



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, April 6, 2022 AT 7:00pm**

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

Or

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

To participate in person, please come to Azalea Hall. Masks will be required

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: comments@mckinleyvillecsd.com up until 4:30 p.m. on Tuesday, April 5, 2022.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, April 6 website for public viewing.

Please note that, due to potential technical difficulties, the quality of the Zoom meeting cannot be guaranteed. **If you have public input to provide on an agenda item, it is 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.

NO PUBLIC HEARING SCHEDULED

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 | Pg. 7 |
| | Attachment 1 – Draft Minutes from March 2, 2022 | Pg. 8 |
| | Attachment 2 – Draft Minutes from March 15, 2022 | Pg. 13 |
| D.2 | Consider Approval of February 2022 Treasurer’s Report | Pg. 15 |
| D.3 | Compliance with State Double Check Valve (DCV) Law | Pg. 37 |
| D.4 | Reaffirm Resolution 2021-27 Making Findings Pursuant to Government Code Section 5493, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings | Pg. 39 |
| | Attachment 1 – Approved Resolution 2021-27 | Pg. 41 |

D.5	Consider Attendance at the 2022 Association of California Water Authorities (ACWA) Spring Conference and Exhibition in Sacramento, CA on May 3-5, 2022	Pg. 43
	Attachment 1 – Preliminary Conference Schedule	Pg. 44
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E. CONTINUED AND NEW BUSINESS

E.1	Introduction and Welcome of Nicole Alvarado, New District Finance Director (Information)	Pg. 47
	Attachment 1 – Nicole Alvarado’s Resume	Pg. 48
E.2	Consider Adoption of Resolution 2022-09 Recognizing, Honoring, and Commending Joseph Blaine for Ten (10) Years of Service (Action)	Pg. 53
	Attachment 1 – Resolution 2022-09	Pg. 54
E.3	Consider Adoption of Resolution 2022-08 Recognizing, Honoring, and Commending Colleen M.R. Trask for Ten (10) Years of Service (Action)	Pg. 55
	Attachment 1 – Resolution 2022-08	Pg. 56
E.4	Employee Negotiations Regarding Proposed Three (3) Year Compensation Contract with District Employees (Action)	Pg. 57
	Attachment 1 – Memo from Negotiations Committee to the Board	Pg. 60
E.5	Consider Second Reading and Adoption of Ordinance 2022-01 Amending Regulation 68: Latent Powers of Article VI: General Provisions of the MCSD Rules and Regulations to Include Law Enforcement Collaboration (Action)	Pg. 61
	Attachment 1: Ordinance 2022-01	Pg. 63
E.6	Review Parks and General Fund DRAFT Operating Budget, FY 2022-23 (Information)	Pg. 67
	Attachment 1 – FY 2022-23 DRAFT Parks/General Fund and Measure B Operating Budgets	Pg. 69
E.7	Initiate Process for General Manager’s Performance Evaluation (Direction)	Pg. 71
	Attachment 1 – Exhibit A of Board Policy Manual	Pg. 73
	Attachment 2 – Board of Director’s Evaluation Form GM	Pg. 75
	Attachment 3 – Department Head 360 Performance Evaluation of GM	Pg. 78
E.8	Consider Adoption of Resolution 2022-10 Opposing Initiative 21-0042A1 (Action)	Pg. 81
	Attachment 1 – Resolution 2022-10	Pg. 83
	Attachment 2 – Initiative 21-0042A1 Text	Pg. 85
E.9	Consider Adopting Resolutions 2022-11 & 2022-12 Initiating Proceedings for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities Annual	Pg. 95

Levy and Collection of Assessments for Fiscal Year 2022/2023;
Declaring Intention to Levy and Collect the Fiscal Year 2022/2023
Annual Assessments for the Measure B Maintenance Assessment
District -- Renewal for Parks, Open Space, and Recreational Facilities,
Accepting and Approving the Engineer's Report and
Setting the Public Hearing (Action)

Attachment 1 – Resolution 2022-11

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Attachment 2 – Resolution 2022-12

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Attachment 3 – Draft Annual Engineer's Report for Fiscal Year
2022-2023

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- E.10 Consider support for the McKinleyville Municipal Advisory Committee through the use of Azalea Hall and MCSD's Hybrid Hardware & Staff for their Board Meetings (Action)

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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 (Binder/Clark-Peterson)
- e. Audit (Orsini/Couch)
- f. Employee Negotiations (Couch/Mayo)
- g. McKinleyville Municipal Advisory Committee (Orsini/Binder)
- h. Humboldt Local Agency Formation Commission (Couch)
- i. Environmental Matters Committee (Couch/Clark-Peterson)
- j. AdHoc Committee – Community Forest (Mayo/Orsini)

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. Support Services Department (Colleen M.R. Trask) **Pg. 137**
- b. Operations Department (James Henry) **Pg. 139**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 145**
- d. General Manager (Pat Kaspari) **Pg. 151**
 - Attachment 1 – WWMF Monthly Self-Monitoring Report **Pg. 156**

F.4 PRESIDENT'S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on April 1, 2022

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

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

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 6, 2022

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

Staff recommends the approval of the Minutes of the Board of Directors for the March 2, 2022 Regular Board Meeting and March 15, 2022 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 March 2, 2022 Regular Board Meeting
- Attachment 2 – Draft Minutes from March 15, 2022 Special Board Meeting

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, MARCH 2, 2022 AT 6:00/7:00 P.M. IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA and TELECONFERENCE Via ZOOM & TELEPHONE: ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>) and TOLL FREE: 1-888-788-0099

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

A.1 Roll Call: The closed session of the Board of Directors of McKinleyville Community Services District convened at 6:30 p.m. with the following Directors and staff in attendance in person at Azalea Hall:

David Couch, President	Pat Kaspari, General Manager
Joellen Clark-Peterson, Vice President	April Sousa, Board Secretary
Scott Binder, Director	Joseph Blaine, IT Specialist
Greg Orsini, Director	Russel Gans, Legal Counsel (via zoom)
Dennis Mayo, Director	

A.2 Public Comment and Written Communications

None

A.3 Appoint Real Property Negotiators (Government Code § 54956.8)

Property: 1656 Sutter Road, McKinleyville, CA

Agency Negotiators: Pat Kaspari (MCSD General Manager); Russel Gans (MCSD District Counsel)

Negotiating Parties: Thomas McMurray (PWM,Inc)

Under Negotiation: Lease Extension, price/terms of payment

General Manager Kaspari gave an overview of the item and reasons for why this was part of the open session and the next item part of the closed session.

Motion: It was moved to appoint General Manager Pat Kaspari and District Counsel Russel Gans as Real Property Negotiators for the Lease Extension at 1656 Sutter Road, McKinleyville.

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

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

Motion Summary: Motion Passed

A.4 Closed Session Discussion

Closed session began at 6:06 p.m. for the following items.

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8)

Property: 1656 Sutter Road, McKinleyville, CA

Agency Negotiators: Pat Kaspari (MCSD General Manager); Russel Gans (MCSD District Counsel)

Negotiating Parties: Thomas McMurray (PWM,Inc)

Under Negotiation: Lease Extension, price/terms of payment

b. CONFERENCE WITH DISTRICT LABOR NEGOTIATORS (Government Code § 54954.5 and 54957)

Agency designated representative: Board Members Dennis Mayo and David Couch

Unrepresented employee to whom negotiations pertain: All MCSD Employees

REGULAR SESSION

AGENDA ITEM A. CALL TO ORDER:

A.1 Report out of Closed Session

No Reportable Action.

A.2 Roll Call: The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:18 p.m. with the following Directors and staff in attendance in person at Azalea Hall:

David Couch, President
Joellen Clark-Peterson, Vice President
Scott Binder, Director
Greg Orsini, Director
Dennis Mayo, Director

Pat Kaspari, General Manager
April Sousa, Board Secretary
Joseph Blaine, IT Specialist
Colleen Trask, Finance Director
Lesley Frisbee, Parks & Recreation Director
James Henry, Operations Director

A.3 Pledge of Allegiance: The Pledge of Allegiance was led by Director Mayo.

A.4 Additions to the Agenda: There were no additions to the agenda.

A.5 Approval of the Agenda:

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

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

There were no comments from the Board or public.

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

Motion Summary: Motion Passed

AGENDA ITEM B. PUBLIC HEARINGS:

None.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

None.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on February 2, 2022

D.2 Consider Approval of January 2022 Treasurer's Report

D.3 2021 Wastewater Management Facility Annual Report to the North Coast Regional Water Quality Control Board (NCRWQCM)

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

D.5 Consider Attendance at the 2022 Special Districts Legislative Days in Sacramento May 17 and 18, 2022

Motion: It was moved to approve the Consent Calendar.

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

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

Motion Summary: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Presentation of Humboldt County’s Multifamily Rezone Project

General Manager Kaspari gave an overview of the item and then handed the microphone over to Michelle Nielson from the County to give a presentation.

This was information only. No action taken.

E.2 Consider Preparing an MOU with Humboldt Bay Municipal Water District to Wheel HBMWD Water through MCSD System to the Trinidad Rancheria

General Manager Kaspari gave the overview of this item. John Friedenbach from Humboldt Bay Municipal Water District was available to give comment and answer clarifying questions from the Board. There was no public comment.

Motion: Approve the preparation of a Memorandum of Understanding (MOU) with Humboldt Bay Municipal Water District (HBMWD) to wheel HBMWD water through the MCSD system to the Trinidad Rancheria.

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

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

Motion Summary: Motion Passed

E.3 Consideration of Water Leak Adjustment Appeal from Daryl Runyan

General Manager Kaspari introduced the item and noted that Mr. Runyan was not present to give testimony on his appeal. The Board gave comment and feedback. There was no public comment.

Motion: Uphold the General Manager’s decision to deny the appeal.

