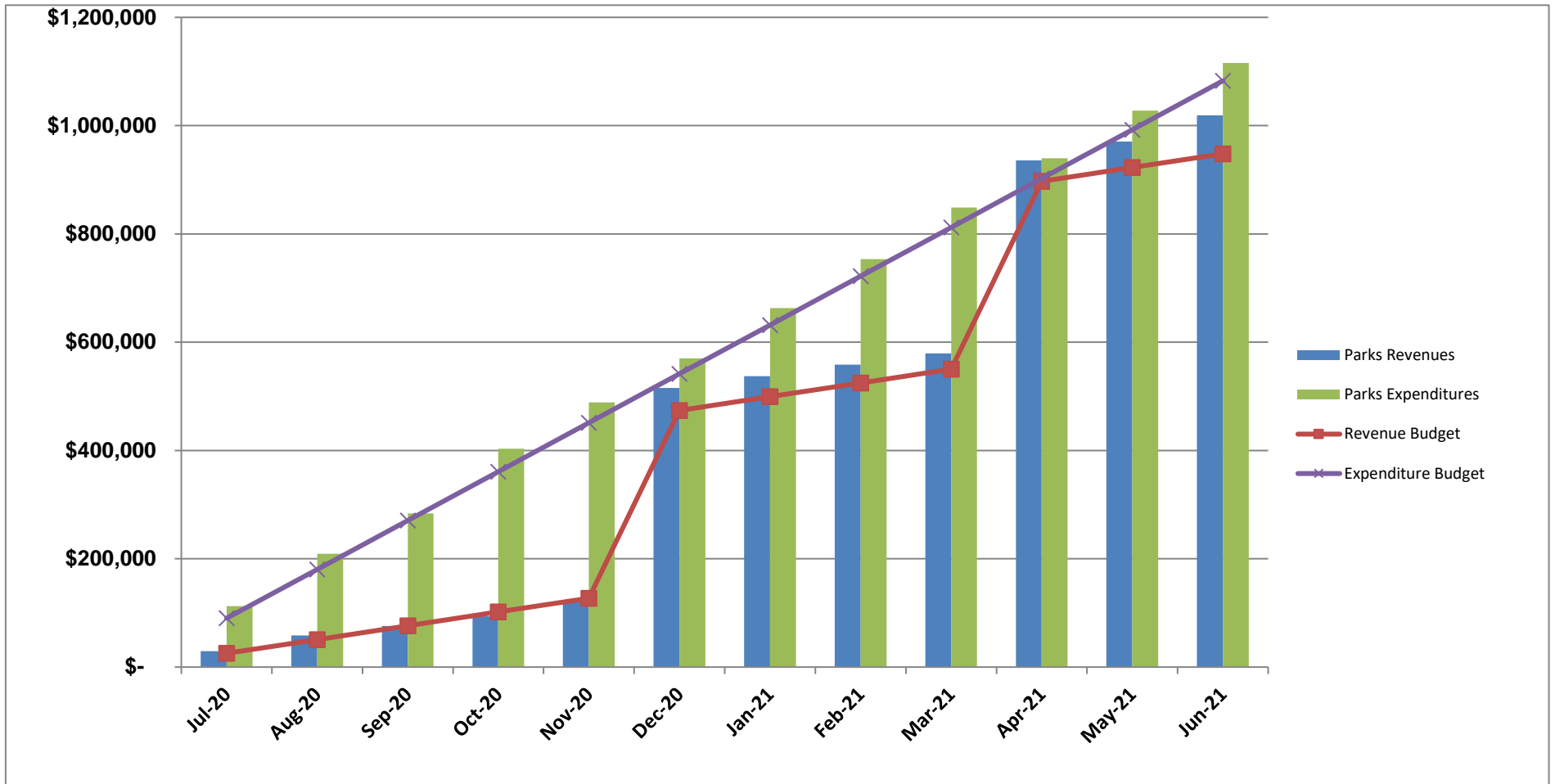


**McKinleyville Community Services District  
Activity Summary by Fund, Approved Budget  
June 2021 DRAFT**

	June	% of Year 100.00% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b>Department Summaries</b>						
<b>*Parks &amp; Recreation</b>						
Program Fees	36,879	154,861	80,415	74,446	92.58%	Easing of Covid19 restrictions allowed some programs before fiscal year-end May-revise budget posted - add'l rent from Hiller trailer, some rentals by fiscal year end County Tax remittance: December, April, and June; per Auditor-Controller's office Fewer grants than estimated, Quimby Fees not yet rec'd/ posted for year-end
Rents & Facility Related Fees	3,304	25,954	20,122	5,832	28.99%	
Property Taxes	1,218	671,671	642,500	29,171	4.54%	
Other Revenues	8,459	134,531	169,965	(35,434)	-20.85%	
Interest Income	(1,496)	31,963	35,000	(3,037)	-8.68%	
<b>Total Revenues</b>	<b>48,365</b>	<b>1,018,980</b>	<b>948,002</b>	<b>70,978</b>	<b>7.49%</b>	
Salaries & Benefits	72,293	867,709	837,652	30,057	3.59%	
Other Expenditures	16,031	206,103	203,157	2,946	1.45%	
Capital Expenditures	-	42,039	42,040	(1)	0.00%	
<b>Total Expenditures</b>	<b>88,324</b>	<b>1,115,851</b>	<b>1,082,849</b>	<b>33,002</b>	<b>3.05%</b>	
<b>Excess (Deficit)</b>	<b>(39,958)</b>	<b>(96,871)</b>	<b>(134,847)</b>	<b>37,976</b>		
<b>*Measure B Assessment</b>						
Total Revenues	1,629	222,505	224,332	(1,827)	-0.81%	Interest & unrealized gains/losses; County Tax remittance December/April/June
Salaries & Benefits	6,101	61,367	70,410	(9,043)	-12.84%	Budget spread evenly across 12 months; actuals vary by maintenance schedule Budget spread evenly across 12 months, but actuals vary seasonally Budget is spread evenly across 12 months. Loan prmts are October & April
Other Expenditures	1,190	14,875	25,500	(10,625)	-41.67%	
Capital Expenditures/Loan Repayment	-	127,140	127,452	(312)	-0.24%	
<b>Total Expenditures</b>	<b>7,292</b>	<b>203,381</b>	<b>223,362</b>	<b>(19,981)</b>	<b>-8.95%</b>	
<b>Excess (Deficit)</b>	<b>(5,663)</b>	<b>19,124</b>	<b>970</b>	<b>18,154</b>		
<b>*Street Lights</b>						
Total Revenues	10,161	119,403	116,818	2,585	2.21%	No emergency pole replacements required this year.
Salaries & Benefits	3,233	51,443	47,950	3,493	7.29%	
Other Expenditures	3,386	38,368	40,874	(2,506)	-6.13%	
Capital Expenditures/Loan Repayment	-	-	2,000	(2,000)	-100.00%	
<b>Total Expenditures</b>	<b>6,619</b>	<b>89,812</b>	<b>90,824</b>	<b>(1,012)</b>	<b>-1.11%</b>	
<b>Excess (Deficit)</b>	<b>3,542</b>	<b>29,592</b>	<b>25,994</b>	<b>(3,598)</b>		
<b>Governmental Funds Excess (Deficit)</b>	<b>(42,080)</b>	<b>(48,155)</b>	<b>(107,883)</b>	<b>59,728</b>		

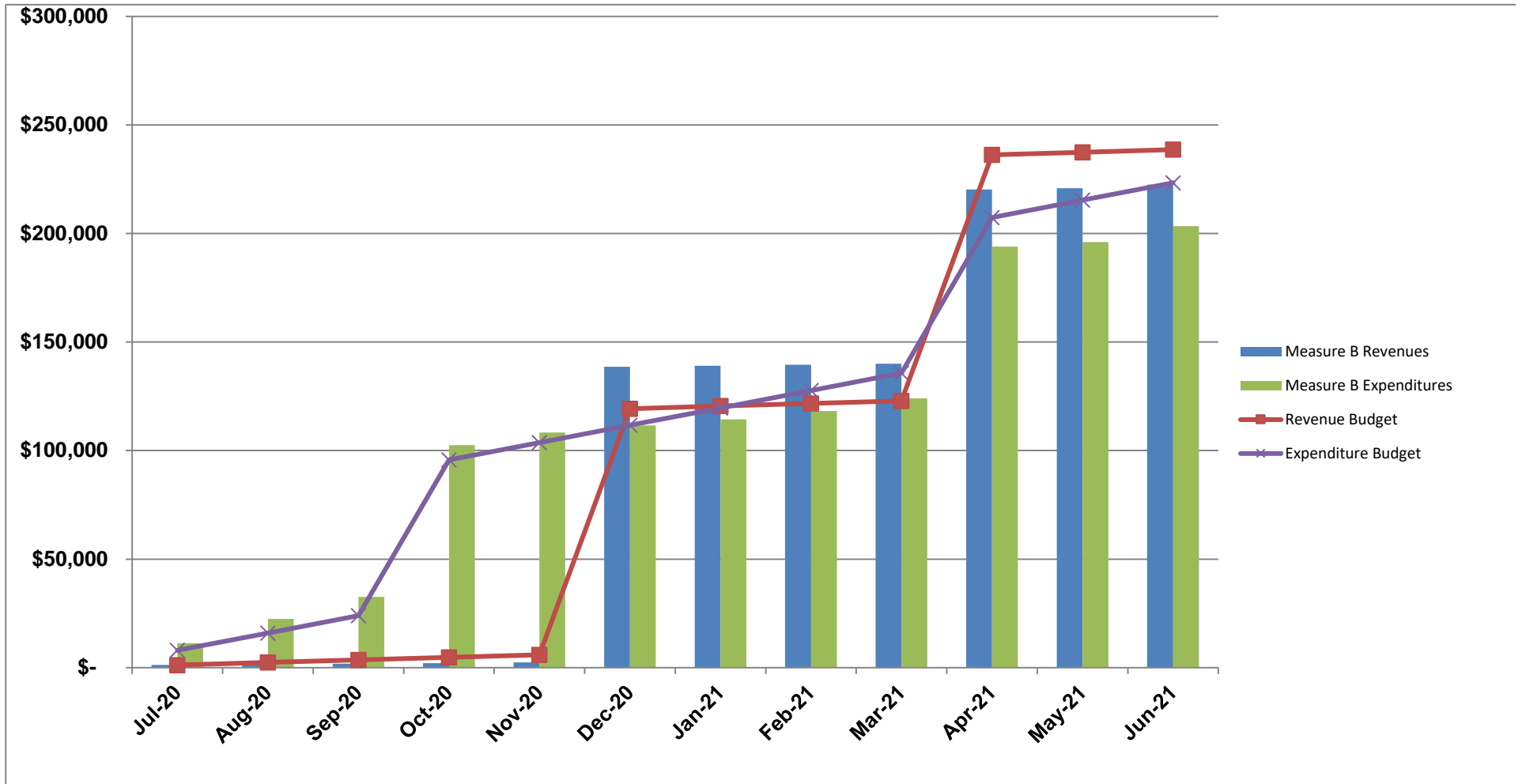
**McKinleyville Community Services District  
June 2021 DRAFT**

**Comparison of Parks & Recreation Total Revenues & Expenditures to Budget**



**McKinleyville Community Services District  
June 2021 DRAFT**

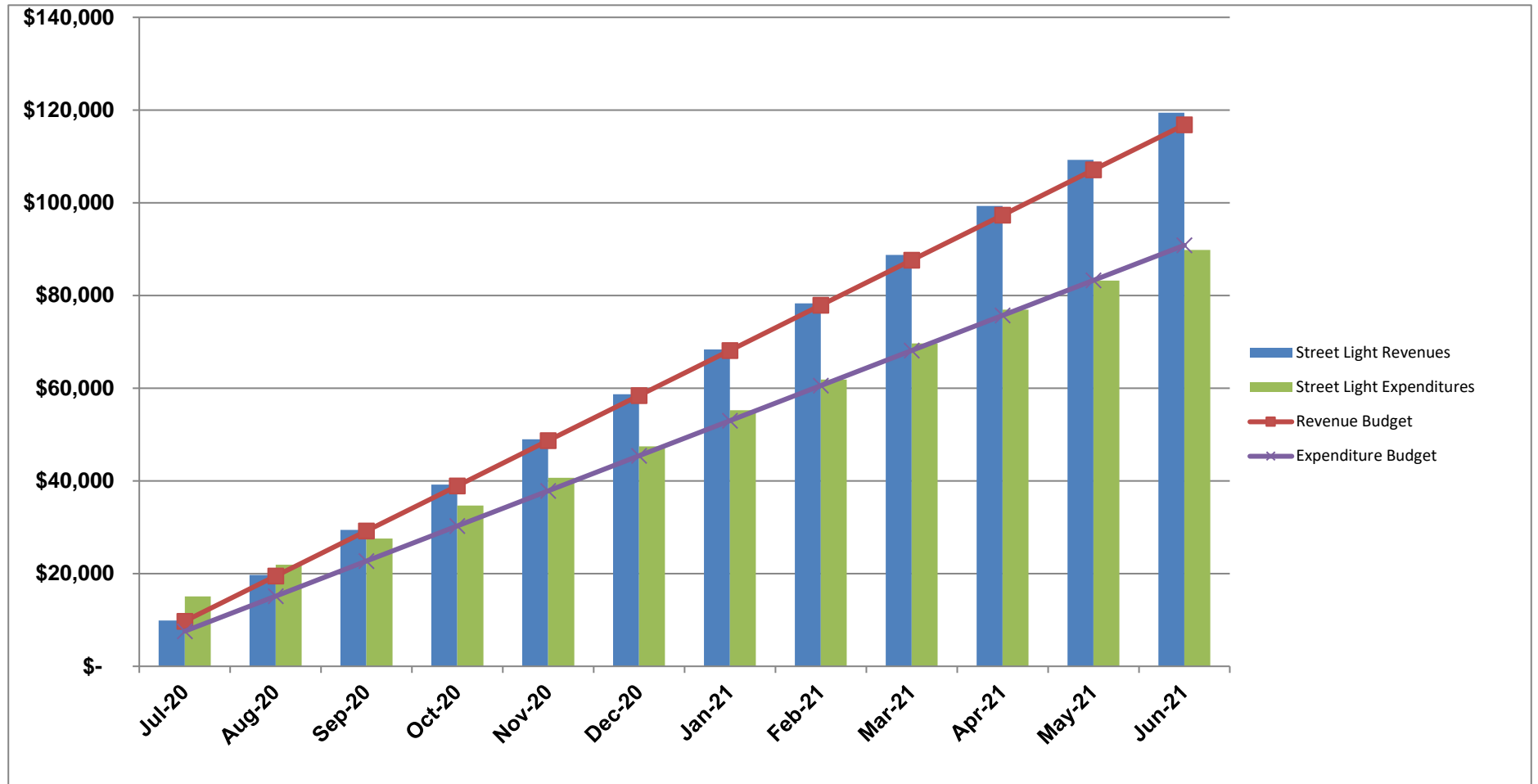
**Comparison of Measure B Fund Total Revenues & Expenditures to Budget**