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

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

Motion Summary: Motion Passed

E.4 Review Information for the Draft Capital Improvement Plan for the Operational Funds: Water, Wastewater, and Streetlights, FY 2022-23

This item was introduced by Finance Director Colleen MR Trask. She answered clarifying questions from the Board. There was no public comment.

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

E.5 Consider Call for Nominations for District Board Members to Serve on Humboldt Local Agency Formation Commission (LAFCo)

Board Secretary April Sousa reviewed the item and opened it up for questions from the Board. There was no public comment.

Motion: Nominate Director David Couch to both the Regular Voting and Alternate Seats on Humboldt LAFCo.

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

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

Motion Summary: Motion Passed

E.6 Consider First Reading of Ordinance 2022-01 Amending Regulation 68: Latent Powers of Article VI: General Provisions of the MCSD Rules and Regulations to Include Law Enforcement Collaboration

Board Secretary Sousa gave a review of the Staff report and asked for questions.

Motion: Approve the First Reading of Ordinance No. 2022-01 Amending Regulation 68: Latent Powers of Article VI: General Provisions of the MCSD Rules and Regulations to Include Law Enforcement Collaboration, by title only.

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

Roll Call: Ayes: Binder, Clark-Peterson, Mayo, Orsini, and Couch 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):** 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):** Nothing to report.
- d. **McKinleyville Senior Center Advisory Council (Binder/Clark-Peterson):** Did not meet. Director Binder mentioned that they are assembling a search for an Executive Director.
- e. **Audit (Orsini/Couch):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did meet, but nothing further to report
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini reported on the most recent meeting.
- h. **Local Agency Formation Commission (Couch):** Nothing to report.
- i. **Environmental Matters Committee (Couch/Clark-Peterson):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Mayo/Orsini):** A public meeting was held on 2/25/22 and another was announced for 3/8/22.
- k. **Ad Hoc Latent Powers Committee (Orsini/Couch):** Committee dissolved at this meeting.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo mentioned AB2142 briefly. Director Orsini noted he had a CSDA Legislative meeting later in the week.

F.3 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director Colleen Trask reminded the Board that the new Finance Director, Nicole Alvarado, will be present at the next meeting.
- 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 highlighted the 4.5 MG Tank Phase 2 funding and the Sewer Crossing update.

F.4 PRESIDENT’S REPORT: Nothing to report. County Supervisor Steve Madrone was given the opportunity to speak.

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

Director Mayo asked for a moment of pause to honor those in Ukraine who were suffering.

G. ADJOURNMENT:

Meeting Adjourned at 9:41 p.m.

April Sousa, MMC, Board Secretary

MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON TUESDAY, MARCH 15, 2022 AT 5:30 P.M. IN PERSON AT MCSD DISTRICT OFFICE – 1656 SUTTER ROAD, MCKINLEYVILLE, CA 95519

AGENDA ITEM A. CALL TO ORDER:

A.1 Roll Call: The closed session of the Board of Directors of McKinleyville Community Services District convened at 5:30 p.m. with the following Directors and staff in attendance in person at the MCSD District Office:

David Couch, President
Scott Binder, Director
Greg Orsini, Director
Dennis Mayo, Director

Pat Kaspari, General Manager
Erik Jones, Lead Man

A.2 Closed Session Discussion

Closed session began at 5:32 p.m. for the following items.

- a. CONFERENCE WITH DISTRICT LABOR NEGOTIATORS (Government Code § 54954.5 and 54957)

Agency designated representative: Board Members Dennis Mayo and David Couch
Unrepresented employee to whom negotiations pertain: All MCSD Employees

Report out of Closed Session

No Reportable Action.

B. ADJOURNMENT:

Meeting Adjourned at 7:10 p.m.

April Sousa, MMC, Board Secretary

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**McKinleyville Community Services District
Treasurer's Report
Feb 2022**

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Page 13	Cash Disbursement Report

Ratios

as of February 28, 2022

- Utility Accounts Receivable Turnover Days	20
- YTD Breakeven Revenue, Water Fund:	\$ 1,843,145
- YTD Actual Water Sales:	\$ 2,719,328
- Days of Cash on Hand-Operations Checking/MM	128

**McKinleyville Community Services District
Investments & Cash Flow Report
as of February 28, 2022**

Petty Cash & Change Funds		9,197.46
<u>Cash</u>		
Operating & Money Market - Beginning Balance		3,700,342.87
Cash Receipts:		
Utility Billings & Other Receipts	452,792.48	
Money Market Account Interest	16.99	
Transfers from County Funds #2560, #4240, CalTRUST, Meas. B	-	
Other Cash Receipts (Grants/Other Receivables)	-	
Total Cash Receipts	<u>452,809.47</u>	452,809.47
Cash Disbursements:		
Transfers to County Funds #2560, #4240, CalTRUST	-	
Payroll Related Expenditures (incl. CalPERS UAL pmt)	(233,462.65)	
Debt Service	(62,430.97)	
Capital & Other Expenditures	(1,474,903.62)	
Total Cash Disbursements	<u>(1,770,797.24)</u>	(1,770,797.24)
Operating & Money Market - Ending Balance		<u>2,382,355.10</u>
Total Cash		<u>2,391,552.56</u>
<u>Investments</u>	<i>(Interest and Market Valuation will be re-calculated as part of the year-end close, if material)</i>	
LAIF - Beginning Balance	139,080.59	
Interest Income	-	
LAIF - Ending Balance		<u>139,080.59</u>
Humboldt Co. #2560 - Beginning Balance	2,501,037.76	
Property Taxes and Assessments	41,759.38	
Transfer to/from Operating Cash	-	
Interest Income (net of adjustments)	3,209.67	
Humboldt Co. #2560 - Ending Balance	<u>2,546,006.81</u>	2,546,006.81
Humboldt Co. #4240 - Beginning Balance	3,434,134.38	
Transfer to/from Operating Cash	-	
Transfer to/from Biosolids Reserve	-	
Interest Income	3,604.24	
Humboldt Co. #4240 - Ending Balance		<u>3,437,738.62</u>
Humboldt Co. #9390 - Beginning Balance	663,032.08	
Reserves Recovery Deposits/Other Bal Withdrawals	-	
Humboldt Co. #9390 - Ending Balance		<u>663,032.08</u>
USDA Bond Reserve Fund - Beginning Balance	126,719.69	
Bond Reserve Payment/Transfer to Service Fund	4,255.41	
Debt Service Payment, Principal/Interest (Net)	(1,625.00)	
Interest Adjustment	0.54	
USDA Bond Reserve Fund - Ending Balance		<u>129,350.64</u>
Market Valuation Account		20,433.34
BNY COPS Series A & B - Beginning Balance	8,665,906.72	
Bond Principal Total (Series A & B)	-	
Bond Draws for Capital Projects	-	
Bond Reserve Payment/Transfer to Service Fund	-	
Debt Service Payment, Principal/Interest (Net)	-	
Bond Premium and Issuance Costs	-	
BNY COPS Series A & B - Ending Balance		<u>8,665,906.72</u>
CalTRUST - Beginning Balance	10,499,698.33	
Net Transfer to/from Designated Reserves: PERS/OPEB	-	
Net Transfer to/from Capacity Fees/Catastrophe/Other Reserves	-	
Net: Interest Income/Unrealized Gain/Loss	(46,427.25)	
CalTRUST - Ending Balance		<u>10,453,271.08</u>
Total Investments		<u>26,054,819.88</u>
Total Cash & Investments - Current Month		28,446,372.44
Total Cash & Investments - Prior Month		<u>29,759,583.22</u>
Net Change to Cash & Investments This Month		<u>(1,313,210.78)</u>
<u>Cash & Investment Summary</u>		
Cash & Cash Equivalents		27,691,382.86
Davis-Grunsky Loan Reserve		625,638.94
USDA Bond Reserve		<u>129,350.64</u>
Total Cash & Investments		<u>28,446,372.44</u>

McKinleyville Community Services District
Consolidated Balance Sheet by Fund
as of February 28, 2022

	Governmental Funds			Proprietary Funds		Total (Memorandum Only)
	Parks & General	Measure B	Streetlights	Water	Wastewater	
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 1,102,545.36	\$ (509,604.97)	\$ 98,050.13	\$ 8,627,756.58	\$ 9,815,268.32	\$ 19,134,015.42
Accounts receivable	7,612.84	-	8,462.74	949,977.40	2,043,349.12	3,009,402.10
Prepaid expenses & other current assets	15,937.43	2,206.61	1,684.67	108,698.48	49,716.68	178,243.87
Total Current Assets	1,126,095.63	(507,398.36)	108,197.54	9,686,432.46	11,908,334.12	22,321,661.39
Noncurrent Assets						
Restricted cash & cash equivalents	210,368.26	-	-	5,396,581.01	4,024,315.29	9,631,264.56
Other noncurrent assets	-	-	-	934,412.53	957,510.60	1,891,923.13
Capital assets (net)	-	-	-	8,186,921.20	30,224,152.31	38,411,073.51
Total Noncurrent Assets	210,368.26	-	-	14,517,914.74	35,205,978.20	49,934,261.20
TOTAL ASSETS	\$ 1,336,463.89	\$ (507,398.36)	\$ 108,197.54	\$ 24,204,347.20	\$ 47,114,312.32	\$ 72,255,922.59
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 111,549.89	\$ 6,383.10	\$ 2,023.76	\$ 183,507.20	\$ 187,725.56	\$ 491,189.51
Accrued payroll & related liabilities	98,835.11	-	-	65,954.97	66,357.44	231,147.52
Total Current Liabilities	210,385.00	6,383.10	2,023.76	249,462.17	254,083.00	722,337.03
Noncurrent Liabilities						
Long-term debt	-	-	-	6,292,735.70	19,459,041.75	25,751,777.45
Other noncurrent liabilities	-	-	-	4,827,516.42	4,933,821.19	9,761,337.61
Total Noncurrent Liabilities	-	-	-	11,120,252.12	24,392,862.94	35,513,115.06
TOTAL LIABILITIES	210,385.00	6,383.10	2,023.76	11,369,714.29	24,646,945.94	36,235,452.09
Fund Balance/Net Assets						
Fund balance	(2,957,470.45)	(513,781.46)	106,173.78	-	-	(3,365,078.13)
Net assets	4,083,549.34	-	-	10,940,447.41	11,702,255.82	26,726,252.57
Investment in capital assets, net of related debt	-	-	-	1,894,185.50	10,765,110.56	12,659,296.06
Total Fund Balance/Net Assets	1,126,078.89	(513,781.46)	106,173.78	12,834,632.91	22,467,366.38	36,020,470.50
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 1,336,463.89	\$ (507,398.36)	\$ 108,197.54	\$ 24,204,347.20	\$ 47,114,312.32	\$ 72,255,922.59
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 3,666,553.81					
General Long-term Liabilities						
Meas. B Loan: Teen/Community Center	872,053.00			Non-debt Long-term Liabilities (included in Other Non-current Liabilities above)		
OPEB Liability	3,291,932.47			OPEB Liability	3,352,060.07	3,366,092.45
CalPERS Pension Liability/Deferred Inflows-Outflows	719,001.05			CalPERS Pension Liability	754,383.21	825,924.74
Accrued Compensated Absences	66,454.84					2,299,309.00
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 4,949,441.36					

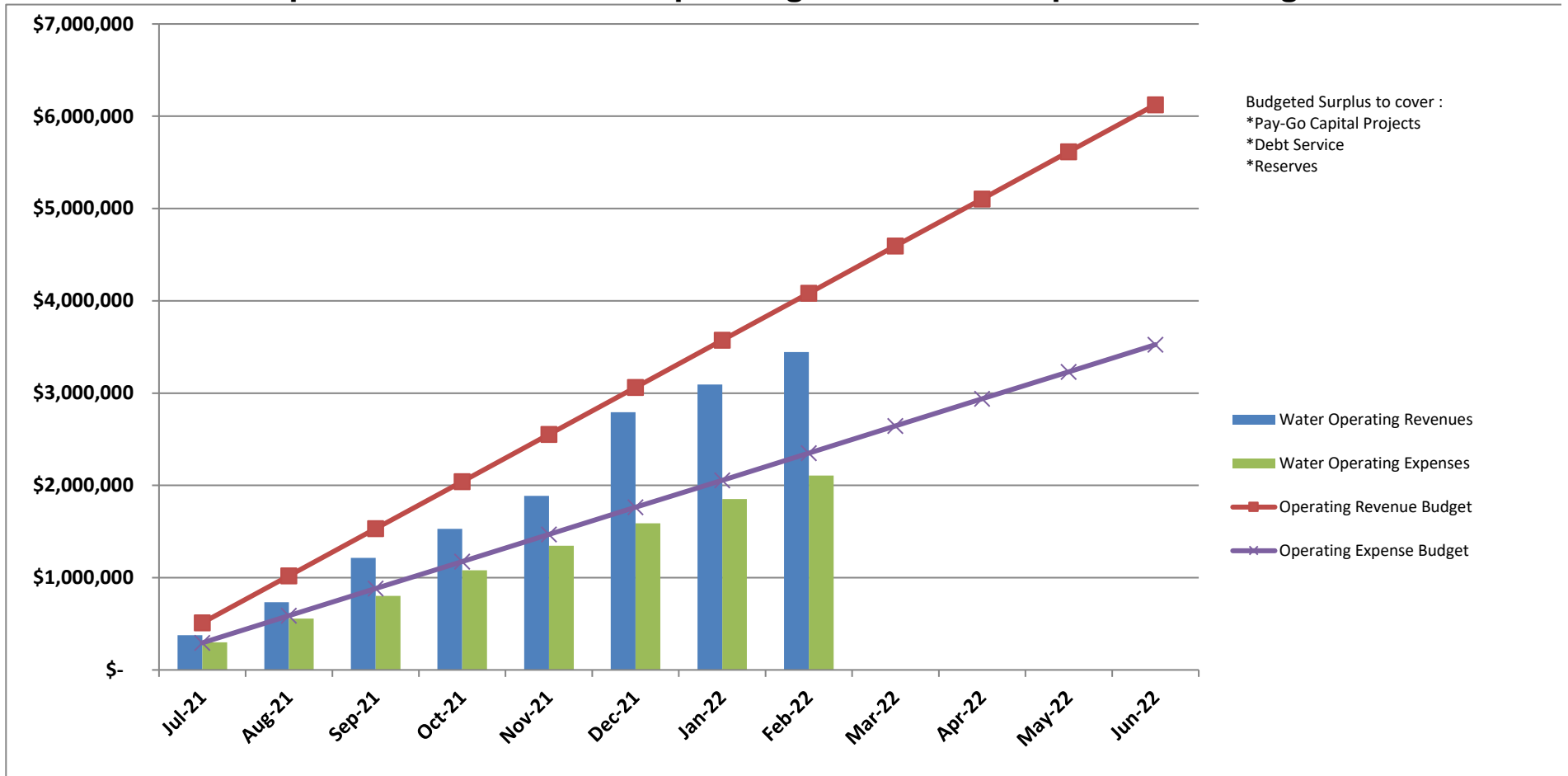
**McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
Feb 2022**

Department Summaries	February	% of Year 66.67% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
Water						
Water Sales	345,899	2,719,328	2,793,699	(74,371)	-2.66%	
Other Revenues	6,125	725,900	1,289,813	(563,913)	-43.72%	Includes YTD Capacity Fees \$195,704 Contrib.Construction \$0, Grants \$0 Includes CalTRUST unrealized gain/(loss), & 2021A COPs issue premium
Total Operating Revenues	352,023	3,445,229	4,083,512	(638,283)	-15.63%	
Salaries & Benefits	72,214	647,306	751,435	(104,129)	-13.86%	Budget spread evenly across 12 months, but actuals vary by schedule
Water Purchased	99,232	817,800	769,651	48,149	6.26%	
Other Expenses	50,618	377,958	562,131	(184,173)	-32.76%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Depreciation	33,333	263,581	266,667	(3,086)	-1.16%	
Total Operating Expenses	255,398	2,106,645	2,349,884	(243,239)	-10.35%	
Net Operating Income	96,626	1,338,583	1,733,628	(881,522)		
Interest Income	2,559	17,732	33,333	(15,601)	-46.80%	Interest rates lower than anticipated.
Interest & 2021A COPs Issuance Exp	(25,095)	(127,713)	(67,410)	60,303	89.46%	Water Fund 2021A COPs Issuance Exp - not anticipated in FY21-22 Budget
Net Income (Loss)	74,090	1,228,603	1,699,551	(470,948)		
Wastewater						
Wastewater Service Charges	349,963	2,698,374	2,787,833	(89,459)	-3.21%	
Other Revenues	10,513	809,818	1,486,746	(676,928)	-45.53%	Includes YTD Capacity Fees \$334,218 Contrib.Construction \$0, Grants \$0 Includes CalTRUST unrealized gain/(loss), & 2021B COPs issue premium
Total Operating Revenues	360,476	3,508,192	4,274,579	(766,387)	-17.93%	
Salaries & Benefits	92,631	819,648	790,102	29,546	3.74%	
Other Expenses	67,436	458,844	736,537	(277,693)	-37.70%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Depreciation	102,083	811,248	816,667	(5,419)	-0.66%	
Total Operating Expenses	262,150	2,089,739	2,343,306	(253,567)	-10.82%	
Net Operating Income	98,326	1,418,453	1,931,273	(512,820)		
Interest Income	4,460	32,316	50,000	(17,684)	-35.37%	Interest rates lower than anticipated.
Interest Expense	(62,515)	(286,776)	(175,338)	111,438	63.56%	Wastewater Fund 2021B COPs Issuance Exp - not anticipated in FY21-22 Budget
Net Income (Loss)	40,271	1,163,993	1,805,935	(641,942)		
Enterprise Funds Net Income (Loss)	114,362	2,392,596	3,505,486	(1,112,890)		