Treasurer's Report Page 9, Selected Graphic Comparisons

**McKinleyville Community Services District  
June 2021 DRAFT**

**Comparison of Street Light Fund Total Revenues & Expenditures to Budget**



Treasurer's Report Page 10, Selected Graphic Comparisons

**McKinleyville Community Services District  
Capital Expenditure Report  
as of June 30, 2021 - DRAFT**

	June	YTD Total	FY 20-21 Budget	Remaining		Notes
				Budget \$	Budget %	
<b>Water Department</b>						
Ramey Pump Upgrades	-	-	-	-	#DIV/0!	
Water Tank Painting	-	-	500,000	500,000	100%	Water Tank Painting & Catholic
Alternative Energy Master Plan	-	-	50,000	50,000	100%	Alternative energy master plan
4.5m New Water Tank	6,994	242,698	178,000	(64,698)	-36%	Drilling, LACO Assoc.
N.BankBoosterStation VFD#2 replacement	-	17,619	25,000	7,381	30%	Emergency Water Supply
Emergency Generator-Cochran	-	-	25,000	25,000	100%	CochranEmergency Generator
Fire Hydrant System Upgrade	-	-	7,000	7,000	100%	Fire Hydrant System Upgrade
Tank Seismic Actuators	-	22,756	20,000	(2,756)	-14%	Tank Seismic Actuators
Customer Radio Meter Testing	-	4,530	10,000	5,470	55%	Customer Radio meter testing
Water Tank Upgrade-Norton#2 Tree Svc	-	6,088	7,000	913	13%	Water Tank Upgrade-Norton Tree
Water Main Rehab & Replacement	1,767	27,478	900,000	872,522	97%	Water Main Rehab
Property Purchase- Tank Site	-	-	-	-	#DIV/0!	Property Purch/Imprv.Tank Site
<b>Subtotal</b>	<b>8,761</b>	<b>321,170</b>	<b>1,722,000</b>	<b>1,400,830</b>	<b>81%</b>	
<b>Wastewater Department</b>						
Sewer Main Rehab & Replacement	1,712	26,646	900,000	873,354	97%	Sewer Main Rehab
WWMF Sludge Disposal - next	-	-	240,000	240,000	100%	Sludge handling/disposal
WWMF Recirculation Valve Replacement	-	-	12,000	12,000	100%	Recirculation Valve replacemnt
Alternative Energy Master Plan	-	-	50,000	50,000	100%	Alternative energy master plan
WWMF Chlorine Injector/Controllers	-	29,352	10,000	(19,352)	-194%	Chlorine Injector/Controllers
Collection Upgrades-UndercrossingsProj	-	247,811	1,335,000	1,087,189	81%	Collection System upgrades
Fischer Lift Station Generator	-	-	-	-	#DIV/0!	Fischer Lift Stn Generator
Sewer Lift Stn Upgrade-Hiller	-	182,661	538,000	355,339	66%	Sewer lift stn Upgrade-Hiller
Solar Project - CWSRF Grant/Loan	6,143	198,012	1,250,000	1,051,988	84%	WWMF Solar Project
WWMF Alt. Disinfection/ Feasibility Study	-	-	70,000	70,000	100%	Alt. Disinfection Feasibility Study
Radio Telemetry Upgrade	-	-	-	-	#DIV/0!	Radio Telemetry upgrade
Production Meter Replacements	-	-	-	-	#DIV/0!	Production Meter Replacement
WWMF - next NPDES Permit	-	32,197	50,000	17,803	36%	NPDES Permit Project
Customer Radio Meter Testing	-	4,388	10,000	5,612	56%	Radio meters testing
Underground pipe locator & camera	-	-	5,000	5,000	100%	Underground pipe locator & came
Flow Totalizers	-	39,698	45,000	5,302	12%	Flow Totalizers
Sewer Lift Station Other Upgrades	-	346,700	-	(346,700)	#DIV/0!	SwrLiftStnUpgrade-Letz
<b>Subtotal</b>	<b>7,854</b>	<b>1,107,465</b>	<b>4,515,000</b>	<b>3,407,535</b>	<b>75%</b>	
<b>Water &amp; Wastewater Operations</b>						
Heavy Equipment	-	-	150,000	150,000	100%	backhoe, emerg.generators, airco
Utility Vehicles	-	41,946	38,000	(3,946)	-10%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	-	55,777	25,000	(30,777)	-123%	Facilities upgrade/sealcoat
Computers & Software	-	15,980	18,000	2,020	11%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tr	10,045	69,656	200,000	130,344	65%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Und	-	10,267	55,000	44,733	81%	Underground valving/piping
Pialorsi Ranch Survey/ Improvements	54,388	125,945	30,000	(95,945)	-320%	Pialorsi Ranch Survey
Small Equipment & Other	-	-	40,000	40,000	100%	Misc,response, & GPS surveying
<b>Subtotal</b>	<b>-</b>	<b>319,570</b>	<b>556,000</b>	<b>236,430</b>	<b>43%</b>	
<b>Enterprise Funds Total</b>	<b>81,048</b>	<b>1,748,205</b>	<b>6,793,000</b>	<b>5,044,795</b>	<b>74%</b>	
<b>Parks &amp; Recreation Department</b>						
Hiller Park & Sports Complex	-	27,040	-	(27,040)	#DIV/0!	Hiller Sports Sealcoat-CountyGrant
Azalea Hall Projects	-	-	32,000	32,000	100%	Flooring, Pkg Lot resurface
McKinleyville Activity Center Upgrades	-	14,999	6,000	(8,999)	-150%	Major Appliance replacement
Law Enforcement Facility Improvements	-	-	24,000	24,000	100%	LEF flooring/Library Carpet
Projects Funded by Quimby/Other Funds	-	-	-	-	#DIV/0!	Covered Picnic Area
Projects Funded by Measure B Renewal	-	-	-	-	#DIV/0!	Teen Center Constr&Loan svc
Other Parks Projects & Equipment	-	-	14,000	14,000	100%	Brush&LawnMowers/Trailer
<b>Subtotal</b>	<b>-</b>	<b>42,039</b>	<b>76,000</b>	<b>33,961</b>	<b>45%</b>	
<b>Streetlights</b>						
Pole Replacement	-	-	2,000	2,000	100%	Pole Replacement
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>100%</b>	
<b>Governmental Funds Total</b>	<b>-</b>	<b>42,039</b>	<b>78,000</b>	<b>35,961</b>	<b>46%</b>	
<b>All Funds Total</b>	<b>81,048</b>	<b>1,790,244</b>	<b>6,871,000</b>	<b>5,080,756</b>	<b>74%</b>	

**McKinleyville Community Services District  
Summary of Long-Term Debt Report  
as of June 30, 2021 - DRAFT**

**Principal Maturities and  
Scheduled Interest**

	<b>%</b>	<b>Maturity Date</b>		<b>Balance- May 31, 2021</b>	<b>Balance- June 30, 2021</b>	<b>FY-21</b>	<b>Thereafter</b>
<b>Water Fund:</b>							
I-Bank		8/1/30	P	577,202.62	577,202.62	-	577,202.69
Interest	3.37%		I			-	102,567.81
State of CA Energy Commission (ARRA)		12/22/26	P	66,498.64	66,498.64	-	66,467.20
Interest	1.0%		I			-	2,012.13
State of CA (Davis Grunsky)		1/1/33	P	1,274,456.41	1,274,456.41	-	1,274,456.41
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	204,416.09	204,416.09	-	204,416.09
Interest	2.5%		I			-	216,460.72
Total Water Fund-Principal				2,122,573.76	2,122,573.76	-	2,122,542.39
Total Water Fund-Interest						-	321,040.66
<b>Total Water Fund</b>				<b>2,122,573.76</b>	<b>2,122,573.76</b>	<b>-</b>	<b>2,443,583.05</b>
<b>Wastewater Fund:</b>							
WWMF SRF Loan		7/31/47	P	14,444,435.82	14,444,435.82	-	14,905,430.41
Interest	1.6%		I			-	3,457,430.34
Chase Bank (Pialorsi Property)		3/8/35	P	1,424,800.00	1,424,800.00	-	1,424,800.00
Interest	2.9%		I	-	-	-	204,594.85
USDA (Sewer Bond)		8/1/22	P	145,000.00	145,000.00	-	145,000.00
Interest	5.0%		I			-	6,875.00
Total Wastewater Fund-Principal				16,014,235.82	16,014,235.82	-	16,475,230.41
Total Wastewater Fund-Interest						-	3,668,900.19
<b>Total Sewer Fund</b>				<b>16,014,235.82</b>	<b>16,014,235.82</b>	<b>-</b>	<b>20,144,130.60</b>
<b>Meas. B Fund: Teen/Comm Center Loan</b>		11/1/29	P	918,890.00	918,890.00	-	927,670.00
	3.55%		I			-	155,131.29
Total Principal				19,055,699.58	19,055,699.58	-	19,525,442.80
Total Interest						-	4,145,072.14
<b>Total</b>				<b>19,055,699.58</b>	<b>19,055,699.58</b>	<b>-</b>	<b>23,670,514.94</b>

**Non-debt Long Term Liabilities, District-wide**

OPEB Liability	8,608,123.99
CalPERS Pension Liability	1,959,537.99

McKinleyville Community Services District  
 Summary of Grants  
 as of June 30, 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 June 1 through June 30, 2021**

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
38487	6/2/2021	BAD01	BADGER METER, Inc.	3,885.31	1373577	REPAIRS/SUPPLIES
38488	6/2/2021	COA01	COASTAL BUSINESS SYSTEMS	1,296.29	29335296	COPIER MONTHLY PAYMENT
38489	6/2/2021	COR01	CORBIN WILLITS SYSTEMS, INC	944.56	C105151	MOM MONTHLY MAINTENANCE
38490	6/2/2021	HAR13	The Hartford - Priority A	395.25	848691	LIFE INSURANCE
38491	6/2/2021	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	94,621.81	C10601	WTR PURCHASED
38492	6/2/2021	MAY02	DENNIS MAYO	125.00	C10527	BOARD MEETING 5/5/2021
38493	6/2/2021	MCK03	MCKINLEYVILLE OFFICE SUPPLY	11.25	53563	RECLAMATION SITE UPGRADE
38494	6/2/2021	PGE05	PG&E-STREETLIGHTS	373.91	C10601	GAS & ELECTRIC S.L.- ZONE
38495	6/2/2021	PGE06	PG&E-STREETLIGHTS	17.15	C10527	GAS & ELECTRIC S.L.- ZONE
38496	6/2/2021	PGE07	PG&E STREETLIGHTS	1,062.39	C10601	STREELIGHTS-ACCT 0908
38497	6/2/2021	PGE08	PG&E-STREETLIGHTS	16.46	C10527	GAS & ELECTRIC S.L.- ZONE
38498	6/2/2021	PGE09	PG&E-STREETLIGHTS	83.23	C10527	GAS & ELECTRIC S.L.- ZONE
38499	6/2/2021	SMA02	SMARTHIRE	20.00	50768	PROFESSIONAL SERVICES
38500	6/2/2021	SOU03	FSA REIMB-AS	70.21	C10527	FSA REIMB-AS
38501	6/2/2021	STA03	STATE OF CALIFORNIA	15,799.77	2107D5001	DAVIS-GRUNSKY LOAN PMT
38502	6/2/2021	SUD01	SUDDENLINK	196.37	C10528	TEEN CENTER INTERNET



Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
38503	6/2/2021	UMP01	UMPQUA BANK	230.50	0521CT	OFFICE EQUIPMENT (HYBRID
				139.00	0521DS	OFFICE SUPPLIES
				2,590.75	0521JH	REPAIRS/SUPPLIES/TRAINING
				5.00	0521LF	ADS/MKTNG
				634.41	0521BOARD	TRAVEL/SUPPLIES/SUBSCRIPT
				18.65	0521PARKS	OFFICE SUPPLIES
				17.98	0521ROUND	ROUND UP ON ACCT
			Check Total:	<u>3,636.29</u>		
38504	6/2/2021	USB01	U.S. BANK TRUST N.A.	7,270.83	C10524	SEWER BOND PAYMENT
38505	6/2/2021	USP02	USPS: ARCATA BMEU	1,541.52	C10601	NEWSLETTER POSTAGE
38506	6/2/2021	VER01	VERIZON WIRELESS	69.31	C10601	CELL PHONES/TABLET
38507	6/2/2021	\F001	MQ CUSTOMER REFUND FOR FO	59.72	000C10601	MQ CUSTOMER REFUND FOR FO
38508	6/2/2021	\G002	MQ CUSTOMER REFUND FOR GA	6.79	000C10601	MQ CUSTOMER REFUND FOR GA
38509	6/2/2021	\G006	MQ CUSTOMER REFUND FOR GR	55.18	000C10601	MQ CUSTOMER REFUND FOR GR
38510	6/2/2021	\K005	MQ CUSTOMER REFUND FOR KO	10.17	000C10601	MQ CUSTOMER REFUND FOR KO
38511	6/2/2021	\M026	MQ CUSTOMER REFUND FOR MO	35.89	000C10601	MQ CUSTOMER REFUND FOR MO
38512	6/2/2021	\P015	MQ CUSTOMER REFUND FOR PA	83.10	000C10601	MQ CUSTOMER REFUND FOR PA
38513	6/2/2021	\S008	MQ CUSTOMER REFUND FOR SA	56.55	000C10601	MQ CUSTOMER REFUND FOR SA
38514	6/2/2021	\S011	MQ CUSTOMER REFUND FOR SE	252.91	000C10601	MQ CUSTOMER REFUND FOR SE
38515	6/7/2021	ACC04	ACCURATE DRUG TESTING SERVICE	120.00	2266	DOT PHYSICAL J. RICHARDS
38516	6/7/2021	BAD01	BADGER METER, Inc.	357.30	80074868	BEACON MBL HOSTING
38517	6/7/2021	CAL10	CALIFORNIA HEATING	250.00	31287	BLOWER CAPS - WWMF
38518	6/7/2021	EUR07	Eureka Rubber Stamp Co.	52.63	A32548	OFFICE SUPPLIES

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
38519	6/7/2021	GHD01	GHD	12,033.75	163496	WATER RECYCLING FOR WWMF
				9,171.25	163513	MICROGRID
				7,570.76	163529	MCCLUSKI RW TNK SEISMIC R
				4,500.26	163572	WATER & SEWER MAINLINE RE
			Check Total:	<u>33,276.02</u>		
38520	6/7/2021	HUM04	HUMBOLDT COUNTY PLANNING	706.24	21-1704	MCSO SOLAR-MICROGRID
38521	6/7/2021	HUM08	HUMBOLDT SANITATION	2,050.40	C10607	TRASH SERVICE
38522	6/7/2021	IND02	INDUSTRIAL ELECTRIC SERVICE	259.38	39981	REPAIRS/SUPPLY
				388.34	40044	REPAIRS/SUPPLY
			Check Total:	<u>647.72</u>		
38523	6/7/2021	INF02	INFOSEND	2,881.97	192126	OFFICE SUPPLIES/POSTAGE
				336.18	192736	OFFICE SUPPLIES
			Check Total:	<u>3,218.15</u>		
38524	6/7/2021	INF03	INFINITE CONSULTING SERVICE	2,629.03	9113	PROFESSIONAL SERVICES
38525	6/7/2021	JON05	EXAM FEE REIMB/TRAVEL ADV-CJ	166.00	C10607	EXAM FEE REIMB/TRAVEL ADV-CJ
38526	6/7/2021	KEN02	KENNEDY/JENKS CONSULTANTS	8,494.75	146756	4.5 MG WATER RESERVOIR
				1,105.00	147960	4.5 MG WATER RESERVOIR
			Check Total:	<u>9,599.75</u>		
38527	6/7/2021	LES01	LES SCHWAB TIRE CENTER	153.99	C10603	VEHICLE REPAIRS
38528	6/7/2021	MCK04	MCK ACE HARDWARE	201.74	C10602	REPAIRS/SUPPLY
38529	6/7/2021	MEN01	MENDES SUPPLY CO.	253.99	C10602	REPAIRS/SUPPLY
38530	6/7/2021	MIL01	Miller Farms Nursery	124.92	C10602	REPAIRS/SUPPLY
38531	6/7/2021	MOO01	MOONSTONE ASSOCIATES, INC	1,000.00	172	ENGINEERING
38532	6/7/2021	NAP02	NAPA AUTO PARTS	98.67	C10603	VEHICLE REPAIRS