McKinleyville Community Services District

Feb 2022

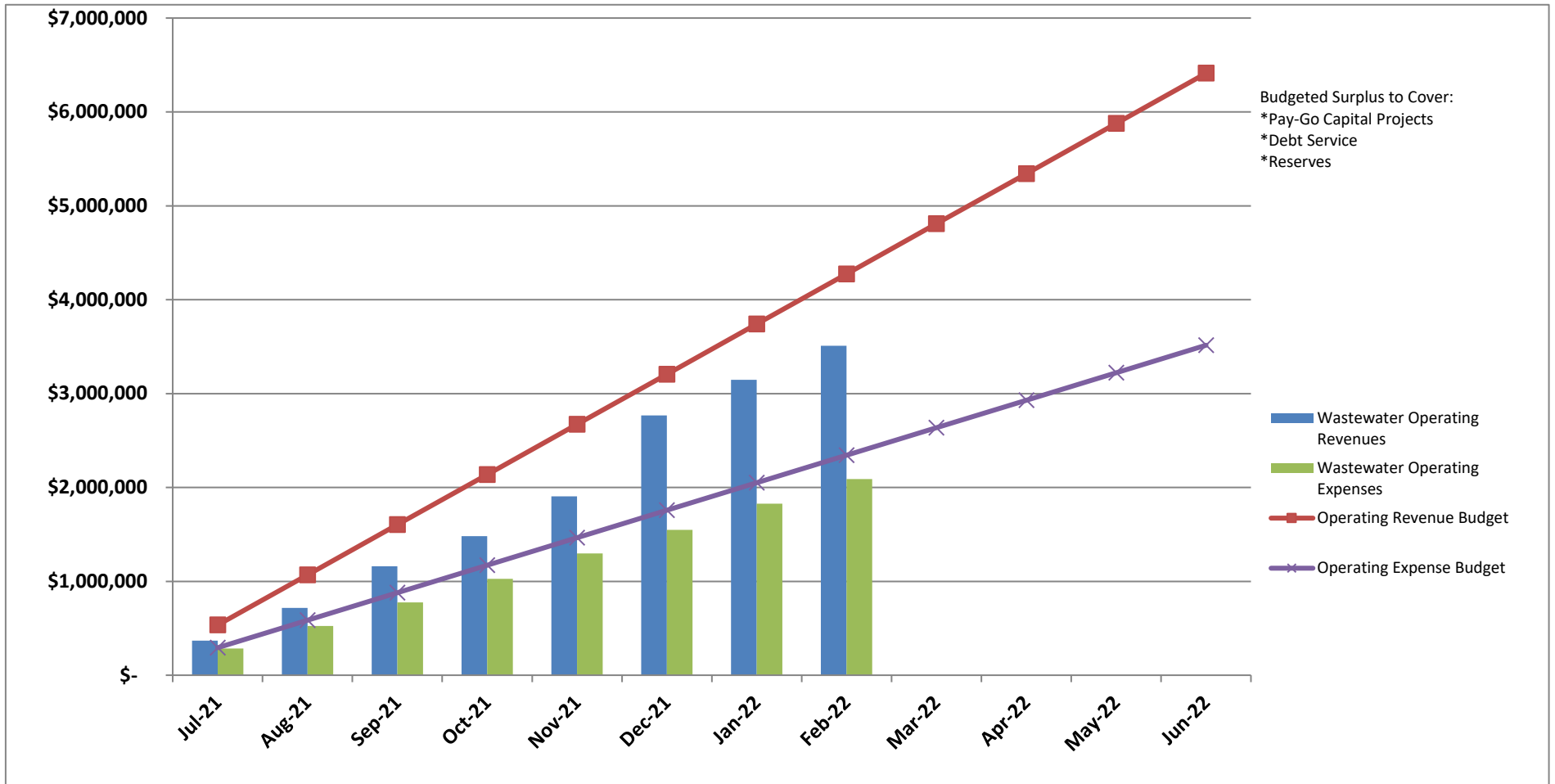
Comparison of Water Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District

Feb 2022

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget

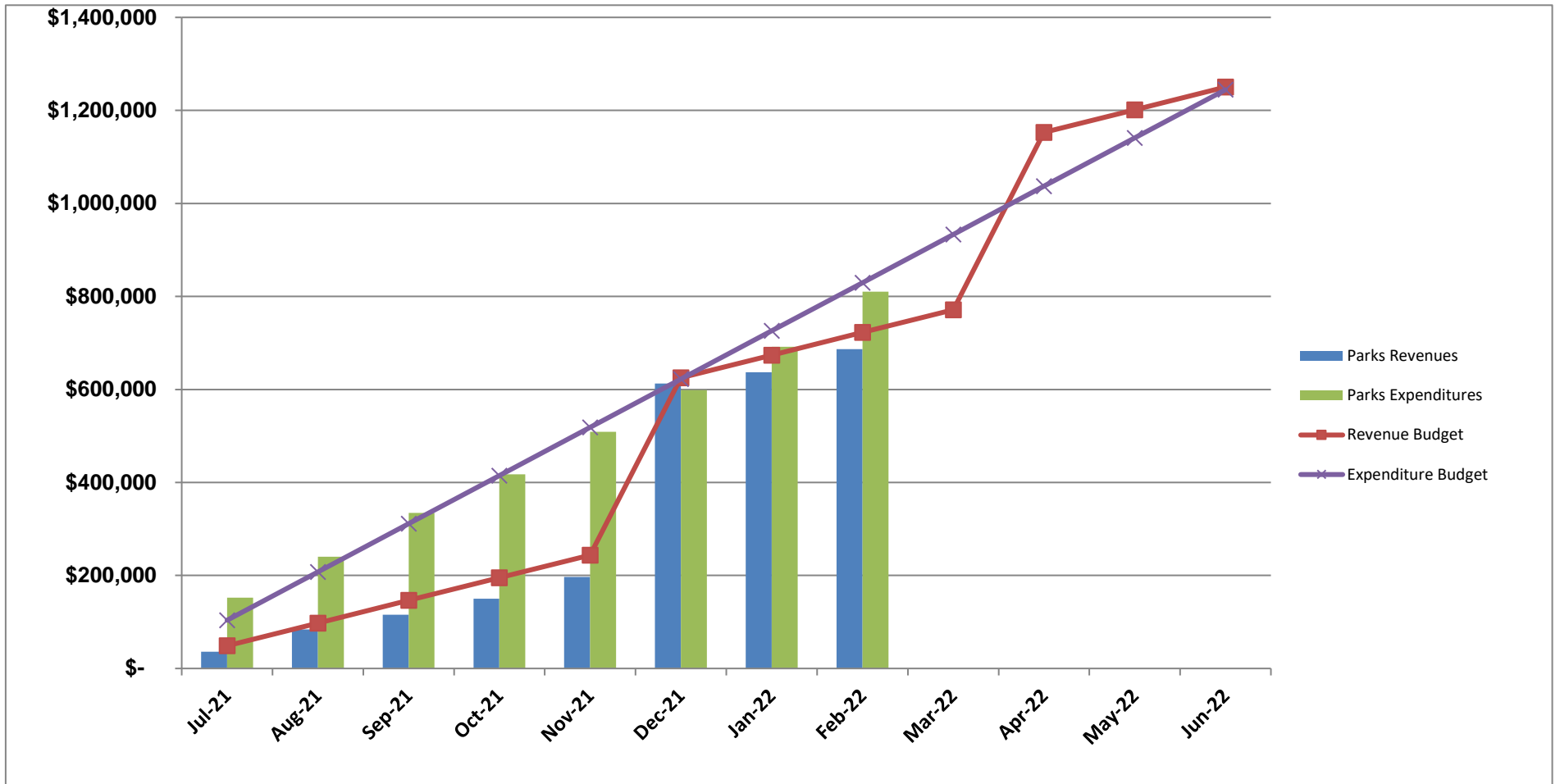


**McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
Feb 2022**

	February	% of Year 66.67% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
Department Summaries						
*Parks & Recreation						
Program Fees	5,434	119,759	161,520	(41,761)	-25.85%	Budget spread evenly across 12 months, but actuals vary by schedule
Rents & Facility Related Fees	6,181	56,221	33,815	22,406	66.26%	More facility rentals than anticipated in budget
Property Taxes	33,717	407,631	443,216	(35,585)	-8.03%	Actuals now available, correction of estimate posted in December
Other Revenues	11,285	104,452	171,593	(67,141)	-39.13%	Budget spread evenly across 12 months, but actuals vary by schedule
Interest Income	(7,030)	(1,323)	23,333	(24,656)	-105.67%	Net of an unrealized loss on CalTrust balances
Total Revenues	49,587	686,741	833,477	(146,736)	-17.61%	
Salaries & Benefits	70,567	631,103	584,237	46,866	8.02%	Budget spread evenly across 12 months, but actuals vary by schedule
Other Expenditures	15,542	146,744	164,080	(17,336)	-10.57%	Budget spread evenly across 12 months, but actuals vary by purchasing schedule
Capital Expenditures	32,528	32,528	81,333	(48,805)	-60.01%	Budget spread evenly across 12 months, but actuals vary by project schedule
Total Expenditures	118,637	810,376	829,650	(19,274)	-2.32%	
Excess (Deficit)	(69,050)	(123,635)	3,827	(127,462)		
*Measure B Assessment						
Total Revenues	24,285	141,170	150,003	(8,833)	-5.89%	Actuals now available, correction of estimate posted in December FY21-22 Tax Receipts are estimated based on MCSD Budget
Salaries & Benefits	12,114	57,436	39,171	18,265	46.63%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	7,165	25,547	48,046	(22,499)	-46.83%	Budget spread evenly across 12 months, but actuals vary seasonally
Capital Expenditures/Loan Repayment	-	63,147	62,449	698	1.12%	Budget is spread evenly across 12 months. Loan pmnts are October & April
Total Expenditures	19,278	146,131	149,666	(3,535)	-2.36%	
Excess (Deficit)	5,006	(4,961)	337	(5,298)		
*Street Lights						
Total Revenues	10,634	80,563	79,624	939	1.18%	
Salaries & Benefits	3,259	26,930	33,601	(6,671)	-19.85%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	3,269	26,106	26,183	(77)	-0.29%	
Capital Expenditures/Loan Repayment	-	-	31,333	(31,333)	-100.00%	Budget spread evenly across 12 months, but actuals vary by project
Total Expenditures	6,529	53,036	91,117	(38,081)	-41.79%	
Excess (Deficit)	4,106	27,526	(11,493)	(39,019)		
Governmental Funds Excess (Deficit)	(59,938)	(101,070)	(7,329)	(93,741)		

McKinleyville Community Services District Feb 2022

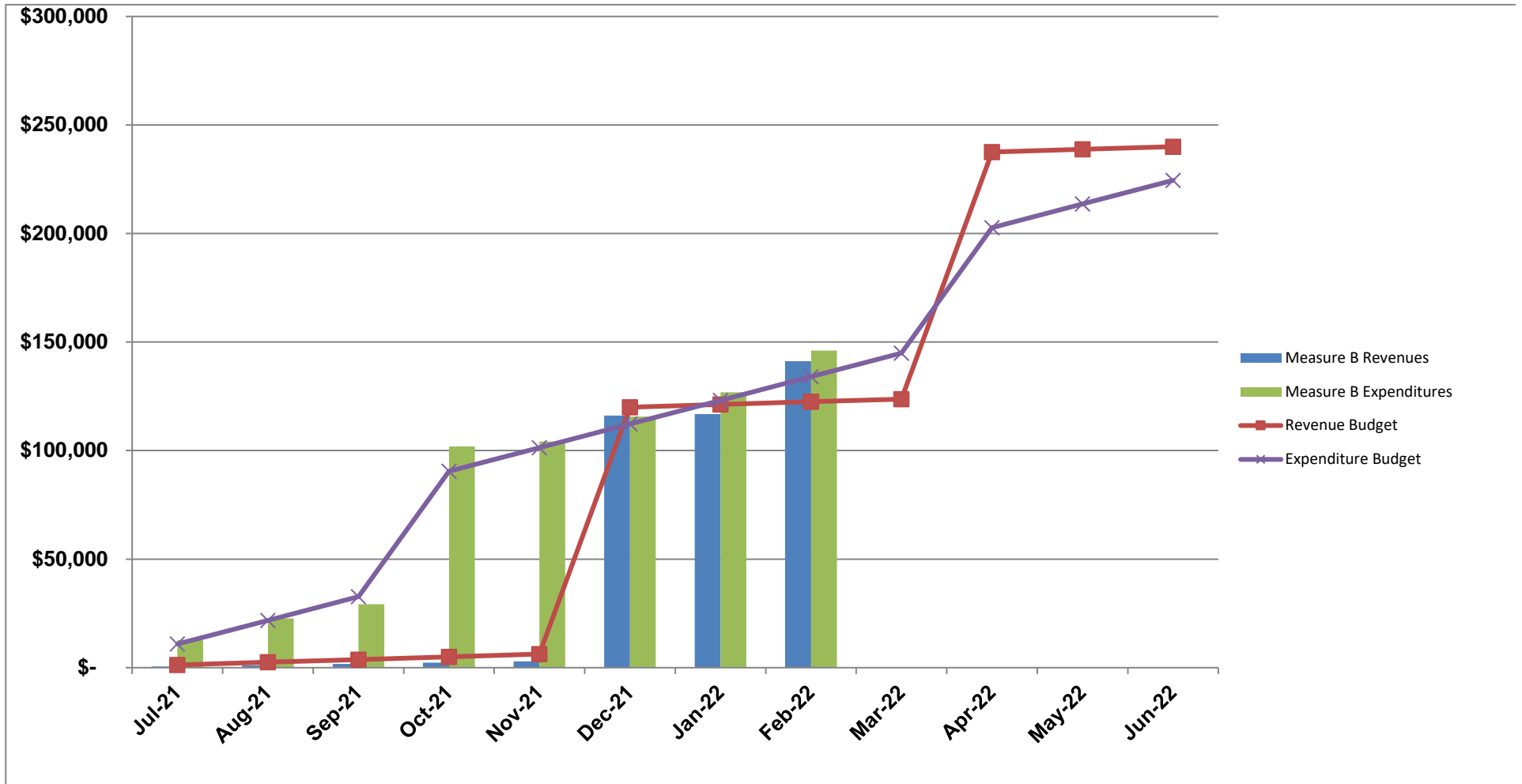
Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



McKinleyville Community Services District

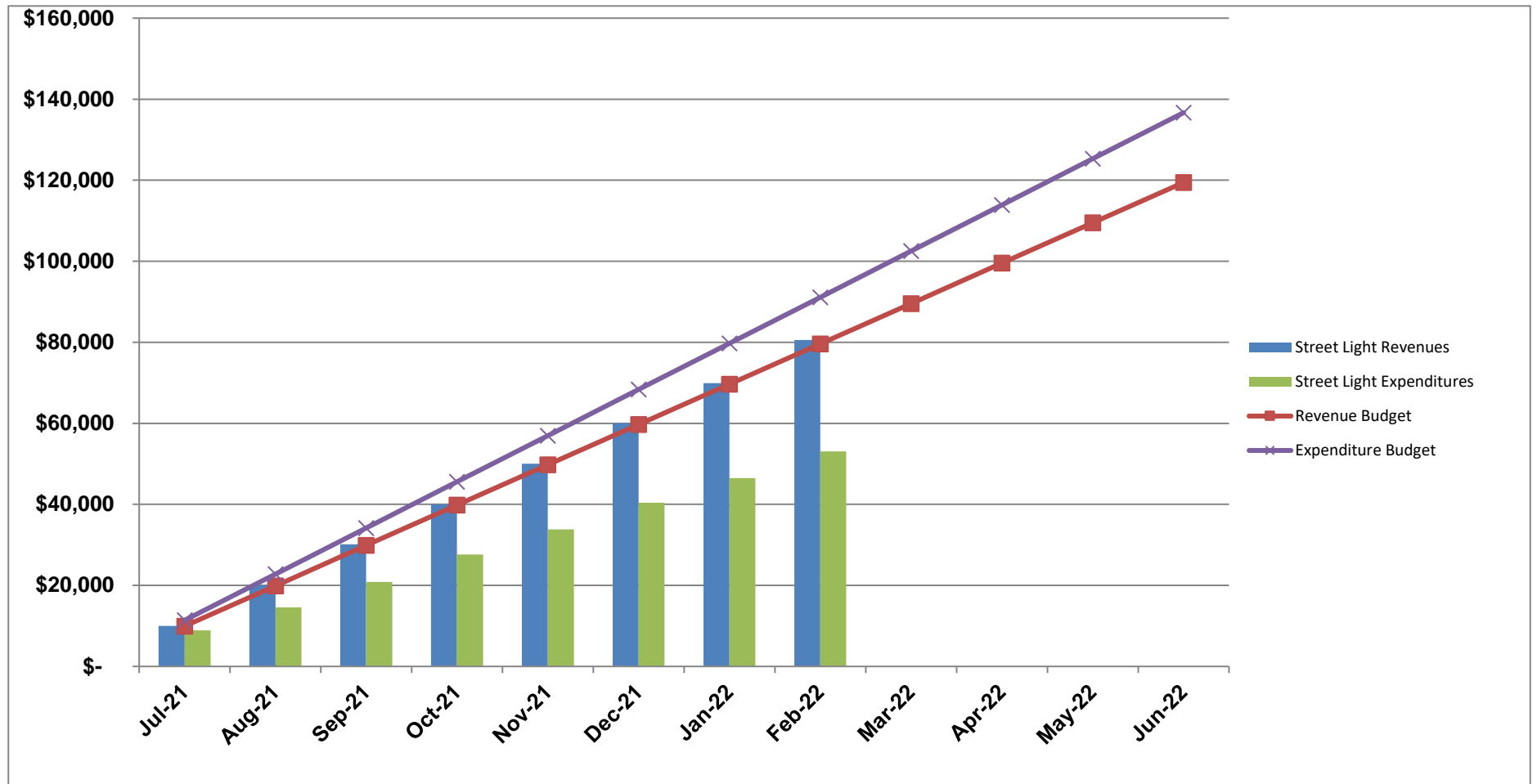
Feb 2022

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District Feb 2022

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District
Capital Expenditure Report
as of February 28, 2022**

	February	YTD	FY 21-22	Remaining		Notes
		Total	Budget	Budget \$	Budget %	
Water Department						
Ramey Pump Upgrades	-	-	-	-	#DIV/0!	
Water Tank Painting	-	-	500,000	500,000	100%	Water Tank Painting & Cathodic
4.5m New Water Tank	4,187	23,477	4,132,000	4,108,523	99%	Drilling, LACO Assoc.
Production Meter Replacements	-	-	8,000	8,000	100%	Production Meter Replacement
McCluski Tank3 Replace Roof Vents	-	-	6,000	6,000	100%	McCluski Tank3 Replace Roof Vents
Emergency Generator-Cochran	-	-	50,000	50,000	100%	CochranEmergency Generator
Fire Hydrant System Upgrade	-	-	7,000	7,000	100%	Fire Hydrant System Upgrade
Blake Station Upgrades	-	6,619	8,000	1,381	17%	Blake Station Upgrades
Digital Control & Radio Telemetry Upgrade	-	-	10,000	10,000	100%	Radio Telemetry upgrade
Water Main Rehab & Replacement	30,651	56,509	1,000,000	943,491	94%	Water Main Rehab
Property Purchase- Tank Site	-	-	-	-	#DIV/0!	Property Purch/Imprv.Tank Site
Subtotal	34,837	86,604	5,721,000	5,634,396	98%	
Wastewater Department						
Sewer Main Rehab & Replacement	29,685	51,874	1,000,000	948,126	95%	Sewer Main Rehab
WWMF Sludge Disposal - next	314,686	315,120	240,000	(75,120)	-31%	Sludge handling/disposal
WWMF Recirculation Valve Replacement	6,512	6,512	15,000	8,488	57%	Recirculation Valve replacement
WWMF Pond Armoring	-	-	51,000	51,000	100%	WWMF Pond Armoring
WWMF Secondary Effluent Motor	-	-	6,000	6,000	100%	WWMF Secondary Effluent Motor
Collection Upgrades-UndercrossingsProj	-	14,666	1,149,000	1,134,334	99%	Collection System upgrades
Fischer Lift Station Generator	-	-	40,000	40,000	100%	Fischer Lift Stn Generator
Solar Project - CWSRF Grant/Loan	712,831	2,298,358	3,500,000	1,201,642	34%	WWMF Solar Project
WWMF - CEQA/ NPDES Permit	-	-	55,000	55,000	100%	NPDES Permit Project
Underground pipe locator & camera	-	-	5,000	5,000	100%	Underground pipe locator & came
WWMF Lab Cabinets	-	-	10,000	10,000	100%	WWMF Lab Cabinets
Subtotal	1,063,715	2,686,530	6,071,000	3,384,470	56%	
Water & Wastewater Operations						
Heavy Equipment	-	38,734	150,000	111,266	74%	backhoe, aircompressor
Utility Vehicles	-	43,184	42,000	(1,184)	-3%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	-	-	75,000	75,000	100%	Facilities upgrade/sealcoat
Computers & Software	-	5,019	19,000	13,981	74%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tree fa	6,592	43,099	100,000	56,901	57%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Irrig	56	11,787	80,000	68,213	85%	Barn/ house/ fence, Irrig. pipe, Un
Property behind main office - purchase	-	-	400,000	400,000	100%	Purch property behind main offc
Small Equipment & Other	-	-	40,000	40,000	100%	Misc,response, & GPS surveying
Subtotal	-	141,823	906,000	764,177	84%	
Enterprise Funds Total	1,105,200	2,914,956	12,698,000	9,783,044	77%	
Parks & Recreation Department						
Pierson Park - Landscaping & signage	-	-	8,000	8,000	100%	Pierson Pk-Landscape & signage
Azalea Hall Projects	-	-	6,000	6,000	100%	Major appliance replacemnt
McKinleyville Activity Center Upgrades	-	-	85,000	85,000	100%	Flooring replacement
Law Enforcement Facility Improvements	-	-	10,000	10,000	100%	LEF flooring/Library Carpet
Projects Funded by Quimby/Grants/ Other	-	-	505,000	505,000	100%	CommForest,SkatePk,LandAcq
Other Parks Projects & Equipment	32,528	32,528	8,000	(24,528)	-307%	Utility truck from Ops?
Subtotal	32,528	32,528	622,000	589,472	95%	
Streetlights						
LED Repairs	-	-	7,000	7,000	100%	
Pole Inspection	-	-	40,000	40,000	100%	Pole Inspection/Replacement
Subtotal	-	-	47,000	47,000	100%	
Governmental Funds Total	32,528	32,528	669,000	636,472	95%	
All Funds Total	1,137,727	2,947,484	13,367,000	10,419,516	78%	