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
38533	6/7/2021	NOR01	NORTH COAST LABORATORIES	3,485.00	C10607	LAB TESTS
38534	6/7/2021	NOR13	NORTHERN CALIFORNIA SAFETY CONSORTIUM	120.00	27432	SAFETY TRAINING SUBSCRIP
38535	6/7/2021	ORE01	O'REILLY AUTOMOTIVE, INC.	149.13	C10607	REPAIRS/SUPPLY
38536	6/7/2021	PGE11	PG&E	24.25	C10603	GAS & ELECTRIC SEWER PUMP
38537	6/7/2021	PGE12	PG&E	151.46	C10603	GAS & ELECTRIC HILLER SPORTS SITE
38538	6/7/2021	SAF01	SAFETY BY GEORGE, LLC	100.00	1	SERVICES/STIPEND TREATMENT
38539	6/7/2021	STA02	STATE OF CALIFORNIA ENERGY COMMISSION	6,225.42	11111	ARRA LOAN PAYMENT
38540	6/7/2021	THO02	Thomas Home Center	274.41	C10602	REPAIRS/SUPPLY
38541	6/7/2021	THR02	THREE G'S HAY & GRAIN	59.26	C10603	REPAIRS/SUPPLY TREATMENT
38542	6/7/2021	VAL01	VALLEY PACIFIC PETROLEUM	689.96	21-377894	GAS/OIL/LUBE
38543	6/7/2021	VAL02	VALLEY PACIFIC PETROLEUM	2,226.03	21-376952	GAS/OIL/LUBE
38544	6/9/2021	ACW01	CB&T/ACWA-JPIA	10,567.81	C10609P	GRP. HEALTH INS
38545	6/10/2021	DEX01	DEX YP	324.70	C10610P	ADS/MARKETING
38546	6/14/2021	*0022	REC PROGRAM REFUND KL	35.00	C10609	REC PROGRAM REFUND KL
38547	6/14/2021	DEP05	DEPARTMENT OF JUSTICE	32.00	513309	FINGERPRINTING
38548	6/14/2021	GRA02	GRAINGER	268.19	99992	SAFETY/REPAIR SUPPLIES
				34.94	876814	SAFETY SUPPLIES
				323.90	972269	REPAIRS/SUPPLY
			Check Total:	<u>627.03</u>		
38549	6/14/2021	HAR03	HARPER MOTORS CO.	86.28	C10614	VEHICLE REPAIRS
38550	6/14/2021	HUM22	HUMBOLDT COUNTY SHERIFF	25.00	C10609	ALARM PERMIT RENEWAL

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
38551	6/14/2021	MAD03	MAD RIVER COMMUNITY HOSPITAL	90.00	C10614	PROFESIONNAL SERVICES
38552	6/14/2021	MES01	REC PROG SUPPLIES REIMB KM	79.63	C10610	REC PROG SUPPLIES REIMB KM
38553	6/14/2021	MIT01	MITCHELL LAW FIRM	382.50	47951	LEGAL SERVICES
				1,349.50	47952	LEGAL SERVICES
			Check Total:	<u>1,732.00</u>		
38554	6/14/2021	MUD01	MUDDY WATERS COFFEE CO.,INC	80.00	69759405	OFFICE SUPPLIES
38555	6/14/2021	NOR35	NORTHERN HUMBOLDT EMPLOYMENT SVCS	1,627.27	21-171/2	CENTRAL AVE/PIERSON PARK
38556	6/14/2021	POI01	POINTS WEST SURVEYING CO.	1,250.00	12161	4.5 MG TANK PROJECT
38557	6/14/2021	STA11	STAPLES CREDIT PLAN	926.66	C10608	OFFICE SUPPLIES
38558	6/14/2021	STI03	STILLWATER SCIENCES	2,417.50	9400001	CONSULTING MUSSEL STUDY
38559	6/14/2021	SUD01	SUDDENLINK	136.37	C10610	INTERNET SERVICES
38560	6/14/2021	TUR02	REC PROG SUPPLIES REIMB-MT	16.26	C10610	REC PROG SUPPLIES REIMB-MT
38561	6/14/2021	USP01	USPS POSTMASTER	296.00	C10607	P.O. BOX RENEWAL
38564	6/21/2021	*0023	AH DEPOSIT REFUND BC	-	C10621	Ck# 038564 Reversed
38565	6/21/2021	ATT01	AT&T	-	C10615u	Ck# 038565 Reversed
38566	6/21/2021	ATT02	AT&T	-	C10616u	Ck# 038566 Reversed
38567	6/21/2021	ATT04	AT&T	-	C10616u	Ck# 038567 Reversed
38568	6/21/2021	ATT05	AT&T	-	C10615u	Ck# 038568 Reversed
38569	6/21/2021	ATT06	AT&T	-	C10615u	Ck# 038569 Reversed
38570	6/21/2021	BAD01	BADGER METER, Inc.	-	1439109u	Ck# 038570 Reversed
38571	6/21/2021	COU06	COUNTY OF HUMBOLDT	-	C10616u	Ck# 038571 Reversed
38572	6/21/2021	DEL02	DELFINO, MADDEN, O'MALLEY	-	146500u	Ck# 038572 Reversed
38573	6/21/2021	ENR01	ENR	-	C10615u	Ck# 038573 Reversed
38574	6/21/2021	KAS01	PATRICK KASPARI	-	C10616u	Ck# 038574 Reversed
38575	6/21/2021	PGE01	PG & E (Office & Field)	-	C10615u	Ck# 038575 Reversed
38576	6/21/2021	PGE10	PG&E STREETLIGHTS	-	C10618u	Ck# 038576 Reversed
38577	6/21/2021	STA09	S.W.R.C.B.	-	C10615u	Ck# 038577 Reversed
38578	6/21/2021	THO01	THOMAS & ASSOCIATES	-	32158u	Ck# 038578 Reversed

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
38579	6/21/2021	THR01	THRIFTY SUPPLY COMPANY	-	1493567u	Ck# 038579 Reversed
38580	6/21/2021	VAL02	VALLEY PACIFIC	-	423432u	Ck# 038580 Reversed
38581	6/21/2021	*0023	AH DEPOSIT REFUND BC	100.00	C10622	AH DEPOSIT REFUND BC
38582	6/21/2021	ATT01	AT&T	3,309.28	C10622	TELEPHONE/INTERNET
38583	6/21/2021	ATT02	AT&T	1,118.79	C10622	TELEPHONE/ADMIN
38584	6/21/2021	ATT04	AT&T	920.95	C10622	SWITCHED ETHERNET SERVICE
38585	6/21/2021	ATT05	AT&T	208.71	C10622	TEEN CENTER TELEPHONE
38586	6/21/2021	ATT06	AT&T	270.28	C10622	AZALEA HALL TELEPHONE
38587	6/21/2021	BAD01	BADGER METER, Inc.	8,569.60	1439109	REPAIRS/SUPPLIES
38588	6/21/2021	COU06	COUNTY OF HUMBOLDT	295.00	C10622	PERMIT FEES (COMMUNITY FO
38589	6/21/2021	DEL02	DELFINO, MADDEN, O'MALLEY	212.50	146500	LEGAL SERVICES
38590	6/21/2021	ENR01	ENR	108.00	C10622	SUBSCRIPTION RENEWAL
38591	6/21/2021	KAS01	PATRICK KASPARI	104.00	C10622	CSDA GM SUMMIT
38592	6/21/2021	PGE01	PG & E (Office & Field)	20,513.46	C10622	GAS & ELECTRIC
38593	6/21/2021	PGE10	PG&E STREETLIGHTS	3.53	C10622	GAS & ELECTRIC S.L.- ZONE
38594	6/21/2021	STA09	S.W.R.C.B.	55.00	C10622	CERT RENEWAL FOR E. JONES
38595	6/21/2021	THO01	THOMAS & ASSOCIATES	1,095.69	32158	REPAIRS/SUPPLIES
38596	6/21/2021	THR01	THRIFTY SUPPLY COMPANY	76.90	1493124	REPAIRS/SUPPLIES
				2,561.54	1493567	REPAIRS/SUPPLIES
			Check Total:	<u>2,638.44</u>		
38597	6/21/2021	VAL02	VALLEY PACIFIC	825.74	423432	GAS/OIL/LUBE

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
38598	6/28/2021	ADV01	ADVANCED SECURITY SYSTEM	987.00	567407	SECURITY SYSTEMS
38599	6/28/2021	CAL33	CALIFORNIA STATE LANDS CO	1,069.14	B2156	CALIFORNIA STATE LANDS CO
38600	6/28/2021	COA01	COASTAL BUSINESS SYSTEMS	1,170.20	29513649	COPIER MONTHLY PAYMENT
38601	6/28/2021	COR01	CORBIN WILLITS SYSTEMS, INC	963.05	C106151	MOM MONTHLY MAINT.
38602	6/28/2021	HUM09	HUMBOLDT COUNTY	12,325.94	C10628	DISTRICT ELECTION
38603	6/28/2021	INF03	INFINITE CONSULTING SERVICE	323.23	9168	OFFICE SUPPLIES
38604	6/28/2021	MCK11	MCKINLEYVILLE SENIOR CENTER	21.40	C10628	PARKS DEPT. INTERNET SHARE
38605	6/28/2021	PGE06	PG&E-STREETLIGHTS	17.12	C10628	GAS & ELECTRIC S.L.- ZONE
38606	6/28/2021	PGE08	PG&E STREETLIGHTS	16.43	C10628	GAS & ELECTRIC S.L.- ZONE
38607	6/28/2021	PGE09	PG&E-STREETLIGHTS	83.21	C10628	GAS & ELECTRIC S.L.- ZONE
38608	6/28/2021	RCS01	RC SYSTEMS, INC.	3,575.00	18875	RECPRO ANNUAL SOFTWARE SUBSCR
38609	6/28/2021	SAF04	SAFEWAY INC. FILE # 72905	5.30	C10624	LAB TESTING SUPPLIES
38610	6/28/2021	SDR01	SDRMA	158,120.83	70411	LIABILITY & W/COMP INSURANCE
38611	6/28/2021	STR01	STREAMLINE	300.00	7	WEBSITE MONTHLY FEE
38612	6/28/2021	SUD01	SUDDENLINK	196.37	C10628	TEEN CENTER INTERNET
38613	6/28/2021	USB01	U.S. BANK TRUST N.A.	7,270.83	C10624	SEWER BOND PAYMENT
D00060	6/2/2021	BIN01	BINDER, SCOTT	125.00	C10527	BOARD MEETING 5/5/2021
D00060	6/2/2021	COU09	COUCH, DAVID	125.00	C10527	BOARD MEETING 5/5/2021
D00060	6/2/2021	ORS01	ORSINI, GREGORY	125.00	C10527	BOARD MEETING 5/5/2021
			Check Total:	<u>375.00</u>		
				<u>447,927.22</u>		
<b>Total Disbursements, Accounts Payable:</b>				<b><u>447,927.22</u></b>		

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
<b>Payroll Related Disbursements</b>						
17408-17420	6/8/2021		Various Employees	9,309.23		Payroll Checks
17421	6/8/2021	CAL12	CalPERS 457 Plan	8,510.31	C10608	RETIREMENT
				662.81	1C10608	PERS 457 LOAN PMT
			Check Total:	<u>9,173.12</u>		
17422	6/8/2021	DIR01	DIRECT DEPOSIT VENDOR- US	36,021.20	C10608	Direct Deposit
17423	6/8/2021	EMP01	Employment Development	-	C10524A	STATE INCOME TAX
				1,482.99	C10608	STATE INCOME TAX
				60.78	1C10524A	SDI
				800.69	1C10608	SDI
			Check Total:	<u>2,344.46</u>		
17424	6/8/2021	HEA01	HEALTH EQUITY, ATTN: CLINT	175.00	C10608	HSA
17425	6/8/2021	HUM29	UMPQUA BANK--PAYROLL DEP.	-	C10524A	FEDERAL INCOME TAX
				5,259.08	C10608	FEDERAL INCOME TAX
				628.10	1C10524A	FICA
				8,279.88	1C10608	FICA
				146.90	2C10524A	MEDICARE
				1,936.44	2C10608	MEDICARE
			Check Total:	<u>16,250.40</u>		
17426	6/8/2021	ACW01	CB&T/ACWA-JPIA	58,108.90	C10531	MED-DENTAL-EAP INSUR
17427	6/8/2021	PUB01	Public Employees PERS	19,495.85	C10531	PERS PAYROLL REMITTANCE
17428-17443	6/17/2021		Various Employees	9,780.69		Payroll Checks
17444	6/17/2021	CAL12	CalPERS 457 Plan	8,445.44	C10617	RETIREMENT

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
			Check Total:	<u>662.81</u> <u>9,108.25</u>	1C10617	PERS 457 LOAN PMT
17445	6/17/2021	DIR01	DIRECT DEPOSIT VENDOR- US	36,481.45	C10617	Direct Deposit
17446	6/17/2021	EMP01	Employment Development	1,531.97	C10617	STATE INCOME TAX
			Check Total:	<u>819.53</u> <u>2,351.50</u>	1C10617	SDI
17447	6/17/2021	HEA01	HEALTHEQUITY, ATTN: CLINT	175.00	C10617	HSA
17448	6/17/2021	HUM29	UMPQUA BANK--PAYROLL DEP.	5,402.52	C10617	FEDERAL INCOME TAX
			Check Total:	<u>8,501.60</u> <u>1,988.28</u> <u>15,892.40</u>	1C10617 2C10617	FICA MEDICARE
			<b>Total Disbursements, Payroll:</b>	<u><u>224,667.45</u></u>		
			<b>Total Check Disbursements:</b>	<b>672,594.67</b>		





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# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 4, 2021

TYPE OF ITEM: **ACTION**

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**ITEM: D.4**                      **Consider Approval of Resolution 2021-20 Providing Support to Orange County Water District (OCWD) First Vice President Cathy Green as a Candidate for the Office of ACWA Vice President**

**PRESENTED BY:**              **Dennis Mayo, Board President via April Sousa, Board Secretary**

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

**Recommendation:**

Staff recommends that the Board review the information provided and adopt Resolution 2021-20, **Attachment 1**, Providing Support to OCWD First Vice President Cathy Green as a Candidate for the Office of ACWA Vice President.

**Discussion:**

The Association of California Water Agencies (ACWA), of which MCSD is a member, has announced the nomination period for many ACWA officer positions and members of the Board and is developing a slate for the upcoming ACWA election of its statewide positions of President and Vice President.

Director Cathy Green has served on the ACWA board since 2016 and has the qualifications to fill the role of Vice President. These qualifications can be found in **Attachment 2**.

Director Mayo supports Director Green’s candidacy and advocates for the MCSD Board to also support this nomination.

**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 2021-20
- Attachment 2 – Statement of Qualifications Flyer

**RESOLUTION 2021 – 20**

**RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT (MCSD) BOARD OF DIRECTORS TO SUPPORT ORANGE COUNTY WATER DISTRICT (OCWD) FIRST VICE PRESIDENT CATHY GREEN AS A CANDIDATE FOR THE OFFICE OF ACWA VICE PRESIDENT**

**WHEREAS**, the Association of California Water Agencies (ACWA) has announced that a Nominating Committee has been formed to develop a slate for the ACWA election of its statewide lead officer positions of President and Vice President; and,

**WHEREAS**, the individual who fills the ACWA Vice President position needs to possess a working knowledge of water industry issues and concerns, connections with water professionals throughout the state, strength of character and leadership capabilities, and experience in matters related to the performance of the duties of the office; and,

**WHEREAS**, this person must be able to provide the dedication of time and energy to effectively serve in this capacity; and,

**WHEREAS**, MCSD recognizes that Director Green has served on the ACWA Board since 2016, and on the ACWA Board Executive Committee since 2020; and,

**WHEREAS**, Director Green has served as ACWA Region 10 Chair (2018-19) and is now serving her second term as ACWA Region 10 Vice Chair (2016-17, 2020-current), and she has served as ACWA Region 10 Board member since 2012; and,

**WHEREAS**, Director Green serves on the ACWA Water Quality Committee (2012-current) and the ACWA Energy Committee (2019-current), and she previously served on the ACWA State Legislative Committee (2012-15); and,

**WHEREAS**, Director Green has served in a leadership role at Orange County Water District. She was elected to the OCWD Board of Directors (OCWD Board) in November 2010 and was re-elected in 2012, 2016 and 2020. She was selected by the OCWD Board to serve as its 2015 and 2016 President. She currently serves as First Vice President, a position she previously held in 2013, 2014, and since 2019; and,

**WHEREAS**, Director Green currently serves as the Chair of the Water Advisory Committee of Orange County (WACO), Chair of the OCWD Water Issues Committee, and Vice Chair of the OCWD Communications and Legislative Liaison Committee; and,

**WHEREAS**, prior to her service on OCWD's Board, Director Green was elected to two consecutive terms on the Huntington Beach City Council (2002-2010) where she served two terms as Mayor (2003, 2009). Director Green has been involved as a council liaison and active community member on many city boards, commissions, and committees; and,

**WHEREAS**, it is the opinion of the MCSD Board of Directors that Director Green possesses all of the qualities needed to fulfill the duties of the office of ACWA Vice President; and,

**NOW, THEREFORE, BE IT RESOLVED**, that Board of Directors of the McKinleyville Community Services District does hereby endorse Orange County Water District First Vice President Cathy Green as a candidate for Vice President of the Association of California Water Agencies.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on August 4, 2021 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Dennis Mayo, Board President

Attest:

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April Sousa, MMC, Board Secretary

# ELECT CATHY GREEN AS ACWA VICE PRESIDENT

COMMITMENT · EXPERIENCE · LEADERSHIP



## ACWA BOARD MEMBER

- Executive Committee (2020-current)
- Region 10 Chair (2018-19)
- Region 10 Vice Chair (2016-17, 2020-current)
- Region 10 Board Member (2012-current)

## ACWA COMMITTEES

- Water Quality Committee (2012-current)
- Energy Committee (2019-current)
- State Legislative Committee (2012-2015)

## ORANGE COUNTY WATER DISTRICT, Director (2010-current)

- President 2015-16
- 1<sup>st</sup> Vice President (2013, 2014, 2019-current)
- Water Advisory Committee of Orange County (WACO): Chair
- Water Issues Committee: Chair
- Communications/Legislative Liaison Committee: Vice Chair

## CIVIC LEADERSHIP

- City of Huntington Beach Mayor (2003, 2009)
- Councilwoman (2002-2010)

## PROFESSIONAL EXPERIENCE

- Registered Nurse
- Law degree

*My vision for ACWA is to embrace its motto -- Bringing Water Together -- which, for me, is about unifying ACWA members and working collaboratively with diverse stakeholders to find smart solutions to the challenges we are now facing.*

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 4, 2021

TYPE OF ITEM: **ACTION**

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**ITEM: D.5**                      **Consider Approval to Declare 2001 Ford F-250 Truck Surplus**

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

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

### **Recommendation:**

Staff recommends the Board declare the following items surplus, authorize staff to advertise for a closed bid and award the purchase of the following item to the highest bidders:

- 2006 Ford F-250 Truck Unit 4

### **Discussion:**

Due to the District Vehicle Replacement Program, the Parks and Recreation Department has a 2006 Ford F-250 with approximately 89,000 miles that has been used as the District's Utility Vehicle and then as a Park Maintenance Vehicle. The truck has been replaced with a 2011 Ford F-250.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Since the vehicle is fully depreciated, we do our best to find fair market value for this item. The approximate value for this truck is \$3,500 per Kelley Blue Book. With that being said, there are several items wrong with the truck and we will list it as a parts only truck and take the highest bid. The revenue generated by the sale of this vehicle will be credited to the Parks & Recreation budget.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

None

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Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

None

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 4, 2021

TYPE OF ITEM: **ACTION**

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**ITEM: E.2**                      **Consider Second Reading and Adoption of Ordinance No. 2021-06 Adding Article VII: Water Conservation Establishing Rules and Regulations for Rationing Water During a Water Shortage Emergency and Establishing Penalties for Violations**

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

**TYPE OF ACTION:**          **Roll Call Vote**

**Recommendation:**

Staff recommends that the Board review the provided material, take public comment, and approve a second reading and adoption of Ordinance No. 2021-06, by title only.

**Discussion:**

Water shortage contingency plans (WSCP) have been required as part of the water contingency analysis specified by the California Water Code 10632 since the early 1980s for urban water suppliers. The McKinleyville Community Services District is in the process of updating their existing WSCP, which is also a part of the Urban Water Management Plan (UWMP), in accordance with the California Water Code and California Urban Water Management Planning Act of 1983 (AB 797), including amendments made per the Water Conservation Bill of 2009 (SBX7-7). The overall intent of the WSCP and UWMP are to provide a framework for long term water planning and to inform the public of long-term resource planning that ensures adequate water supplies for existing and future demands. The goal of developing a WSCP is to prepare in advance a response for various water shortage conditions. These shortages could be caused by droughts or other natural forces, system interruptions or failures, chronic maintenance deferral, dropping groundwater levels, or regulatory action.

The MCSD Water Contingency Plan has been previously an ordinance that was not codified within the MCSD Rules and Regulation. This "Ordinance 10" was originally adopted in 1977, amended by Ordinance 11 shortly after and then amended again in 2015 through resolution.

At this time, it is recommended to codify the District's WSCP requirements into the MCSD Rules and Regulations and incorporate current required updates to the WSCP at the same time.

Ordinance 2021-06 (**Attachment 1**) adds Article VII to the District Rules & Regulations to address Water Conservation, and includes the Water Contingency Plan, and will have room for the addition of rules in the future if needed.

Exhibit A to the Ordinance (**Attachment 1.a**) is Article VII in its entirety.

At the July 7, 2021 Board meeting, a change to stage 5 was made. This was ratified at the July 22, 2021 Special Board meeting, and is modified in Attachment 1.a for reference.

A first reading, by title only, took place on July 7, 2021, and ratified on July 22, 2021. Should this Ordinance be adopted, it will become effective 30 days after passage.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Ordinance No. 2021-06
- Attachment 1.a – Exhibit A to Ordinance No. 2021-06

**ORDINANCE NO. 2021-06**  
**AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
**ADDING ARTICLE VII: WATER CONSERVATION ESTABLISHING RULES AND**  
**REGULATIONS FOR RATIONING WATER DURING A WATER SHORTAGE**  
**EMERGENCY AND ESTABLISHING PENALTIES FOR VIOLATIONS THEREOF**

**WHEREAS**, Article X, Section 2 of the California Constitution declares that waters of the State are to be put to beneficial use, that waste, unreasonable use, or unreasonable method of use of water be prevented, and that water be conserved for the public welfare; and

**WHEREAS**, conservation of current water supplies and minimization of the effects of water supply shortages that are the result of drought are essential to the public health, safety and welfare; and

**WHEREAS**, regulation of the day or time of certain water use, manner of certain water use, design of rates, method of application of water for certain uses, installation and use of water-saving devices, provide an effective and immediately available means of conserving water; and

**WHEREAS**, California Government Code section 61100, subdivision (a) incorporates Water Code sections 71000 et seq., including section 71640, into the Community Service District Law; and

**WHEREAS**, California Water Code section 71610.5 authorizes the District to undertake a water conservation program to reduce water use and may require, as a condition of new service, that reasonable water-saving devices and water reclamation devices be installed to reduce water use; and

**WHEREAS**, pursuant to Water Code section 71640, municipal water districts may restrict the use of district water during a drought emergency or other water shortage condition and may prohibit the wastage of district water or the nonessential use of district water during such periods for any purpose other than household uses or other restricted uses as the District determines to be necessary; and

**WHEREAS**, pursuant to Water Code section 71641 and Government Code section 6061, the District must publish in a newspaper of general circulation any ordinance setting forth the restrictions, prohibitions, and exclusions determined to be necessary under Water Code section 71640 within 10 days after its adoption, even though the ordinance is effective upon adoption; and

**WHEREAS**, Water Code section 71644 establishes that, from the publication of an ordinance pursuant to section 71641 until the repeal of the ordinance or end of the emergency, it is a misdemeanor punishable by up to 30 days in county jail and/or a fine

of up to \$500 for any person to use or apply water from the District contrary to or in violation of any restriction or prohibition; and

**WHEREAS**, the adoption and enforcement of a comprehensive water conservation program will allow the District to delay or avoid implementing measures such as water rationing or more restrictive water use regulations pursuant to a declared water shortage emergency as authorized by California Water Code sections 350 et seq.; and

**WHEREAS**, the District has previously adopted a comprehensive water conservation program in 1977 through Ordinance 10, amended with Ordinance 11 also in 1977, and further amended in 2015 through Resolution 2015-09; and

**WHEREAS**, the District desires to incorporate and codify this water conservation program within its Rules and Regulations with necessary updates.

**NOW THEREFORE**, the Board of Directors of the McKinleyville Community Services District does hereby ordain the following:

**Section 1. ARTICLE VII: WATER CONSERVATION** is added to the MCSD Rules and Regulations as attached in Exhibit A.

**Section 2. Definitions.** For the purpose of this Ordinance the following terms, phrases, words, and their derivations shall have the meaning given herein and if not already within the Rules and Regulations Definitions found in Rule 1 shall be added. The word "shall" is always mandatory and not merely directory.

- a) **"District"** is McKinleyville Community Services District.
- b) **"Board of Directors"** is the elected Board of Directors of the McKinleyville Community Services District.
- c) **"Customer"** is any person using water supplied by the McKinleyville Community Services District.
- d) **"Manager"** is the General Manager of the McKinleyville Community Services District.
- e) **"Person"** is any person, firm, partnership, association, corporation, company, or organization of any kind.
- f) **"Water"** is water from the McKinleyville Community Services District.
- g) **"Outdoor surface"** is any patio, porch, veranda, driveway, or sidewalk.

**Section 3. Publication.** Within ten (10) days of adoption, the District will publish in a newspaper of general circulation this ordinance setting forth the restrictions, prohibitions, and exclusions determined by the District to be necessary.

This Ordinance shall take effect and be in full force and effective thirty (30) days after its passage.

Introduced at a regular meeting of the Board of Directors held on July 7, 2021 and passed and adopted by the Board of Directors on \_\_\_\_\_, upon the motion of Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ and by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

\_\_\_\_\_  
Dennis Mayo, Board President

\_\_\_\_\_  
April Sousa, MMC, Board Secretary

## Exhibit A

### Article VII: Water Conservation

#### Regulation 80 – Water Shortage Contingency Plan

##### Rule 80.01 – Introduction

This regulation details the provisions of the Water Shortage Contingency Plan (WSCP). The rules and regulations of this plan were originally adopted in 1977 through Ordinance 10, and subsequently were amended through Ordinance 11 in 1977 and Resolution 2015-09 in 2015. Prior to 2021, these rules and regulations were stand alone. In 2021, the rules and regulations for the WSCP were codified.

##### Rule 80.02 – Declaration of Water Shortage Emergency

The provisions of the WSCP shall take effect upon a declaration of a water shortage made by a resolution of the McKinleyville Community Services District (MCSD) Board of Directors (the Board). Recommendation for the implementation of the WSCP shall be brought to the Board of Directors whenever the District General Manager, upon engineering analysis of District water supplies, information received from the wholesale water provider, Humboldt Bay Municipal Water District (HBMWD), or due to regulatory requirements, notices, or orders, finds and determines that a water shortage emergency exists or is imminent within the MCSD water service area and a declaration of a water shortage is made by a resolution of the MCSD Board of Directors, and they shall remain in effect for the duration of the water shortage set forth in the resolution.

Stage	Demand Reduction Goals
Stage 1 – Voluntary Consideration	Up to 10%
Stage 2 – Voluntary Conservation	Up to 20%
Stage 3 – Mandatory Conservation	Up to 30%
Stage 4 – Emergency Water Shortage	Up to 40%
Stage 5 – Emergency Mandatory Rationing	Up to 50%
Stage 6 – Critical Water Shortage Emergency Rationing	Greater than 50%

##### Rule 80.03 - Application

The provisions of this Regulation shall apply to all customers using water both in and outside the McKinleyville Community Services District, regardless of whether any customer using water shall have a contract for water service with the McKinleyville Community Services District.

##### Rule 80.04 - Determination of Stage of Action Necessary

This Regulation is to be implemented during times of declared water shortages or declared water shortage emergencies. It establishes six stages of response actions to be implemented in times of shortage, as set forth in Rule 80.07: Water Shortage Contingency Plan Shortage Stages, with increasing restrictions on water use in



response to worsening drought conditions or decreasing available supplies. The MCSD Board of Directors, upon recommendation by the Manager, shall determine and declare by resolution the stage of response action necessary. Notice of such determination shall be published in a newspaper of general circulation and shall be effective within five (5) days from the date the declaration is made.

**Rule 80.05 – Waste of Water Prohibited**

No water furnished by the District shall be wasted. Waste of water includes, but is not limited to, the following:

- a) Permitting water to escape (run to waste) down a gutter, ditch, or surface drain.
- b) Failure to repair a controllable leak of water.
- c) Failure to put to reasonable beneficial use any water withdrawn from the District's system.

**Rule 80.06 – Prohibition of Non-Essential Use of Water**

No water furnished by the District shall be used for any purpose declared to be non-essential by this Regulation for the following stages of action as determined by the Board of Directors after considering specific triggers consistent with the Water Shortage Contingency Plan for the MCSD Service Area.

**Rule 80.07 – Water Shortage Contingency Plan Shortage Stages**

Six standard water shortage stages corresponding to progressive ranges of up to 10, 20, 30, 40 and 50 percent and greater than 50 percent reduction in use.

Stage 1	Voluntary Consideration	Up to 10% Reduction
Achieve up to 10% reduction in water usage compared to the corresponding billing period in the previous calendar year (prior to declaration of the most recent water shortage emergency) by encouraging voluntary consideration, enforcement of water wasting regulations and water conservation regulations, requesting customers to make conscious efforts to conserve water. Voluntary actions include:		
<ul style="list-style-type: none"> <li>• Water conservation is requested of all customers.</li> </ul>		
<ul style="list-style-type: none"> <li>• Use water efficient indoor devices.</li> </ul>		
<ul style="list-style-type: none"> <li>• Installation of low-flow shower heads, low-flush toilets, and faucet aerators.</li> </ul>		

<b>Stage 2</b>	<b>Voluntary Conservation</b>	<b>Up to 20% Reduction</b>
Achieve up to 20% reduction in water usage by encouraging voluntary conservation, request restaurants to serve water only upon request, encourage private sector to use alternate source and encourage night irrigation. Additional voluntary actions include:		
<ul style="list-style-type: none"> <li>• Use of hose-end shutoff nozzles on all garden and utility hoses.</li> </ul>		
<ul style="list-style-type: none"> <li>• Refrain from washing cars, boats, trailers, or other vehicles except by hose with shutoff nozzle and bucket.</li> </ul>		
<ul style="list-style-type: none"> <li>• Promptly repair all leaks in plumbing fixtures, water lines, and sprinkler systems.</li> </ul>		

<b>Stage 3</b>	<b>Mandatory Conservation</b>	<b>Up to 30% Reduction</b>
From and after the date that the Board of Directors, by resolution, determines that Stage 3, Mandatory Conservation actions are to be implemented, in addition to the voluntary action in prior Stages, the following uses are declared to be non-essential:		
<ul style="list-style-type: none"> <li>• Outdoor irrigation of ornamental landscapes or turf with potable water is only allowed on Sundays, Tuesdays, Thursdays, and Saturdays.</li> </ul>		
<ul style="list-style-type: none"> <li>• Application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures.</li> </ul>		
<ul style="list-style-type: none"> <li>• Use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculation system.</li> </ul>		
<ul style="list-style-type: none"> <li>• The use of a hose that dispenses potable water to wash a motor vehicle or for any other purpose, except where the hose is fitted with a shutoff nozzle or device attached to it that causes it to cease dispensing water immediately when not in use.</li> </ul>		
<ul style="list-style-type: none"> <li>• Washing sidewalks, driveways, parking areas, tennis courts, patios, or other exterior paved areas except by public agency for the purpose of public safety.</li> </ul>		

Stage 4	Emergency Water Shortage	Up to 40% Reduction
<p>From and after the date that the Board of Directors, by resolution, determines that Stage 4, Emergency Water Shortage actions are to be implemented, in addition to the actions in prior Stages, the following uses are declared to be non-essential:</p>		
<ul style="list-style-type: none"> <li>Watering any portion of a golf course other than the tees and greens except where private well or recycled water supply is used.</li> </ul>		
<ul style="list-style-type: none"> <li>Fire hydrant water unless authorized by the District, except by fire protection agencies for fire suppression purposes, or for other authorized uses including storm drain maintenance, and street sweeping purposes. Water/sewer flushing, and fire flow testing are authorized only if coordinated and performed at the same time.</li> </ul>		
<ul style="list-style-type: none"> <li>Promptly repair all leaks in plumbing fixtures, water lines, and sprinkler systems.</li> </ul>		

Stage 5	Emergency Mandatory Rationing	Up to 50% Reduction
<p>From and after the date that the Board of Directors, by resolution, determines that Stage 5, Emergency Mandatory Rationing actions are to be implemented, in addition to the actions in prior Stages, the following uses are declared to be non-essential:</p>		
<ul style="list-style-type: none"> <li>Outdoor irrigation is prohibited unless total water use is reduced by 50% from the same billing period from the previous calendar year (prior to declaration of the most recent water shortage emergency).</li> </ul>		
<ul style="list-style-type: none"> <li>Any leaks that are not repaired within 24 hours after discovery will result in water shut-off.</li> </ul>		
<ul style="list-style-type: none"> <li>Operating a hotel, motel, or other commercial lodging establishment without offering patrons the option to forego the daily laundering of towels, sheets, and linens.</li> </ul>		
<ul style="list-style-type: none"> <li>Planting any new landscaping, <del>except for designated drought resistant landscaping approved by the District.</del> (Couch/Orsini – July 7 – Unanimous)</li> </ul>		
<ul style="list-style-type: none"> <li>Watering any residential lawn, or any commercial or industrial area lawn maintained for aesthetic purposes, at any time of the day or night during the period of March 1 through September 30, when a Stage 5 is in progress.</li> </ul>		
<ul style="list-style-type: none"> <li>Use of water for any outdoor washing purpose including commercial car washing, window washing, and paint preparation.</li> </ul>		
<ul style="list-style-type: none"> <li>Washing of cars, boats, trailers, or other vehicles.</li> </ul>		
<ul style="list-style-type: none"> <li>Automated commercial car washes without a water recycling system.</li> </ul>		
<ul style="list-style-type: none"> <li>Street cleaning or dust control with potable water.</li> </ul>		

<ul style="list-style-type: none"> <li>• Filling or to top off any swimming pools, outdoor spas, wading pools, and ornamental water features.</li> </ul>
<ul style="list-style-type: none"> <li>• Use of water from a fire hydrant except for fighting fires and human consumption.</li> </ul>

Stage 6	Critical Water Shortage Emergency Rationing	> 50% Reduction
From and after the date that the Board of Directors, by resolution, determines that Stage 6, Critical Water Shortage Emergency Rationing actions are to be implemented, in addition to the voluntary action in prior Stages, the following uses are declared to be non-essential:		
<ul style="list-style-type: none"> <li>• Agricultural irrigation.</li> </ul>		
<ul style="list-style-type: none"> <li>• Outdoor irrigation.</li> </ul>		
<ul style="list-style-type: none"> <li>• Any leaks that are not repaired immediately will result in water shut-off.</li> </ul>		
<ul style="list-style-type: none"> <li>• Bulk water sales.</li> </ul>		

**Rule 80.08. Enforcement**

The General Manager and all employees of the McKinleyville Community Services District have the duty and are authorized to enforce the provisions of this Ordinance and shall have all the powers and authority contained in California Penal Code Section 836.5, including the power to issue written Notice of Violations and Administrative Citations.