**McKinleyville Community Services District
Summary of Long-Term Debt Report
as of February 28, 2022**

**Principal Maturities and
Scheduled Interest**

		Maturity		Balance- Jan 31,	Balance- Feb	Principal Maturities and Scheduled Interest	
	%	Date		2022	28, 2022	FY-22	Thereafter
Water Fund:							
I-Bank		8/1/30	P	527,704.77	527,704.77	-	527,704.79
Interest	3.37%		I			-	83,950.11
State of CA Energy Commission (ARRA)		12/22/26	P	60,575.24	60,575.24	5,923.37	54,651.66
Interest	1.0%		I			302.05	1,376.83
State of CA (Davis Grunsky)		1/1/33	P	1,182,074.72	1,182,074.72	-	1,182,074.72
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	187,380.97	187,380.97	-	187,380.97
Interest	2.5%		I			15,799.77	184,599.31
COPS - Series 2021A, Water Fund		8/1/51	P	4,335,000.00	4,335,000.00	-	4,335,000.00
Interest	2.93%	8/1/51	I	-	-	-	2,724,548.61
Total Water Fund-Principal				6,292,735.70	6,292,735.70	5,923.37	6,286,812.14
Total Water Fund-Interest						16,101.82	2,994,474.86
Total Water Fund				6,292,735.70	6,292,735.70	22,025.19	9,281,287.00
Wastewater Fund:							
WWMF SRF Loan		7/31/47	P	14,012,514.71	14,012,514.71	-	14,473,509.30
Interest	1.6%		I			-	3,226,319.37
Chase Bank (Pialorsi Property)		3/8/35	P	1,380,100.00	1,335,000.00	-	1,335,000.00
Interest	2.9%		I	-	-	-	177,948.30
USDA (Sewer Bond)		8/1/22	P	65,000.00	65,000.00	-	65,000.00
Interest	5.0%		I			-	1,625.00
COPS - Series 2021B, Wastewater Fund		9/15/51	P	3,560,000.00	3,560,000.00	-	3,560,000.00
Interest	2.93%	9/15/51	I	-	-	27,830.83	2,174,325.00
Total Wastewater Fund-Principal				15,457,614.71	18,972,514.71	-	15,873,509.30
Total Wastewater Fund-Interest						-	3,405,892.67
Total Sewer Fund				15,457,614.71	18,972,514.71	-	19,279,401.97
Meas. B Fund: Teen/Comm Center Loan		11/1/29	P	872,053.00	872,053.00	48,514.00	832,319.00
	3.55%		I			15,634.79	123,030.36
Total Principal				22,622,403.41	26,137,303.41	54,437.37	22,992,640.44
Total Interest						31,736.61	6,523,397.89
Total				22,622,403.41	26,137,303.41	86,173.98	29,516,038.33

Non-debt Long Term Liabilities, District-wide

OPEB Liability
CalPERS Pension Liability

10,010,084.99
2,299,309.00

**McKinleyville Community Services District
 Summary of Grants
 as of February 28, 2022**

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 February 1 through February 28, 2022

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
39294	2/17/2022	HAR13	The Hartford - Priority A	-	C20112u	Ck# 039294 Reversed
39377	2/17/2022	HAR13	The Hartford - Priority A	-	208288u	Ck# 039377 Reversed
39391	2/7/2022	*0043	AH DEPOSIT REFUND DB	100.00	C20201	AH DEPOSIT REFUND DB
39392	2/7/2022	*0044	YOUTH BASKETBALL REFUND DW	60.00	C20203	YOUTH BASKETBALL REFUND DW
39393	2/7/2022	*0045	AH DEPOSIT AND FEES REFUND JJ	153.00	C20208	AH DEPOSIT AND FEES REFUND JJ
39394	2/7/2022	ARC02	ARCATA STATIONERS	12.82	177977	OFFICE SUPPLIES
39395	2/7/2022	ASB01	ASBURY ENVIRONMENTAL SERVICES	302.80	789030	GAS/OIL/LUBE
39396	2/7/2022	BAD01	BADGER METER, Inc.	358.92	80091176	BEACON MBL HOSTING
39397	2/7/2022	BAS01	PACE ANALYTICAL SERVICES	198.50	220081128	LAB TESTS TREATMENT
				733.00	220081228	LAB TESTS TREATMENT
			Check Total:	<u>931.50</u>		
39398	2/7/2022	BOR01	BORGES & MAHONEY CO.	310.75	143358	LAB TESTING SUPPLIES
39399	2/7/2022	CHA07	CHASE BANK	58,175.56	4881	PIALORSI PROPERTY LOAN PMT
39400	2/7/2022	EUR07	Eureka Rubber Stamp Co.	10.03	A33865	OFFICE SUPPLIES
39401	2/7/2022	GHD01	GHD	29,260.42	8065	WATER & SEWER MAINLINE REPL
				12,295.39	8314	MICROGRID
			Check Total:	<u>41,555.81</u>		
39402	2/7/2022	GRA02	GRAINGER	31.93	289831	VEHICLE REPAIRS

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
39403	2/7/2022	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTR	99,579.30	C20202	WTR PURCHASED
39404	2/7/2022	IND02	INDUSTRIAL ELECTRIC SERVICE	415.79	C20202	REPAIRS/SUPPLY
39405	2/7/2022	INF02	INFOSEND	3,096.21	2064943	POSTAGE/OFFICE SUPPLIES
39406	2/7/2022	INF03	INFINITE CONSULTING SERVICE	4,030.00	9582	SUBSCRIPTIONS
39407	2/7/2022	JON05	CHRISTOPHER G. JONES	432.06	C20204	FISCHER RANCH SUPPL REIMB
39408	2/7/2022	MCK04	MCK ACE HARDWARE	395.99	C20204	REPAIRS/SUPPLY
39409	2/7/2022	MEN01	MENDES SUPPLY CO.	417.42	C20204	REPAIRS/SUPPLY
39410	2/7/2022	MIL01	Miller Farms Nursery	416.24	C20204	REPAIRS/SUPPLY
39411	2/7/2022	NOR13	NORTHERN CA SAFETY CONSORTIUM	120.00	28011	SAFETY TRAINING SUBSCRIPTION
39412	2/7/2022	ORE01	O'REILLY AUTOMOTIVE, INC.	10.13	C20204	GAS/OIL/LUBE
39413	2/7/2022	PAC05	PACIFIC ECORISK	881.24	17982	LAB TESTS TREATMENT
				3,165.67	17983	LAB TESTS TREATMENT
			Check Total:	<u>4,046.91</u>		
39414	2/7/2022	PGE11	PG&E STREETLIGHTS	24.53	C20204	STREETLIGHTS
39415	2/7/2022	PGE12	PG&E	34.87	C20204	GAS & ELECTRIC
39416	2/7/2022	POI01	POINTS WEST SURVEYING CO.	575.00	2412	4.5 MG TANK PROJECT
39417	2/7/2022	SEC03	SECURITY LOCK & ALARM	409.26	4204	PROFESSIONAL SERVICES
39418	2/7/2022	SEQ01	Sequoia Gas Co.	355.93	C20204	FUEL PURCHASED
39419	2/7/2022	STA11	STAPLES CREDIT PLAN	630.27	C20208	OFFICE SUPPLIES
39420	2/7/2022	STR01	STREAMLINE	300.00	15	WEBSITE MONTHLY FEE
39421	2/7/2022	THA01	THATCHER COMPANY, INC.	2,900.03	102345	REPAIRS/SUPPLY