MCSD has a variety of remedies to help ensure compliance. These remedies begin with education regarding the restrictions and information about resources available from MCSD to assist in complying with regulations. The remedies also include an escalating series of actions, including:

1. Notice of Violation.
2. Administrative Citations up to \$500
3. Referral to MCSD’s Legal Counsel for civil or criminal prosecution.
4. Shut off-of water service.

(a) **Notice of Violation.** If any person fails or refuses to comply with this Ordinance, the MCSD General Manager shall provide that person with written notice of the violation and an opportunity to correct the violation. The written notice shall:

1. Be posted or presented at the site of the noncompliance;
2. State the time, date, and place of violation;
3. State a general description of the violation;
4. State the means to correct the violation;
5. State a date by which correction is required [period for compliance will be shortened depending on applicable water supply shortage level];
6. State the possible consequences of failing to correct the violation; and,

7. Include appeal and hearing rights and procedures.
  8. A copy of the written notice shall be mailed to the address of the violation, to the party who is billed for the water, or to the owner of the property, as appropriate.
- (b) **Administrative Citations.** Failure to correct the Notice of Violation within the time specified in the written notice will result in one or more of the following actions after providing appropriate due process:
1. Any penalties, surcharges or increased charges incurred by MCSD for excessive use by customers shall be passed on to the customers causing the excessive use of water.
  2. Impose an Administrative Citation of not more than one hundred dollars (\$100) for a first violation, two hundred dollars (\$200) for a second violation, and five hundred dollars (\$500) for each additional violation occurring within the calendar year.
  3. Place a flow restricting device on the meter. Payment of MCSD's charges for installing and/or removing any flow restricting device and for disconnecting and/or reconnecting service is the responsibility of the customer.
  4. Each day that a violation occurs is a separate offence.
- (c) **Administrative Hearing.** Any person wishing to appeal a Notice of Violation or Administrative Citation, shall, within fifteen (15) days of receipt thereof; file a written request for an administrative hearing with the MCSD Board of Directors. A hearing on the matter shall be held before the MCSD Board of Directors during the next available Board meeting. The decision to terminate water service is not taken lightly and will occur when all other enforcement measures have not been effective. MCSD will consider all the following as part of its decision regarding appropriate remedies to employ and on whether to grant an appeal:
- Drought Response Level in effect.
  - Prior enforcement remedies applied.
  - Public health and safety.
  - Amount of water being used in violation.
  - Impact of the violation
- (d) **Final Decision.** The appeal decision by the MCSD Board of Directors shall detail the final penalties or surcharges up to and including termination of water service. If the original Notice of Violation recommended the termination of water service, it shall be at the General Managers discretion on whether water service is terminated while the appeal is waiting to be heard by the Board. The General Manager shall use the above criteria to arrive at their decision.

The Final Decision of the hearing shall be issued within (30) days of the conclusion

of the hearing and shall be delivered by first class mail, postage paid, to the parties.

**Rule 80.09. Variances**

Applications for a variance from the provisions of this Ordinance may be made to the General Manager. The General Manager may grant a variance to permit a use of water otherwise prohibited by this ordinance if the General Manager determines that the variance is reasonably necessary to protect the public health and safety and/or economic viability of commercial operation. Any decision of the General Manager under this section may be appealed to the MCSD Board of Directors.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 4, 2021

TYPE OF ITEM: **ACTION**

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**ITEM: E.3**                      **Approve Resolution 2021-21 Initiating the Formation of Avelar/Imeson Subdivision Open Space Maintenance Zone (OSMZ) #28**

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

**TYPE OF ACTION:**            **Roll Call Vote**

**Recommendation:**

Staff recommends that the Board review the Engineer's Report, (**Attachment 2**) and then adopt Resolution 2021-21, (**Attachment 1**) for approval to initiate the formation of the Avelar/Imeson Subdivision Open Space Maintenance Zone #28.

**Discussion:**

Mr. Avelar & Mr. Lazar are developing the thirteen (13) lot Avelar Subdivision on Imeson Road in McKinleyville. Mr. Avelar represents a majority of the property owners within the proposed OSMZ. The subdivision is currently under development, and Mr. Avelar & Mr. Lazar request the OSMZ be formed, but at this time has requested MCSD delay in assuming the responsibilities of maintenance for the OSMZ (and charging OSMZ fees) until after some of the subdivision lots are sold. The OSMZ allows the District to perform the role of maintaining the OSMZ after the developer has constructed the improvements to District standards and has dedicated the completed facilities to the District.

**Attachment 2**, includes a stamped Engineer's Report detailing the expected monthly costs for the assessment district, (Exhibit B of Engineer's Report), and site plan showing approximate location, (Exhibit A of Engineer's Report). **Attachment 1** is draft **Resolution 2021-21** initiating the process for the formations of the OSMZ. Pursuant to Proposition 218, the process will include preparation of an Engineer's Report and ballot. The Engineer's Report and ballot will be mailed to the developer, as majority owner of the properties included in the proposed Open Space Maintenance Zone. The OSMZ formation public hearing is scheduled for the October 2021 regular Board Meeting.

Staff will post notice of the Hearing and will mail notice to the developer. The Board should note that this is NOT a protest hearing.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

The Engineer's Report designates the expenses for maintenance, insurance and administration of the zone to the owners of the property within the proposed zone. A monthly administrative fee for the District's estimated administration cost for billing is included in the cost division formula.

It should be noted that the Engineer's Report utilizes a fully loaded hourly rate (\$55/hr) that will allow the District to contract out the maintenance if required. The existing Parks & Recreation Maintenance Staff are already stretched to their limit and beyond handling existing maintenance duties. The addition of more OSMZs, such as the proposed, will not generate sufficient District income to allow us the hire additional Staff. Until sufficient OSMZs (or increased Measure B funding) are acquired to reach the tipping point to be able to hire additional Staff, maintenance may have to be contracted out.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments**

- Attachment 1 – Resolution 2021-21
- Attachment 2 – Avelar/Imeson Subdivision Engineer's Report



**RESOLUTION 2021 – 21**

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT INITIATING THE AVELAR/IMESON SUBDIVISION OPEN SPACE MANAGEMENT ZONE #28**

**WHEREAS**, the developer of the Avelar/Imeson Subdivision desires to form an Open Space Zone to pay for the administration and maintenance of the detention basin (Parcel A) and drainage ditch (Area B) within the proposed project area described as APN 510-441-001, and

**WHEREAS**, the District Board, on August 16, 1990, adopted Ordinance 38 which establishes a process for administration of open space zones, and

**WHEREAS**, the Board has reviewed and approved a Draft management plan for the proposed zone in compliance with Ordinance 38.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby

1. Propose the formation of the Zone;
2. Preliminarily 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;
3. Sets October 6, 2021 at 7:00 pm at Azalea Hall as the time and place for a public hearing on the proposed assessment and the formation of the Zone (the “Hearing”);
4. Directs that notice of the Hearing be mailed to property owners within the District as required by Article XIID, Section 4 of the California Constitution. Such notice shall include a protest ballot as required by Article XIID, Section 4. Ballots will be accepted and tabulated pursuant to the rules attached hereto as EXHIBIT A.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on August 4, 2021 by the following polled vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Dennis Mayo, Board President

Attest:

\_\_\_\_\_  
April Sousa, MMC, Board Secretary

## ENGINEER'S REPORT

### **AVELAR / IMESON SUBDIVISION** **OPEN SPACE MAINTENANCE ZONE #** **DEVELOPER INITIATED OPEN SPACE MAINTENANCE ZONE**

This report outlines a proposed Open Space Maintenance Zone for the **AVELAR / IMESON SUBDIVISION**. The site plan, which constitutes a map of the Zone and delineates the boundaries of the Zone, is attached hereto as **Exhibit A**, and incorporated herein by reference.

The facilities to be maintained include a stormwater detention basin located in the subdivision and identified as "Parcel A" on the subdivision map on-file in the Recorder's Office in the County of Humboldt as Tract No. \_\_\_\_\_, recorded \_\_\_\_\_, 202\_, in Book \_\_\_ of Maps, Pages \_\_\_ - \_\_\_, the "Parcel A" landscape strip adjacent to the sidewalk fronting Avelar Court and Imeson Road, and a stormwater vegetated swale identified as "Area B" along Imeson Road, as shown hereto on **Exhibit A**. Excluded from maintenance by this zone is the landscaping within the residential lots in the subdivision along Avelar Court, which will be the responsibility of the individual lot owners fronting each segment.

#### **Exhibit A – SITE PLAN**

The site plan shows the approximate location of the facilities included in the Zone. All facilities are to be maintained to specifications of the County of Humboldt and the McKinleyville Community Services District.

All residential lots within the Zone will equally share the cost of maintenance and overhead for the facilities. There are **13** residential lots within the Zone.

#### **Exhibit B – COST ESTIMATE**

The cost estimate, attached and incorporated herein by reference, details the current estimated costs and expenses for maintenance of the Zone.

Present monthly costs per lot are summarized as follows:

\$15.00 per month (1/13 share) of the estimated cost for maintenance, insurance, and inspection.

\$0.50 per month charge for Administrative Fees

**\$15.50 total assessment per lot per month**

The cost estimate is a determination of the cost of the special benefit to each parcel within the Zone from the operation and maintenance of the facilities shown on the site plan. The stormwater vegetated swale and detention basin permits the orderly and safe drainage of stormwater from the stormwater system serving the assessed parcels in the subdivision. Furthermore, the stormwater vegetated swale and detention basin provides open space to the assessed parcels.

Maintenance in the Zone will require 20 visits per year, for a total of 20 hours of effort. This includes once per month visits between August – March, and three visits per month in April – July. Maintenance in the Zone is anticipated to require the following:

#### **“Parcel A”**

- Weeding the landscape strip fronting Avelar Court and Imeson Road.
- Mowing the top and side slopes of the basin.
- Weeding invasive species from the pond bottom (Native plantings placed for stormwater treatment to remain).
- Removing debris from the storm drain inlet pipe and basin outlet structure.
- Repairing the basin perimeter fence as required.

#### **“Area B”**

- Mowing the vegetated swale.
- Removing debris from the storm drain outlet structure leaving the swale.

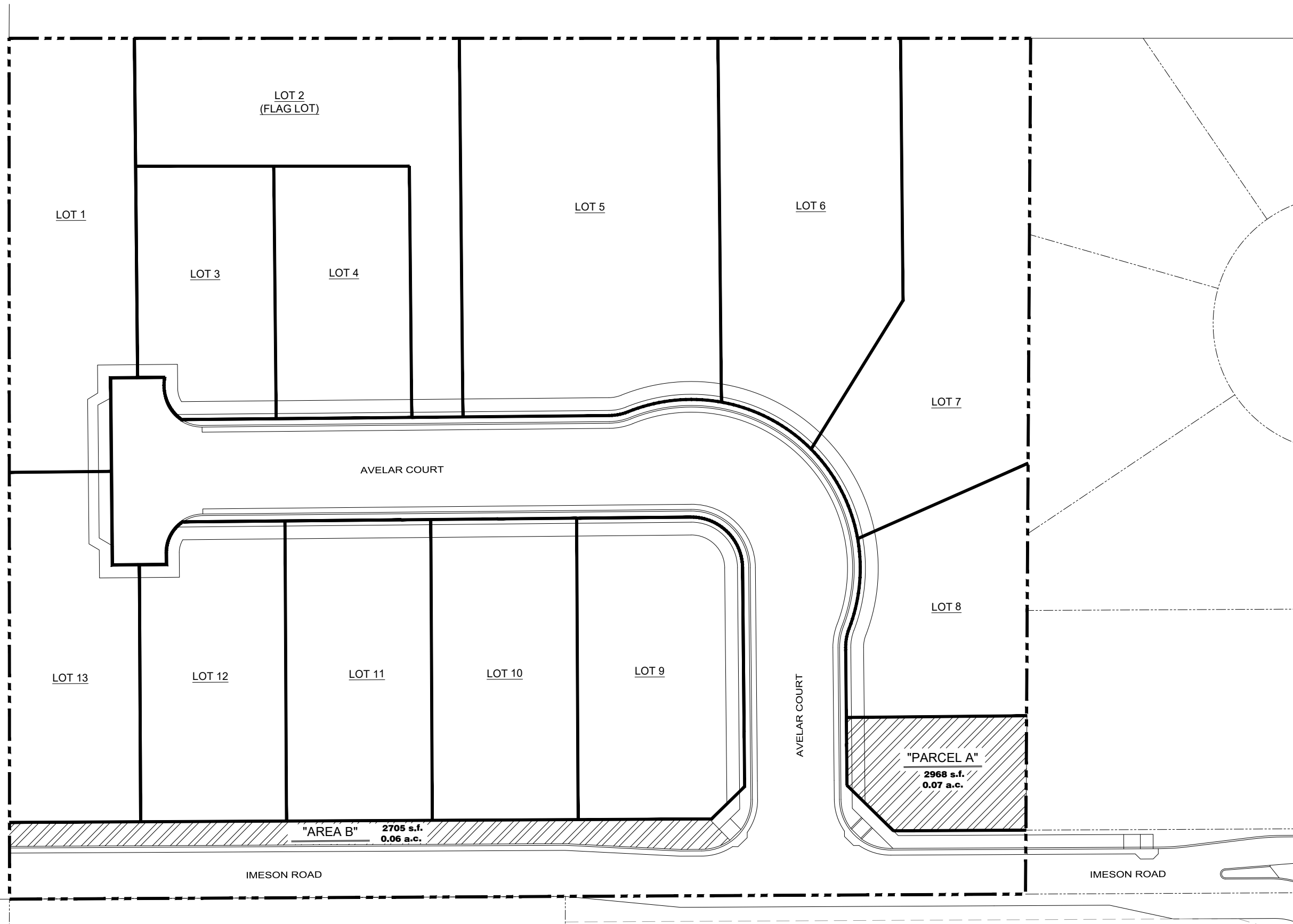
There is no general benefit from the facilities because the assessed parcels constitute all of the residential parcels within the geographically distinct subdivision that constitutes the Zone. Parcels outside of the Zone are in a different geographically distinct area, served by different facilities. Thus, each assessed parcel in the subdivision will have essentially equal proximity to (and special benefit from) improvements regardless of the parcel’s location within the Zone. Lastly, the assessed parcels are planned as single family residential parcels, of roughly similar size, meaning that each parcel will receive an equal share of the special benefit.


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 **July 1<sup>st</sup>, 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 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.



6-24-21



 <b>SCHILLINGER ENGINEERING</b> CIVIL ENGINEERING SOLUTIONS  P.O. BOX 1183 ARCATA, CA 95518 PH (707) 834-6169	HENRY AVELAR AVELAR / IMESON SUBDIVISION		JOB NUMBER 03-AVELAR
	OPEN SPACE MAINTENANCE ZONE MAP MCSD MAINTENANCE ZONE # __		SHEET 1 OF 1  <b>EXHIBIT A</b>

**EXHIBIT B**

**AVELAR / IMESON SUBDIVISION  
OPEN SPACE MAINTENANCE ZONE # \_\_\_  
MAINTENANCE COST ESTIMATE**

<b><u>Item Description</u></b>	<b><u>Annual Cost</u></b>
Avelar "Parcel A" (Basin) & Avelar "Area B" (Vegetated Swale)	\$1100.00
Insurance (Lump Sum Annual Cost)	\$500.00
Admin & Inspection (\$75/hr x 10hrs/yr)	\$750.00
<hr/>	
Total Annual Cost:	\$2350.00
Annual Cost per Lot @ 13 Total Lots:	\$180.77
<b>Subtotal Assessment / Lot / Month:</b>	<b>\$15.06</b>
Administrative Fee / Lot / Month:	\$0.50
<b><u>Total Assessment / Lot / Month (Call): \$15.50</u></b>	

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 4, 2021

TYPE OF ITEM: **ACTION**

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**ITEM: E.4**                      **Consider Changes to Board of Directors Future Meetings: Continuation of Hybrid versus In-Person Meetings, September 2021 Board Meeting Date Change, and Review Board Meeting Dates, Times, and Location for 2022 Calendar Year**

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

**April Sousa, Board Secretary**

**TYPE OF ACTION:**              **Roll Call Vote**

### **Recommendation:**

Staff recommends the Board review the provided information, take public comment, and consider possible actions for the following:

1. Continuation of Hybrid versus In-Person Only Meetings; and
2. Move the date of the September 2021 Board meeting from September 1<sup>st</sup> to September 8<sup>th</sup>.

Additionally, Staff recommends that the Board review and consider the proposed 2022 schedule for McKinleyville Community Services District Regular Board Meetings, held on the first Wednesday of each month, for the 2022 calendar year. Outside of the Board Meeting, Directors are requested to review the attachment and provide any conflicting dates to the Board Secretary, either in person or in an email, no later than September 27<sup>th</sup>. This item will be scheduled again for the October 6, 2021 Board Meeting, at which time the Board members can make a final decision.

### **Discussion:**

#### **Hybrid Verses In-Person Only Meetings**

At this time, the Governor's executive order N-29-20 is scheduled to sunset on September 30, 2021. With the commencement of this August 2021 meeting, the Board will have participated in three total Hybrid Board meetings. As the Board is fully aware, the first one had audio issues for a portion of it and necessitated a Special Board Meeting to ensure the Public had a chance to hear Board discussion on a few of the agenda items. The second Special Board Meeting proceeded without incident. Staff has confirmed with Legal Counsel and have added language to the top of the Board Agenda stating:

**Please note that the quality of the Zoom meeting cannot be guaranteed either because of internet issues on the side of the MCSD or your own connectivity issues. Therefore, MCSD cannot guarantee that the Public will be able to actively participate in the Board Meeting via Zoom. If you have Public input to provide on an agenda item, it is highly recommended you attend in person at Azalea Hall or submit written comments as outlined above.**

The intent of this language is to prevent the District from having to have a Special Board Meeting anytime the microphone has a glitch; the Wi-Fi, internet or electricity goes out at Azalea Hall; the laptop crashes; the internet becomes unstable; etc., etc. Another way this can be addressed is to explicitly say that Public comments will not be taken over Zoom. And of course, we could also go back to having meetings only in person. As detailed below, the location of the Board Meetings needs to be reconsidered annually, and if hybrid meetings are to be continued, this should be listed on the 2022 schedule.

### **September 1, 2021 Board of Directors Meeting**

The CSDA Annual Conference was scheduled well after MCSD approved its annual Board meeting schedule. This conference is scheduled for August 30 – September 2, 2021 and will have 3 of the 5 MCSD Board of Directors in attendance. With Executive Order N-29-20, MCSD could still continue with this meeting with all three Board of Directors attending via Zoom. In looking at the schedule for the upcoming CSDA Annual Conference, there appears to be items that the Directors who will be in attendance at the Conference may not wish to miss. For this reason, Staff would like to recommend moving the date of the September 2021 Board of Directors Meeting to the following Wednesday, September 8, 2021, when Board members may be able to attend more easily.

### **Proposed 2022 Schedule for MCSD Regular Board Meetings**

Both the MCSD Rules and Regulations (under Regulation 61, Board Meetings, Rule 61.0, Regular Meetings) and the Board of Directors Policy Manual (under Part 5, Board Meeting Procedures, Rule 5-1: Regular Meetings) address this topic – Regular meetings of the Board of Directors shall be held on the first Wednesday of each calendar month at 7:00 PM at either Azalea Hall, 1620 Pickett Road, or the District Office, 1656 Sutter Road, as specified by the agenda. The date, time, and place of the regular meetings shall be reconsidered annually. The schedule has been compiled and is now available for the Board to review with their personal schedules.

#### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

#### **Fiscal Analysis:**

Not applicable

#### **Environmental Requirements:**

Not applicable

#### **Exhibits/Attachments:**

- Attachment 1 – Proposed 2021 MCSD Regular Board Meeting Schedule



## 2022 MCSD Board Meetings

**First Wednesdays of the month for year 2022. Meetings are planned to take place in person with a zoom option for the public.**

<b>DATE</b>	<b>LOCATION</b>
January 5, 2022	Azalea Hall
February 2, 2022	Azalea Hall
March 2, 2022	Azalea Hall
April 6, 2022	Azalea Hall
May 4, 2022	Azalea Hall
June 1, 2022	Azalea Hall
July 6, 2022	Azalea Hall
August 3, 2022	Azalea Hall
September 7, 2022	Azalea Hall
October 5, 2022	Azalea Hall
November 2, 2022	Azalea Hall
December 7, 2022	Azalea Hall

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 4, 2021

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.5**                      **Annual Board Self-Evaluation Review and Discussion**

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

**TYPE OF ACTION:**            **None**

### **Recommendation:**

Staff recommends that the Board review the information presented (process, desired outcomes, and overall compilation of data), open for public comment, and discuss the results of the 2021 Board Self-Evaluation.

### **Discussion:**

Per the Board of Directors Policy Manual Rule 11, the Board is committed to its own performance as a board in order to identify the Board's strengths and areas in which it may improve the Board's functioning. The goals of the self-evaluation are to clarify roles, to enhance harmony and understanding among Board members, and to improve the efficiency and effectiveness of the Board meetings. The ultimate goal is to improve MCSD policies for the benefit of the McKinleyville community and employees of the District.

Members of the Board completed the approved self-evaluation questionnaire, consisting of several open-ended questions. The results have been compiled for the number of Board Members that completed the forms (**Attachment 1**).

### **Alternatives:**

Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Summary of Board Self-Evaluation Worksheets

McKinleyville Community Services District  
Board of Directors Self-Evaluation Worksheet

In order to truly understand how the Board is doing as elected officials for the McKinleyville Community Services District, please answer each question while specifically thinking about you and your opinion on your own effectiveness as a Board member.

1. Please briefly describe your understanding the vision and mission of the McKinleyville Community Services District?
  - To provide water, sewer, parks, recreation and streetlight services for MCSD customers and the McKinleyville community.
  - To deliver wastewater, sewer, streetlights, open space, library, and parks/rec services to the residents of the District in a fiscally responsible and equitable manner.
  - It's pretty cut and dry. "...to provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, and library services in an environmentally and fiscally responsible manner" can only be interpreted one way.
  - Maintain an atmosphere that allows MCSD to fulfill our mission statement to our rate payers.
  - I focus on the powers of the District
  
2. Over the last year, in what ways have you supported the vision and mission of MCSD?
  - I serve on multiple MCSD committees, participate fully during MCSD BOD meetings and make myself available to community members for their input.
  - Very little other than attend board meetings and maintain a landscaping strip in my neighborhood.
  - As a member of the Board, I've participated in decision-making in order to serve the community well as a whole. I do my research quite thoroughly, learning about the issues at hand. I've then used that knowledge to confidently support (or not) items that come before us with a firm resolve to uphold the mission/vision of the District. That is precisely what I was elected to do, and I hold that trust seriously.
  - Local & state advocacy and attention to MCSD bottom line.
  - Last year with Covid have had limited contact with public so mainly through meetings and committee assignments.
  
3. In what ways do you think the Board or Staff could better supported the vision and mission of MCSD?
  - At this point, I see no deficiencies in board or staff's effort in carrying out the mission and vision of MCSD.
  - I see Scott Binder and some staff members active in the community, I think that goes a long way in supporting the vision/mission of the MCSD. It also seems that

everyone is extremely knowledgeable about the projects and potentials of the MCSD.

- I currently think that both the Board and Staff are doing all they can do to support the vision and mission. If anything, Staff could better promote to the public the work that the District is doing on their behalf, although I'm not sure in what form that would take.
- Doing a fine job now – perhaps an eye to more community PR articles, news, etc.
- Think it is good.

4. Do you feel you have a good working relationship with the other Board members? Explain.

- Absolutely, I have had a working relationship with Directors Couch and Mayo for over 10 years and have been communicating with Directors Clark-Peterson and Binder since they announced their candidacies.
- No. I don't want to blame it all on COVID or my full-time job, but I think these two things have something to do with it. Nevertheless, this lack of a working relationship has been bothering me, so I finally started thinking up ways to change this. I started with Scott, who walks a lot in my neighborhood, and I recently joined him to talk shop and get more acquainted. I had also not been putting the PARC meetings on my calendar, but I have added them and will make that a priority so that I can be more informed, connected, and engaged. Hopefully these baby steps will help!
- Sure. Although we have diverse backgrounds, we all have good common sense and respect our mutual commitment to the job that we are entrusted to. Personally, I don't interact with fellow board members much outside of the realm of District business; when we are in session, I can work with them all to a good result.
- Yes.
- Think so. Have to be careful due to Brown act.

5. Do you have any suggestions for improving the working relationship with the other Board members?

- I think a board retreat would be a great way also would encourage all board members to participate in association conferences.
- I don't have any suggestions, but I am open to yours!
- Other than getting together socially and learning more about one another, no. Of course, that would have to be done on a one-on-one basis, as to not give a public perception of the possibility of a Brown Act violation.
- Keep up our ACWA and CSDA trainings and keep listening.
- No.

6. Do you feel you have a good working relationship with the General Manager? Explain.

- A good working relationship is a two-way street and am comfortable with my access to GM Kaspari and his responsiveness. My main reason for running for the MCSD board was to provide support to the GM.
  - Yes, in that Pat is welcoming, responsive, and patient and as a new person to the MCSD world I thoroughly appreciate those qualities!
  - Yes. GM Kaspari has always been very responsive to my questions and needs. He is knowledgeable, respectful, and professional. His communication skills drive my opinion the most; he is always quick to answer emails that may or may not be timely...and if he doesn't have an answer for me, he knows who to ask.
  - Yes.
  - Feel it is good. Will be more involved with GM next year.
7. Do have any suggestions for improving the working relationship between the General Manager and the Board?
- not at this time
  - No suggestions. It seems like a functional, pleasant relationship as far as I can tell.
  - No, I think that he does just fine. My fellow Board members with tenure may be able to answer this better, as they can weigh this question against the responsiveness of the former GM.
  - none
  - No.
8. What are MCSD's major programs and services that you would like to know more about?
- Since I have only been retired for a tad over one year, I am still fairly informed on all programs and services.
  - I know what they all are superficially, but don't have the dollar amounts or timelines
  - I am most interested in knowing more about the infrastructure related to water delivery and wastewater removal and treatment, from the Ranney wells in the Mad River, to ratepayer usage, and back to the river or ocean. The complete cycle. I'm particularly intrigued by the geographical physics involved in the movement of the product.
  - Never stop studying.
  - All good.

9. Do you follow trends and important developments in industries and services that MCSD provides? If yes, please give examples. If no, what would help you to do more in this area?

- I follow water and wastewater related regulations, water quality and supply standards state and federal and special district legislative advocacy
- No. I appreciate the emails that Dennis/Pat forward us on the occasional relevant topic because otherwise I do not follow these trends.
- I try to follow what I read on the CSDA website, as well as some trade publications such as WWD. I've been reading lately about infrared wastewater treatment and have discussed the pros/cons and limitations of this approach at our WW facility with members of the staff.
- Yes – fuel and material costs, legislative effects, EPA & ESA changes.
- Yes, due to my work in water and wastewater.

10. Do you understand MCSD's financial statements? What would help you with this?

- Not only do I understand the financial statements I have high level of understanding on revenues, reserves and cash flow requirements.
- No. The only thing I can think of that would increase my comprehension is a monthly 15-minute meeting with Colleen where I could ask questions and/or she could point out columns/figures of interest.
- I have a basic working knowledge of District finances and am learning more as items that relate to it pass through the Board. I have asked and have been receiving monthly Treasurer's Reports in .xls format, as this makes it easier for me to follow. Thanks to Finance Director Trask for this very clean method of passing on such information.
- Well enough.
- Yes. Has taken a while but good now. Financial statements have been made easier to understand through my time on board due to staff effort.

11. Do you feel that the District and Board act knowledgeably and prudently when making recommendations about MCSD finances and financial policies in consideration of the District as a whole?

- As of right now yes. With the on boarding a new finance director I believe special effort could be necessary to ensure clear and concise policy positions will be necessary.
- Yes - totally.
- Yes, I do. Recommendations and policy are well thought out and prudent, to the best of my limited but increasing awareness.

- Yes.
- Yes.

12. In what ways do you prepare for and participate at Board/Committee meetings as well as other MCSD events?

- Review the board packets early enough to have time for a full review. take good notes at board and committee meetings and get my assignments accomplished on time.
- I meet for 30-60 minutes with Pat and April to go over agenda items. I read the agenda packet.
- I fully read the board packet, ask questions of staff if something isn't clear, and do outside research on my own if applicable.
- Studying our materials and packets, attend public venues, legislative advocacy.
- Read material, study issues.

13. What skills do you possess that you would be willing to volunteer to further the MCSD vision and mission?

- I am willing to provide effort for just about anything that the board or staff feel I could provide help at getting accomplished
- At least before COVID, I had people skills ha. Also, project coordinating, community organizing and event production and social media skills. If the MCSD ever had a table at a fair, I'd be interested in tending to it - that would allow me to interact with people and learn what they're interested in and although I probably wouldn't know the answers to the questions, I'd be good at finding out the answers (by talking to staff/board) and reporting back to the inquirers which would help me learn!
- In particular, furthering the Disaster Preparedness segment of our Board's Five-Year Strategic Plan. As a CERT team member and one who has many Continuing Education credits primarily focusing on rural and tribal disaster planning and mitigation, I could be of service in this regard. As always, I'm very accessible to the public via social media, and people trust me to give complete and accurate answers to their questions.
- Ha Ha. I am barely plugging along with limited skills – so just keep showing up.
- Anything to help out

14. Do you complete assignments and responsibilities assigned to you in a responsible and timely manner? If no, what can assist you in this?

- Yes, I make it a priority.
- I don't recall an assignment or responsibility that was assigned to me as of yet.
- Yes. I very much operate by schedule, both calendar and clock. I very rarely am late for anything.



- Yes.
- Yes.

15. How often do you take advantage of opportunities to enhance the MCSD public image by periodically speaking to others about the work of the District?

- Every opportunity that I am available for. Now that COVID restrictions are loosening up I will have to reestablish my connections to the community.
- When I'm out and about, people often tell me they're glad I'm on the board and that they voted for me, and I always use that opportunity to speak highly of the staff/fellow board members and their foresight and how well they run McKinleyville.
- Very frequently. As one who is prevalent and transparent on local social media, I not only am able to answer questions posed on the various platforms of our community members, but also take the initiative to promote trending projects such as the Community Forest, the BMX track, the Mad River Floodplain, and other work that the District is involved in. I also promote the use of District physical resources such as Azalea Hall and the Teen Center/Activity Center.
- Every day.
- Frequently.