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
39422	2/7/2022	THO02	Thomas Home Center	363.21	C20207	REPAIRS/SUPPLY
39423	2/7/2022	UMP01	UMPQUA BANK	110.00	0222CT	OFFICE SUPPLIES
				86.23	0222DS	EMPLOYEE FUND/OFFICE SUPPL
				1,871.78	0222JH	SAFETY/SUPPLIES/SUBSCRIPTION
				688.96	0222PARKS	OFFICE SUPPLIES/ACTIVITY
				2.60	0222ROUND	ROUND UP ON ACCT
			Check Total:	<u>2,759.57</u>		
39424	2/7/2022	USP02	USPS: ARCATA BMEU	1,659.08	C20203	NEWSLETTER POSTAGE
39425	2/7/2022	VAL01	VALLEY PACIFIC PETROLEUM	1,122.36	22-463995	GAS/OIL/LUBE
39426	2/7/2022	VAL02	VALLEY PACIFIC PETROLEUM	2,953.72	22-463256	GAS/OIL/LUBE
39427	2/7/2022	WEI01	WEIRUP LANE ASSOCIATION	115.00	C20203	FEES-WEIRUP LANE MAINTENANCE
39428	2/7/2022	\B012	MQ CUSTOMER REFUND FOR BU	58.58	000C20201	MQ CUSTOMER REFUND FOR BU
39429	2/7/2022	\C005	MQ CUSTOMER REFUND FOR CO	37.43	000C20201	MQ CUSTOMER REFUND FOR CO
39430	2/7/2022	\C011	MQ CUSTOMER REFUND FOR CO	81.93	000C20201	MQ CUSTOMER REFUND FOR CO
39431	2/7/2022	\F002	MQ CUSTOMER REFUND FOR FE	224.30	000C20201	MQ CUSTOMER REFUND FOR FE
39432	2/7/2022	\F005	MQ CUSTOMER REFUND FOR FI	60.29	000C20201	MQ CUSTOMER REFUND FOR FI
39433	2/7/2022	\J005	MQ CUSTOMER REFUND FOR JA	22.59	000C20201	MQ CUSTOMER REFUND FOR JA
39434	2/7/2022	\M011	MQ CUSTOMER REFUND FOR MO	15.37	000C20201	MQ CUSTOMER REFUND FOR MO
39435	2/7/2022	\P002	MQ CUSTOMER REFUND FOR PE	27.95	000C20201	MQ CUSTOMER REFUND FOR PE
39436	2/7/2022	\S002	MQ CUSTOMER REFUND FOR SA	87.04	000C20201	MQ CUSTOMER REFUND FOR SA
39437	2/7/2022	\S004	MQ CUSTOMER REFUND FOR SW	46.76	000C20201	MQ CUSTOMER REFUND FOR SW
39438	2/7/2022	\T015	MQ CUSTOMER REFUND FOR TA	66.24	000C20201	MQ CUSTOMER REFUND FOR TA

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
39439	2/10/2022	UMP01	UMPQUA BANK	515.43	222CT	OFFICE SUPPLIES
				86.23	222DS	EMPLOYEE FUND/OFFICE SUPPL
				1,871.78	222JH	SAFTEY/SUPPLIES/SUBSCRIPTION
				110.00	222BOARD	SUBSCRIPTIONS
				688.96	222PARKS	OFFICE SUPPLIES/ACTIVITY
				2.60	222ROUND	ROUND UP ON ACCT
			Check Total:	<u>3,275.00</u>		
39440	2/14/2022	ACW01	CB&T/ACWA-JPIA	10,964.15	681484	GROUP HEALTH INSURANCE
39441	2/14/2022	ARC12	ARCATA USED TIRE AND WHEEL	452.30	93848	VEHICLE REPAIRS
39442	2/14/2022	ASB01	ASBURY ENVIRONMENTAL SERV	95.00	792802	GAS/OIL/LUBE
39443	2/14/2022	ATT01	AT&T	1,416.46	C20214	TELEPHONE/INTERNET
39444	2/14/2022	ATT06	AT&T	275.40	C20214	AZALEA HALL TELEPHONE
39445	2/14/2022	BNY01	BNY MELLON TRUST COMPANY,	27,830.84	C20214	BOND INTEREST PMT CT2124633
39446	2/14/2022	BTM01	BT METAL SALES & FABRICATION	800.33	39352	REPAIRS/SUPPLY
				63.28	39417	REPAIRS/SUPPLY
			Check Total:	<u>863.61</u>		
39447	2/14/2022	EUR06	EUREKA READY MIX	646.50	76360	REPAIRS/SUPPLY
39448	2/14/2022	FED01	FedEx Office	479.69	508995	LAB TESTS TREATMENT
39449	2/14/2022	FED02	FEDAK & BROWN LLP	750.00	C20208	ACCT. / AUDIT
39450	2/14/2022	GOV01	GOVINVEST	3,782.10	2022-3425	SOFTWARE SUBSCRIPTION
39451	2/14/2022	HUM08	HUMBOLDT SANITATION	629.70	2X02682	TRASH SERVICE
				568.70	21X02683	TRASH SERVICE
				283.75	21X02684	TRASH SERVICE
				568.70	21X02785	TRASH SERVICE
			Check Total:	<u>2,050.85</u>		
39452	2/14/2022	HUM17	HUMBOLDT COUNTY DEPT.	415.05	PT0005070	HAZ MATERIALS FEES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
39453	2/14/2022	IBS01	IBS OF THE REDWOODS	129.25	C20210	VEHICLE REPAIRS
39454	2/14/2022	IND02	INDUSTRIAL ELECTRIC SERVICE	251.07	IN42699	CONST EQUIP REP
39455	2/14/2022	MCK11	MCKINLEYVILLE SENIOR CENTER	21.94	C20214	INTERNET SHARE
39456	2/14/2022	MIT01	MITCHELL LAW FIRM	1,241.50	49478	LEGAL
				896.00	49479	LEGAL
			Check Total:	<u>2,137.50</u>		
39457	2/14/2022	MIT02	MITEL	760.41	38957319	TELEPHONE
39458	2/14/2022	NOR01	NORTH COAST LABORATORIES	4,735.00	C20209	LAB TESTS
39459	2/14/2022	NOR35	NORTHERN HUMBOLDT EMPL SVCS	634.61	ES22-104	OPEN SPACE MAINTENANCE
				466.93	ES22-105	OPEN SPACE MAINTENANCE
			Check Total:	<u>1,101.54</u>		
39460	2/14/2022	PGE05	PG&E STREETLIGHTS	388.91	C20214	STREETLIGHTS
39461	2/14/2022	PGE07	PG&E STREETLIGHTS	1,106.48	C20214	STREETLIGHTS
39462	2/14/2022	SUD01	SUDDENLINK	161.37	C20214	INTERNET SERVICES
39463	2/14/2022	THO01	THOMAS & ASSOCIATES	5,044.69	TA-35282	REPAIRS/SUPPLY
39464	2/21/2022	*0046	LEISURE CLASSES REFUND CF	50.00	C20218	LEISURE CLASSES REFUND CF
39465	2/21/2022	*0047	AH DEPOSIT REFUND KR	100.00	C20218	AH DEPOSIT REFUND KR
39466	2/21/2022	ALV03	FINGERPRINTING REIMB CA	35.00	C20218	FINGERPRINTING REIMB CA
39467	2/21/2022	AME02	AMERESCO	693,434.98	8	MICROGRID PROJECT
39468	2/21/2022	ATT04	AT&T	926.13	C20222	SWITCHED ETHERNET SERVICE
39469	2/21/2022	BAS01	PACE ANALYTICAL SERVICES	536.00	220159328	LAB TESTS TREATMENT
39470	2/21/2022	CAS01	CASH	307.50	C20218	PETTY CASH REPLENISHED

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
39471	2/21/2022	COA02	COASTAL BUSINESS SYSTEMS	2,078.00	AR103446	DOCSTAR ANNUAL MAINTENANCE
39472	2/21/2022	COR01	CORBIN WILLITS SYSTEMS, INC	963.05	C202151	MOMS MONTHLY MAINTENANCE
39473	2/21/2022	COU06	COUNTY OF HUMBOLDT	600.59	PLI220913	RECLAMATION SITE UPGRADE
39474	2/21/2022	FED01	FedEx Office	391.61	766530380	LAB TESTS TREATMENT
39475	2/21/2022	GHD01	GHD	2,890.01	8830	WATER & SEWER MAINLINE REPL
				2,274.26	8849	PROFESSIONAL SERVICES
			Check Total:	<u>5,164.27</u>		
39476	2/21/2022	GRA02	GRAINGER	360.43	83221	REPAIRS/SUPPLY
39477	2/21/2022	INF03	INFINITE CONSULTING SERVICE	270.44	9606	OFFICE SUPPLIES
39478	2/21/2022	MIN01	FINGERPRINTING REIMB KM	35.00	C20223	FINGERPRINTING REIMB KM
39479	2/21/2022	MUD01	MUDDY WATERS COFFEE CO.,INC	80.00	86764670	OFFICE SUPPLIES
39480	2/21/2022	PGE10	PG&E STREETLIGHTS	3.83	C20223	STREETLIGHTS
39481	2/21/2022	SMI01	FINGERPRINTING REIMB MS	30.00	C20223	FINGERPRINTING REIMB MS
39482	2/21/2022	SYN01	SYNAGRO TECHNOLOGIES, INC	171,656.50	26203	WWMF SLUDGE DISPOSAL & HA
				143,029.50	27784	WWMF SLUDGE DISPOSAL & HA
			Check Total:	<u>314,686.00</u>		
39483	2/21/2022	USB01	U.S. BANK TRUST N.A.	4,255.41	C20223	SEWER BOND PAYMENT
39484	2/21/2022	VAN03	VAN PELT, MEGAN	25.00	C20223	FINGERPRINTING
39485	2/21/2022	WES02	WES GREEN	479.49	GW5002	REPAIRS/SUPPLY
39486	2/21/2022	WIL09	WILLDAN FINANCIAL SERVICE	9,295.00	1050490	WATER/SEWER RATE STUDY
39487	2/28/2022	BAD01	BADGER METER, Inc.	-	80093210	Ck# 039487 Reversed
39488	2/28/2022	COA01	COASTAL BUSINESS SYSTEMS	1,235.53	31066899	COPIER MONTHLY PAYMENT