16. Do you have additional ideas for programs or outreach to enhance MCSD's public image?

- Social media is ever changing, and I think using it to the utmost will only improve our ability to tell our story at MCSD.
- Monthly or quarterly call-in radio show on KMUD.
- Weekly Q&A in Mad River Union where readers send questions in to be answered in the column by relevant staff.
- The most cost-effective method would be to use Facebook to better promote District transparency by producing content such as cost savings that District staff has identified for each month, information relating to the 4.5M gallon tank plan, the water/sewer mainline plan, and especially the micro-grid project which appeals to a very broad section of our community. More collaboration with the Chamber of Commerce co-sponsoring community events would be another good way.
- I'm pretty well understood on that.
- No.

17. What are the potential challenges you see impacting the Board and/or District in the next 1-3 years? What can be done to limit or overcome these challenges?

- making the Parks Department solvent should be our highest priority. the next water and sewer rate study will be important. Getting through the next audit with a new finance director may present some challenges and should be taken on in a proactive way.
- All I can think of is needing the hike up the tax to support parks/rec. I think that implementing ideas within number 16 as soon as possible will help with that eventual effort to raise and PASS the tax.
- The proposed Trinidad Rancheria Mainline Extension to wheel water to the Westhaven area is likely to be one of the more contentious challenges that we may encounter within that time frame. What can be done to limit or overcome challenges would depend upon the specific issues raised during the process, so those will be addressed as they surface.
- Fuel Costs – impacts from anti-fossil fuel advocates.
- Never be strong armed into positions with negative potential future financial costs.
- Always have regulatory issues. District is pro-active with those. Growth in Mckinleyville is a challenge but just have to plan for it and I think district has.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 4, 2021

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.A**                      **Support Services – June - July 2021 Report**

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

**TYPE OF ACTION:**            **None**

### **FINANCIAL, AUDIT, & BUDGET INFORMATION**

The District has \$1,362,723.81 to date in the Trust Account for the next Biosolids Disposal project.

Customer adjustments at May month-end total \$43,752.90, which represents 104.2% of the annual \$42,000 budget for this sub-item. (GL# 501/551-62120)

Total Board Travel as of June 30, 2021 remains at \$889.00 which is 5.1% of the approved \$17,500 budget for this item. (GL# 001/005/501/551 62090/62155-888)

#### Audit/Budget Update:

The kickoff meeting for the FY2020-21 audit is being scheduled during the same week as the Board meeting. Fedak & Brown is currently working on the audit plan and setup, and outlining the preliminary work that needs to be done. Year-end closing work is already underway at the District.

#### Treasurer's Report Highlights:

Water Fund capacity fees collected through June totaled \$223,212.00. Wastewater Fund capacity fees of \$391,177.00 were collected through the end of June. Any capital contributions not yet received will be included as part of the year-end close for FY2020-21. 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.

## Investments and Cash Flow

The Investment and Cash Flow report shows the balances and activity in each major cash account held by the District. The operating accounts are listed first, followed by each investment account (LAIF, Humboldt County Trust Accounts, the USDA Bond Sinking Fund account, and CalTRUST.) At the end of the report, the total cash and investments from the prior month is listed so users can see the change from month to month. The current month total is also broken down at the very bottom of the page. Cash and Cash Equivalents contains working capital and reserves designated by Board policy. Other legally required cash reserves for various loans are stated and accounted for separately.

## **OTHER UPDATES**

Our wholesale water provider, Humboldt Bay Municipal Water District, received their Board's approval on their budget in July, so our pass-through charge will be updated accordingly in August.

The governor's moratorium on non-payment lock has been pushed back to September. The governor has also budgeted funds to ease the impact on customers, though the official process for distributing those funds has not yet been officially published. The expected spike in the Bad Debt budget detail line item will not be of sufficient magnitude to warrant a formal budget modification. Potential additional bad debt is still being reported as part of the Accounts Receivable total and has not yet been written off.

As of 28 July 2021, the number of customers on the Lock eligible list stands at 85, with a total past due of \$52,884. This is an increase of \$8,147 over last month. Of these, 31 have made payments in either May or June. Their total outstanding balance is \$18,494. 11 have not made a payment since December 2020 (down 3). Their outstanding balance is \$15,327, down \$562 from last month's report.

We are developing a procedure for these customers to access Governor Newsom's promised funding, once the mechanism for distribution is finalized at the State level. In the meantime, we are directing lock-eligible customers to the Family Resource Center to access other assistance for their past-due balances.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 4, 2021

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.B**                      **Operations Department – June/July 2021 Report**

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

**TYPE OF ACTION:**            **None**

### **Water Department:**

#### **Water Statistics:**

The district pumped 47.6 million gallons of water in June. Seven 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 12 and 13 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 2.0 million gallons and the average usage per day was 1.5 million gallons.

#### **Water Distribution Maintenance:**

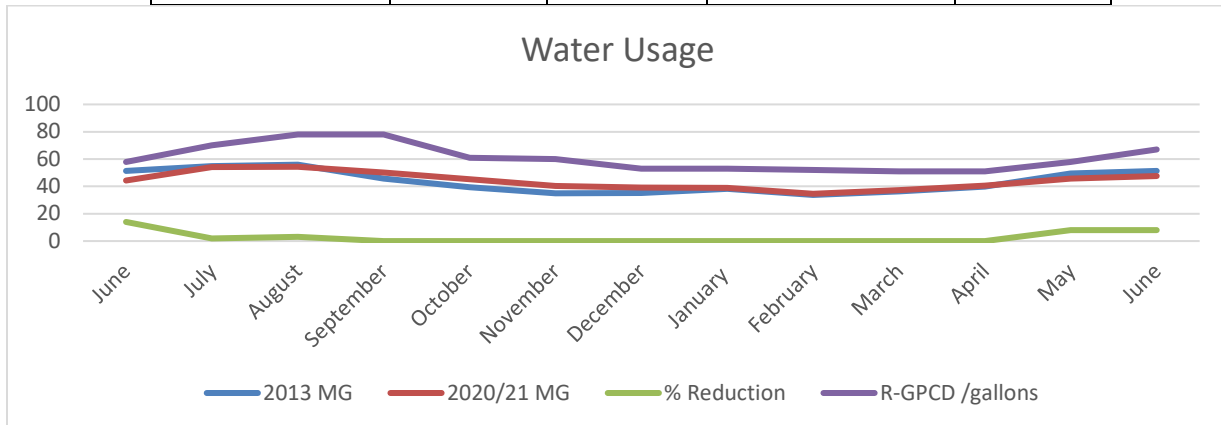
Weekly Bacteria Samples were collected on Schedules 1, 2, 3, 4, and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. Offsite meters were marked with white paint to help locate during call-outs and emergencies. A water service line leak was repaired on Central Avenue and another one was repaired at City Center. Several trenches were prepped and paved. This paving list was made up of leak repair and new installation trenches. Staff waits until there is enough to order a full truck of asphalt to keep costs down for the District and the customers. Several meters were repaired due to gophers chewing through the wires.

#### **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. Tesla has been working at the Northbank station installing the new battery system. This project is near completion and is awaiting commissioning by Tesla programmers and then commissioning the site with District staff where staff will apply a load to the battery system to verify it won't fail in a time of need. The annual Cathodic inspections of water tanks was conducted by a certified inspector.

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.

	<b>2013 (MG)</b>	<b>2020/21 (MG)</b>	<b>% Reduction</b>	<b>R-GPCD</b>
<b>June</b>	51.337	44.200	14	58
<b>July</b>	54.757	54.111	2	70
<b>August</b>	55.908	54.366	3	78
<b>September</b>	45.702	50.074	(-8)	78
<b>October</b>	39.439	45.279	(-13)	61
<b>November</b>	34.879	40.336	(-13)	60
<b>December</b>	35.203	39.076	(-11)	53
<b>January</b>	38.241	38.974	(-2)	53
<b>February</b>	33.751	34.603	(-2)	52
<b>March</b>	36.244	37.375	(-3)	51
<b>April</b>	39.755	40.465	(-2)	51
<b>May</b>	49.407	45.752	8	58
<b>June</b>	51.337	47.654	8	67



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 are being installed in June with water infrastructure to follow in August.

**Sewer Department:****WasteWater Statistics:**

25.4 million gallons of wastewater were collected and pumped to the WWMF. 23.2 million gallons of wastewater were treated and discharged to land disposal or reclamation in June.

**Sewer Station Maintenance:**

Monthly inspections and daily routines were conducted on all sewer stations. As with Northbank, Tesla has been working at the Fischer station installing the new battery system. This project is near completion and is awaiting commissioning by Tesla programmers and then commissioning the site with District staff. Quarterly servicing was completed at the B Street station, 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. The semi-annual expansion joint inspection took place at all sewer facilities. Each joint is inspected for cracks or leaks.

**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. Staff mowed the B Street station and R.O.W along with the Fischer station and Blackhawk R.O.W. Staff replaced the gate at the Goldfinch sewer easement due to the gate falling apart. Paving was completed at two locations where staff installed new services. The sewer camera unit was sent out to inspect a sink hole that was developing over a sewer main. The main turned out to be fine and was not the cause of the sinkhole.

**Wastewater Management Facility:**

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. Oil changes were completed in a variety of equipment as part of the maintenance schedule. A new heater was installed in the dosage room due to old one failing.

**Daily Irrigation and Observation of Reclamation Sites:**

Discharge has been going to land since May 1<sup>st</sup>. Irrigation sites have been mowed and pipe has been laid out and is being utilized for discharge. The farmer worked the lower fields and planted corn. Gates were replaced on the Pjalorsi Ranch due to falling apart and allowing access to the public. Several irrigation heads were replaced on the Pjalorsi Ranch due to corrosion causing leaks.

**Street Light Department:**

The semi-annual streetlight inspections were conducted at the Kristin Way zone and Pierson Park.

**Promote Staff Training and Advancement:**

Weekly tailgate meetings and training associated with job requirements. Staff received training on Hearing protection, Planning Section Chief duties, Firework safety and Heat Stress.

**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 update meetings.

Working with Synagro on costs to dredge Biosolids Basin

Working on DMR-QA 41 study.

Attended Emergency Operations meetings with staff

Interviewed and offered second Maintenance position to Garret Lackey

A new Utility truck was delivered and surplus truck will be coming from Parks this year.

Local Limits was accepted by the State. We will be working on cust. allocations next.

**GIS:****Plans and Programs**

- Finalized Draft Water Shortage Contingency Plan
  - Finalized Draft MCSD Ordinance 10
  - Attend Board meeting presented WSCP
  - Finished first complete UWMP DRAFT
- Revised/Updated COVID-19 Prevention Program and the Injury Illness Prevention Program to include new Cal/OSHA updates.
- Created Power Point presentation for Board regarding UWMP

**Maps Completed/General GIS**

- Began developing procedures for adding Easements to the GIS
  - Using docstar, old files.
- Added monitoring wells to the Collector/online map
- Taylor Rd Property easements and right of ways.
- Community forest data sharing with John Miller
- GPS'd Pierson Park sprinklers and produced map.
- GPS'd new water and sewer services and updated GIS accordingly.
- Water & Sewer Main Rehab project data review and map production
  - Map production and data review

**Misc. Work Completed**

- Attended virtual ESRI GIS Conference



- ArcMap Migrating to ArcGIS Pro
- Collector App Migrating to Field Maps
- ArcGIS Online adding more functionality
- EOS GPS product demo
- ESRI software upgrade, installations, and administration
  - Upgraded GIS from Basic to Standard
    - Provides more editing, and database capabilities
- Attended TAC meeting
- Operations document filing
- Posted documents onto website

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 4, 2021

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.C**                      **Parks & Recreation Director's Report for July 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 increased slightly in the last month from 16.5 teens on average per day to 20.5 teens per day.

Participants are learning about interpersonal communication and self-awareness in SMART Girls and SMART Moves. Participants get Academic assistance during Power Hour. The Keystone Club focuses on developing leadership skills and behaviors.

### **PARK AND RECREATION COMMITTEE:**

The Park and Recreation Committee (PARC) met on July 21, 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.

Staff met with staff of Green Diamond Resource Co. and Trust for Public Lands on June 7<sup>th</sup>. Access points were discussed again as well as the grant agreement between Trust for Public Lands and the State Natural Resource Agency. MCSD staff received the draft MOU between TPL and MCSD that outlines the responsibilities of each agency in terms of meeting the grant agreement requirements before and after the transfer of the property. The draft MOU is being reviewed by District Counsel.

Staff submitted the application for the General Conformance Plan Review.

The adhoc Community Forest Committee met on June July 29<sup>th</sup>. The notes from the meeting will be brought to the Board at the August 7<sup>th</sup> meeting.

### **RECREATION PROGRAM UPDATES:**

The Kids Camp Summer Day Camp is serving 20 youth per week. We are currently taking registration for Tot-letics Soccer and the Co-ed Woodbat Softball League. We are still seeking part-time employees for drop-in programs, youth sport programs and playgroup. Lack of staff is contributing to our inability to resume pre-pandemic programming.

## **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. Redwood bark mulch application on Central Ave OSMZ is taking place during July and August. Three different homeless camps were cleaned out of various OSMZ's this month. Staff continues to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces. At Hiller Sports Site sprinkler repairs were completed and fields were fertilized and aerated.

## **OTHER UPDATES:**

- The McKinleyville Chamber of Commerce has booked Pierson Park for several additional "Music in the Park" dates for Thursdays through mid-September.
- Staff is preparing for an ALL-District Employee Emergency Operations Training to be held in September.
- Staff compiled maintenance hours data of OSMZ's, parks and facilities for FY 20/21.
- Staff has provided the additional information requested by the California Dept. of Parks & Recreation for the Prop 68 grant applications and is hosted site visits for the Grant Program Officer on July 28<sup>th</sup> and 29<sup>th</sup> for both project sites.
- Staff continues to provide support to other departments of the District; assisting with accounts payable, payroll, and facilitating professional development workshops.
- Staff facilitated the hanging and removal of the MHS Senior Banners on Central Ave.

## **ATTACHMENTS:**

Attachment 1 – PARC Meeting Notes from 7-21-21

**Wednesday, July 21, 2021**

**6:30pm**

Recreation Advisory Committee Meeting NO QUORUM

NOTES

**Members Present:** Johnny Calkins, Scott Binder, Charlie Caldwell, Laura Bridy, John Kulstad

**Members Absent:** Chad Sefcik, Ben Winker, Jeff Dunk, Phil Heidrick

**Guests:** Wendy Orlandi, Jason Orlandi, Pat Kaspari

**Meeting Notes:**

Communications:

- None

Public Comment:

- None.

Recreation Director Report

- Recreation Program Updates
  - The Kids Camp Summer Day Camp is serving 20 youth per week. We are currently taking registration for Tot-letics Soccer and the Co-ed Woodbat Softball League. We are still seeking part-time employees for drop-in programs, youth sport programs and playgroup. Lack of staff is contributing to our inability to resume pre-pandemic programming.
- 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. Applying redwood bark mulch on Central Ave OSMZ is taking place during July and August. Three different homeless camps were cleaned out of various OSMZ's this month. Staff continues to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces. At Hiller Sports Site sprinkler repairs were completed and fields were fertilized and aerated.
- Other updates:
  - The McKinleyville Chamber of Commerce has booked Pierson Park for several additional "Music in the Park" dates for Thursdays through mid-September.
  - Staff is preparing for an ALL-District Employee Emergency Operations Training to be held in September.
  - Staff compiled maintenance hours data of OSMZ's, parks and facilities for FY 20/21.
  - Staff has provided the additional information requested by the California Dept. of Parks & Recreation for the Prop 68 grant applications and is preparing for site visits on July 28<sup>th</sup> and 29<sup>th</sup> for both project sites.
  - Staff continues to provide support to other departments of the District; assisting with accounts payable, payroll, and facilitating professional development workshops.
  - Staff facilitated the hanging and removal of the MHS Senior Banners on Central Ave.

BMX Track & Park Project:

- Jason & Wendy Orlandi reported on the July 10<sup>th</sup> fundraiser outcomes.
- Staff reported on recent meeting at planning dept and the county's conditions for issuing a grading permit, as well as the CEQA requirement.
  - Jason will send staff contact information for environmental engineer who may be willing to do the CEQA study for less than originally quoted.

### Community Forest

- Nothing new to report

### Considerations and Process for Parks & Recreation Development

- Staff shared an outline of questions to be considered for any new park or recreation developments with the committee.
- Committee members shared thoughts on the outline
- As there was no quorum in order to vote on adoption this item will be brought back to the committee in August.

### In Person Meetings

- Staff presented the location options for the PARC to meet in person.
- Some committee members expressed concern and discomfort for meeting in person if everyone at the meeting is not vaccinated.
  - Committee members present at the meeting agreed that if any one committee member is uncomfortable meeting in person, then the committee should continue to meet virtually.

### PARC Member Application

- Committee reviewed an application for appointment to the committee submitted from Phil Heidrick.
- Several committee members knew Mr. Heidrick from other community involvements.
- Member Chad Sefcik moved to recommend Mr. Heidrick be appointed to the committee; John Kulstad seconded the motion. The committee unanimously agreed to recommend Mr. Heidrick for appointment.

### Ad Hoc Committees Review of Need and Purpose

- This item was not discussed as there was not a quorum. It will be discussed at the August meeting.

### Report on Actions of MCSD Board

- No actions to report.

### AdHoc Committee Reports:

- Hewitt Ranch— no report
- Skate Park—HSC will be meeting with MCSD staff July 30<sup>th</sup> to discuss groundbreaking.
- School and Washington Property—no report
- River Property—no report
- Fischer Ranch Estuary project—Construction to begin in 2022.
- BMX— See notes on above
- Community Garden—no report

### Agenda Items for next meeting:

- Ad Hoc Committee Review of Need and Purpose
- Park and recreation development guidelines
- Intermodal transportation committee report—B. Winker

### Adjournment:

- Adjourned: 7:14pm

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 4, 2021

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.D**                      **General Manager’s Report for August 2021 Meeting**

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

**TYPE OF ACTION:**            **Information Only**

### **A summary of activity for the month of July 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 =	\$3,094
• SWAP =	\$5,640
• CSW =	\$300
• Rec Leader Work Experience Subsidy =	\$1,891
• Hang gate at Pialorsi =	\$150
• Repair gate at Fischer =	\$160
• Repair Gates at Goldfinch ROW =	\$150
• Install beacon & Logos on Unit 4 =	\$200
• <u>Install heater in WWMF Dosage Room =</u>	<u>\$420</u>
<b>TOTAL COST SAVINGS FOR July =</b>	<b>\$12,005</b>

**Over the course of the District’s 2020/21 Fiscal Year, Staff was responsible for over \$192,047 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. To quote a CalMatters June 18, 2021 article: *In May, Newsom proposed \$2 billion to relieve utilities debt. Legislators agreed to the price tag in June but continued negotiating the distribution plan in private. The result is two budget bills that would create new programs that pay utilities directly to forgive customer debt accrued during the pandemic, prioritizing those at greatest risk of shutoffs. The California Arrearage Payment Program would forgive \$994 million in energy debt, while the California Water and Wastewater Arrearage Payment Program would forgive \$985 million.*

*In both cases, utilities must opt in. They must also offer all customers with pandemic debt a payment plan that would protect them from shutoffs as long as they enroll and stay current on*

*the plan. The pending legislation also funnels an unspecified amount of federal relief money into two existing programs for which households must be income-eligible and apply for the assistance.*

Likely the District will have to apply for the program and claim reimbursement on behalf of unpaid rate payers, then provide documentation to the State that the unpaid balances have been covered by the program. Staff is paying close attention to both bills and have begun discussions on how to respond once guidance is finalized. As of July 1, 2021, the total lock list stood at \$62,378.02. Out of the 102 accounts on the lock list, 85 have not paid since November 2020 or earlier.

As previously reported, the ban on locking water services for customers that do not pay their bills has been extended to September 30, 2021. As of now, Staff is planning on reinstating our “typical” lock program starting October 1, 2021. We have been sending out “friendly reminders” with bills that have past due amounts. We typically send out three of these “friendly reminders” or three months of unpaid bills before scheduling a lock date. After the due date on the third friendly reminded bill, a final notice is generated. This notice is mailed to the property owner and the customer (if different) and informs them of the pending lock date, at least 60 days after the date of the notice. On the two Fridays prior to the lock date, a call is place to the phone number on the account, notifying them of the upcoming lock date. At least 48 hours prior to the lock date a doorhanger is delivered, notifying of the potential lock date. It should be noted that up to this point, we have been following all these steps, we just have not been locking the service on the established lock date. Moving forward, any lock date that is after September 30<sup>th</sup> that has followed the above procedure, will result in the service being locked (this may change if there is a gap between September 30 and when funds to pay delinquent accounts becomes available). Once a service has been locked, the customer will need to pay the balance due, plus a \$58.00 reconnection charge and deposit up to two and one half times the monthly average bill to have service restored.

The majority of District Staff have been fully vaccinated. Per CalOSHA June 17 update, we have had them self-certify their vaccination status. We are requiring non-vaccinated Staff to continue to mask when indoors and separation cannot be maintained but are no longer requiring vaccinated Staff to wear masks. We are also not requiring vaccinated visitors to wear a mask if they come in to pay their bills, etc.

**4.5 Gallon Water Tank Project** – The District continues work on this Project with Kennedy Jenks (KJ) and their subconsultants. KJ submitted the “Preliminary Design Report” and 30% Design Drawings. All other Phase 1 documents are complete and submitted to CalOES/FEMA including the Wetlands and Biological Reports that we were waiting on.

Per the May 14, Legal Counsel meeting with Doug Shaw, we are moving forward on the land purchase. We are finalizing the legal description of the new parcel with Points West Surveying, and they have prepared a General Plan Conformance review application for submittal to County



Planning, unfortunately we are still trying to get Doug Shaw to sign it as the land owner. District Legal Counsel has also submitted a formal offer letter to Mr. Shaw dated June 17, 2021, and we continue to wait on a response. 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. We have begun discussions with Brandis Tallman/Oppenheimer & Co. on potentially financing the \$2.6M from this project and the \$1.7M match from the Highway 101 Sewer Crossing Project and will update the Board on the results of those discussions once we receive Brandis Tallman's report.

**Water and Sewer Mainline Master Plan Phase 3c** – GHD is working on the methodology for the prioritization of the repairs and the updating of the replacement schedule. GHD has submitted a Draft Risk Analysis detailing which pipes should be replaced first, second, etc. District Staff reviewed the analysis and provided comments. We are waiting on their final report, which is expected in August. The intent is to begin the first replacement design in the 2021/22 Fiscal Year, and potentially start replacing pipes in the summer of 2023.

**SRF Energy Efficiency WWMF Micro-grid Project** – Ameresco is finalizing the design of the solar array and the Battery Bank. All necessary permits have been obtained. After the approval of Change Order #3 at the June 2, 2021 Board Meeting, we finalized the CO with Ameresco. They have begun ordering the material and equipment for construction and are finalizing the construction schedule based on when the equipment will show up. We are working on setting up a Construction Kick-off Meeting for early August.

The Design/Build Contract amount with Ameresco is for \$3,9009,474 including all Change Orders to date. GHD has been working with the SWRCB to finalize the Final Budget Authorization (FBA) for the project. This project is funded by a \$2.5M grant/\$2.5M loan from the

State Water Resources Control Board and we are still within the grant funding but with no room for contingencies. The latest Change Order with Ameresco is a “Not to Exceed” change order, and we don’t anticipate to require any additional funding. We have had several back and forths with SWRCB on the format for the FBA and believe we now have it in the format that they need. After the submittal of the (hopefully) final FBA update, the SWRCB will begin moving it up the chain for final approval. We expect final approval in September. The SWRCB will not reimburse for construction costs until the FBA is approved. The grant requirements also state that the grantee (MCSD) needs to have an approved Urban Water Management Plan (UWMP). After Board approval of the UWMP at the August 4<sup>th</sup> MCSD Board Meeting, the District will submit the Plan to the Department of Water Resources and cc the SWRCB on the submittal. That will leave just FBA approval for the SWRCB to move forward on approving construction costs. Staff intends not to hold up construction waiting for FBA approval and will use reserves to pay construction costs incurred in August and September. Once the FBA is approved in September, we will then submit construction costs incurred to date for reimbursement.

**TESLA Batteries** – Tesla has generally completed the battery installations at our Ramey/North Bank Water Pump Station and Fischer Sewer Lift Station sites; however, when they were performing commissioning to ensure the station functioned as intended, a few issues were discovered that needed repair. Once Tesla makes their repairs, they also need to commission both sites with the District while the stations are operating at full capacity. This final commissioning date has not yet been scheduled. The final commissioning and Permission to Operate from PG&E is estimated to be granted in September.

**Mad River Restoration/Public Access Project** – The grant funding for the final design and construction of the Mad River Restoration project has been secured. Funding has been secured by CalTrout from NOAA, 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 from the percolation ponds can be used/spread on District roads around the Fischer and Pialorsi sites, and where excess, suitable soils can be spread on the Pialorsi site to amend the existing soils. The use of soils from the percolation ponds on the Fischer/Pialorsi sites has been approved in the District’s NPDES permit. 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

have requested a status updated from CalOES and have heard 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 \$1,724,350. Once we hear back from CalOES on available funding, we will bring this and the 4.5MG Tank funding back to the Board to approve funding options.

**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. However, the County has required a Coastal Development Permit for the installation of the monitoring wells to monitor groundwater elevations. The CDP application was submitted back in May, but there has not been much progress on it by the County.

The Sousa's have begun on the next round of the house improvements including replacing window, upgrading bathrooms, etc. Their work on the outside and surrounding grounds has been outstanding. They are helping tremendously to turn the house and grounds into a true District asset.

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

**Local Limits** – Operations Director Henry has finalized the Local Limits Study Report with Freshwater Environmental Services and submitted it to the North Coast Regional Water Quality Control Board, which just recently approved it. The Study compares the levels of various constituents (BOD, TSS, etc.) as it travels through the collection system, through the treatment process and effluent disposal to calculate the load and removal of constituents. This information was then used to establish how much of various constituents can be discharged by individual, generally commercial, users. Staff is now utilizing this data and the Report to refine our Industrial Discharge permit and Rules & Regulations and will bring recommendations to the Board for further review and discussion.

**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 Turner Road/Mill Creek access questions, MCSD's meeting with Cooperation Humboldt and their Tiny Homes Village concept (see "Meetings" below), the Town Center project and MCSD or Wiyot Tribe managing the open spaces created by the project, a potential Town Hall on Homelessness to be conducted as a Joint meeting between MCSD, MMAC, the County and other stakeholders. These conversations continue to be fruitful.

**Grant Applications** – As mentioned in previous GM Reports, the \$15,000 Community Forest Technical Assistance grant from the North Coast Resource Partnership to assist with a Forest Management Plan has been funded. The Consultants, BBW, are moving forward on preparing the Draft Forest Management Plan. We anticipate that the Draft Plan will be presented to the Board at the October Board Meeting. This is reported under Parks & Rec Director's Community Forest Report.

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, and I do not expect to hear anything on the grant approvals until September/October 2021.

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.

**Meetings** –The General Manager attended various meetings in July including a regularly schedule MMAC meeting, a Muni Meeting with HBMWD, a meeting of the local chapter of the California Special District Association (CSDA), two Rotary meetings, a PARC meeting, and a Board Meeting of Patrick Creek CSD. The County drought declaration, chlorine shortage, coliform Rule updates and hybrid meetings were discussed at the Muni Meeting. Ruth Reservoir is still near normal for this time of the year.

Director Clark-Peterson, Board Secretary Sousa, and GM Kaspari also had a call with Cooperation Humboldt. They are doing a study about locating a Tiny Home Village somewhere in the Humboldt Bay area. They have talked to the Cities of Eureka and Arcata and wanted to discuss the District's willingness to potentially locate tiny homes on District property. We sent them the recently adopted section of the District's Rules & Regulations outlining the District's willingness to discuss homeless issues, but lack of resources to address. We discussed with them potential District sites, but stress that the District does not have funding or the administrative experience to run a facility of this sort, and that any Agency willing to partner would have to provide the financial, administrative and insurance support. We also stated that

this would be a Board decision. The District would need to perform CEQA and other necessary permitting and take it to the Board for Public Hearings and final approval. Cooperation Humboldt is in the process of gathering information at this juncture and said they appreciated the discussion and may be back in touch.

**Attachments:**

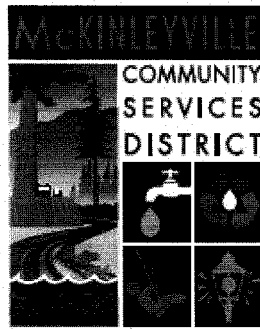
- Attachment 1 – WWMF Monthly Self-Monitoring Report

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

July 22, 2021

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for June 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 28 days going to 002, 004 and 006. The required monitoring and water quality constituents that were tested and reported was in compliance in June.

Effluent Limitations Parameters	Units	Average Monthly	Average Weekly	Avg. % Removal	Max Daily	Instant Max	Instant Min	Results
<b>Monitoring Location EFF- 001</b>								
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
<b>Monitoring Location LND-001, REC-001</b>								
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 June are as follows. Median was <1.8 and a Maximum of <1.8. Five samples were collected in the month of June and was in compliance.

Monthly River Monitoring was conducted in June.

Started Land Discharge on May 3<sup>rd</sup>.

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

June 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	INFLUENT MGD	EFFLUENT 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	0.845	0.968	1188		0.272	0.528		0.168		0.696	0.000
2	0.834	0.991	1158			0.826		0.165		0.991	0.000
3	0.822	0.984	1266			0.809		0.175		0.984	0.000
4	0.828	0.827	1191		0.398	0.381		0.048		0.429	0.000
5	0.838	0.765	964		0.765					0.000	0.000
6	0.868	0.760	866		0.760					0.000	0.000
7	0.861	0.939	1214		0.287	0.496		0.156		0.652	0.000
8	0.837	0.969	1140			0.797		0.172		0.969	0.000
9	0.836	0.968	1174			0.799		0.169		0.968	0.000
10	0.824	0.971	1153			0.806		0.165		0.971	0.000
11	0.832	0.862	1080		0.509	0.304		0.049		0.353	0.000
12	0.862	0.821	844		0.821					0.000	0.000
13	0.932	0.820	953		0.820					0.000	0.000
14	0.905	0.977	1250		0.366	0.431		0.180		0.611	0.000
15	0.842	0.978	1136			0.804		0.174		0.978	0.000
16	0.856	0.988	1154			0.796		0.192		0.988	0.000
17	0.999	0.960	1506			0.787		0.173		0.960	0.000
18	0.864	0.833	1105		0.416	0.368		0.049		0.417	0.000
19	0.801	0.770	909		0.770					0.000	0.000
20	0.844	0.766	779		0.766					0.000	0.000
21	0.844	0.790	817		0.288	0.502				0.502	0.000
22	0.828	0.804	812			0.804				0.804	0.000
23	0.834	0.790	810			0.790				0.790	0.000
24	0.826	0.781	794			0.781				0.781	0.000
25	0.813	0.636	1205		0.330	0.306				0.306	0.000
26	0.816	0.636	826		0.636					0.000	0.000
27	0.858	0.635	758		0.635					0.000	0.000
28	0.834	0.244	689		0.244					0.000	0.000
29	0.813	0.000	0			Shut down to clean CCB				0.000	0.000
30	0.824	0.000	0			Shut down to clean CCB				0.000	0.000
<b>TOTAL</b>	<b>25.420</b>	<b>23.233</b>		<b>0.000</b>	<b>9.083</b>	<b>12.115</b>	<b>0.000</b>	<b>2.035</b>	<b>0.000</b>	<b>14.150</b>	<b>0.000</b>
<b>AVERAGE</b>	<b>0.847</b>	<b>0.774</b>	<b>958</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>MAXIMUM</b>	<b>0.999</b>	<b>0.991</b>	<b>1506</b>	<b>0.000</b>	<b>0.821</b>	<b>0.826</b>	<b>0.000</b>	<b>0.192</b>	<b>0.000</b>	<b>0.991</b>	<b>0.000</b>
<b>MINIMUM</b>	<b>0.801</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>	<b>0.244</b>	<b>0.304</b>	<b>0.000</b>	<b>0.048</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>DAYS</b>	<b>30</b>	<b>28</b>		<b>0</b>	<b>17</b>	<b>19</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>19</b>	<b>0</b>

DAYS WITH NO DISCHARGE = 2