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
39489	2/28/2022	GHD01	GHD	3,997.25	8834	WATER RECYCLING PROGRAM
				57,445.75	9379	WATER & SEWER MAINLINE REPL
				19,396.01	9415	MICROGRID
			Check Total:	<u>80,839.01</u>		
39490	2/28/2022	GRA02	GRAINGER	1,042.85	213059216	REPAIRS/SUPPLY
				301.94	225020008	REPAIRS/SUPPLY
			Check Total:	<u>1,344.79</u>		
39491	2/28/2022	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTR	99,231.96	C20302	WTR PURCHASED
39492	2/28/2022	MAY02	DENNIS MAYO	125.00	C20228	BOARD MEETING FEBRUARY 2, 2022
39493	2/28/2022	PGE06	PG&E-STREETLIGHTS	18.49	C20302	STREETLIGHTS
39494	2/28/2022	PGE08	PG&E-STREETLIGHTS	17.75	C20302	STREETLIGHTS
39495	2/28/2022	STR01	STREAMLINE	300.00	16	WEBSITE MONTHLY FEE
39496	2/28/2022	THR01	THRIFTY SUPPLY COMPANY	12.78	100413701	REPAIRS/SUPPLY
39497	2/28/2022	TPX01	TPx COMMUNICATIONS	2,713.65	628059	INTERNET SERVICES
39498	2/28/2022	USA01	USA BLUEBOOK	-	879524u	Ck# 039498 Reversed
39499	2/28/2022	WES13	WESTERN WEB	1,078.08	26916	NEWSLETTER PRINTING
39500	2/28/2022	\B007	MQ CUSTOMER REFUND FOR BE	120.00	000C20301	MQ CUSTOMER REFUND FOR BE
39501	2/28/2022	\B014	MQ CUSTOMER REFUND FOR BU	58.58	000C20301	MQ CUSTOMER REFUND FOR BU
39502	2/28/2022	\G008	MQ CUSTOMER REFUND FOR GA	60.91	000C20301	MQ CUSTOMER REFUND FOR GA
39503	2/28/2022	\G009	MQ CUSTOMER REFUND FOR GO	26.00	000C20301	MQ CUSTOMER REFUND FOR GO
39504	2/28/2022	\P009	MQ CUSTOMER REFUND FOR PA	114.36	000C20301	MQ CUSTOMER REFUND FOR PA
39505	2/28/2022	\S005	MQ CUSTOMER REFUND FOR SM	116.37	000C20301	MQ CUSTOMER REFUND FOR SM
D00069	2/17/2022	HAR14	THE HARTFORD - PRIORITY A	887.40	C20217	MCK CSD INV # 71218420828

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
D00070	2/28/2022	BIN01	BINDER, SCOTT	125.00	C20228	BOARD MEETING FEBRUARY 2, 2022
D00070	2/28/2022	COU09	COUCH, DAVID	125.00	C20228	BOARD MEETING FEBRUARY 2, 2022
D00070	2/28/2022	ORS01	ORSINI, GREG	125.00	C20228	BOARD MEETING FEBRUARY 2, 2022
D00070	2/28/2022	PET01	CLARK-PETERSON, JOELLEN	125.00	C20228	BOARD MEETING FEBRUARY 2, 2022
			Check Total:	<u>500.00</u>		
				<u>1,521,937.98</u>		
			Total Disbursements, Accounts Payable:	<u>1,521,937.98</u>		

Payroll Related Disbursements

17957-17974	2/9/2022		Various Employees	10,430.99		Employee Paychecks
17975	2/9/2022	CAL12	CalPERS 457 Plan	8,962.15	C20209	RETIREMENT
				700.62	1C20209	PERS 457 LOAN PMT
			Check Total:	<u>9,662.77</u>		
17976	2/9/2022	DIR01	DIRECT DEPOSIT VENDOR- US	40,157.44	C20209	Direct Deposit
17977	2/9/2022	EMP01	Employment Development	1,652.52	C20209	STATE INCOME TAX
				817.03	1C20209	SDI
			Check Total:	<u>2,469.55</u>		
17978	2/9/2022	HEA01	HEALTHQUITY, ATTN: CLINT	150.00	C20209	HSA
17979	2/9/2022	HUM29	UMPQUA BANK--PAYROLL DEP.	5,906.90	C20209	FEDERAL INCOME TAX
				9,238.12	1C20209	FICA
				2,160.56	2C20209	MEDICARE
			Check Total:	<u>17,305.58</u>		
17980	2/9/2022	ACW01	CB&T/ACWA-JPIA	59,371.82	C20131	MED-DENTAL-EAP INSUR
17981	2/9/2022	PUB01	Public Employees PERS	20,678.08	C20131	PERS PAYROLL REMITTANCE
17982-17997	2/24/2022		Various Employees	11,028.89		Payroll Checks
17999	2/24/2022	CAL12	CalPERS 457 Plan	8,943.38	C20224	RETIREMENT
				700.62	1C20224	PERS 457 LOAN PMT
			Check Total:	<u>9,644.00</u>		

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
18000	2/24/2022	DIR01	DIRECT DEPOSIT VENDOR- US	39,943.75	C20224	Direct Deposit
18001	2/24/2022	EMP01	Employment Development	1,704.74	C20224	STATE INCOME TAX
				823.73	1C20224	SDI
			Check Total:	<u>2,528.47</u>		
18002	2/24/2022	HEA01	HEALTHEQUITY, ATTN: CLINT	150.00	C20224	HSA
18003	2/24/2022	HUM29	UMPQUA BANK--PAYROLL DEP.	5,859.88	C20224	FEDERAL INCOME TAX
				9,293.32	1C20224	FICA
				2,173.40	2C20224	MEDICARE
			Check Total:	<u>17,326.60</u>		
			Total Disbursements, Payroll:	<u>240,847.94</u>		
			Total Check Disbursements:	1,762,785.92		

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 6, 2022

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

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

Discussion:

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

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

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

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

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

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

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

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

Alternatives:

Staff analysis consists of the following potential alternative:

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2021-27

RESOLUTION NO 2021-27

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

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

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

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

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

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

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

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

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



 Dennis Mayo, Board President

Attest: 

 April Sousa, MMC, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 6, 2022

TYPE OF ITEM: **ACTION**

ITEM: D.5 **Consider Attendance at the 2022 Association of California Water Authorities (ACWA) Spring Conference and Exhibition in Sacramento, CA on May 3-5, 2022**

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

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

Recommendation:

Staff recommends that the Board review the information provided and consider authorization for interested Board Member(s) to attend the ACWA Spring Conference and Exhibition in Sacramento, CA on May 3-5, 2022

Discussion:

ACWA Conferences are the perfect place for water industry professionals to learn and connect. Program offerings include statewide issue forums, roundtable talks, and region discussions along with sessions covering a wide range of topics including water management, innovation, public communication, affordable drinking water, energy, finance, federal forum, and more!

Director Mayo will already be attending as part of his duties on the ACWA Region Board. After Approval, other Board members may notify the Board Secretary no later than April 10th of their desire to attend.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Early bird registration is \$775 before April 22, 2022 and hotel costs at either the Sheraton Grand Hotel Sacramento or the Hyatt Regency Sacramento Hotel are \$217-\$219 a night excluding taxes. The District vehicle can be utilized for attendees. An approximate total cost, including per diem is approximately \$1,215 per attendee.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Preliminary Conference Schedule
- Attachment 2 – Pricing Sheet

PRELIMINARY AGENDA

ACWA JPIA - MONDAY, MAY 2

8:30 - 10:00 AM

- ACWA JPIA Program Committee

10:15 - 11:15 AM

- ACWA JPIA Executive Committee

1:30 - 4:00 PM

- ACWA JPIA Board of Directors

4:00 - 5:00 PM

- ACWA JPIA Town Hall

5:00 - 6:00 PM

- ACWA JPIA Reception

TUESDAY, MAY 3

8:00 AM - 9:45 AM

- Agriculture Committee

8:00 AM - 6:00 PM

- Registration

8:30 AM - Noon

- ACWA JPIA Seminars

10:00 - 11:45 AM

- Groundwater Committee
- Energy Committee

11:00 AM - Noon

- Outreach Task Force

Noon - 2:00 PM

- Committee Lunch Break

1:00 - 2:45 PM

- Legal Affairs Committee
- Local Government Committee
- Finance Committee
- Water Management Committee

1:00 - 3:00 PM

- ACWA JPIA: Sexual Harassment Prevention for Board Members & Managers (AB 1825)

3:00 - 4:45 PM

- Communications Committee
- Federal Affairs Committee
- Membership Committee
- Water Quality Committee

5:00 - 6:30 PM

- Welcome Reception in the Exhibit Hall

WEDNESDAY, MAY 4

7:30 AM - 5 PM

- Registration

8:00 - 9:45 AM

- Opening Breakfast
(Ticket Required)

8:30 AM - 6:00 PM

- Connect in the Exhibit Hall

10:00 - 11:00 AM

- Attorneys Program
- Finance Program
- Region Forum
- Statewide Forum
- Water Industry Trends Program

11:15 AM - 12:15 PM

- Roundtable Talks

12:30 PM - 1:30 PM

- Networking Lunch in the Exhibit Hall (Ticket Required)

1:45 - 2:45 PM

- Attorney Program
- Communications Committee Program
- Finance Program
- Statewide Forum

3:00 - 3:30 PM

- Ice Cream Break in the Exhibit Hall

3:30 - 4:45 PM

- Regions 1-10 Membership Meetings

5:00 - 6:00 PM

- ACWA Reception in the Exhibit Hall

6:00 - 7:00 PM

- Women in Water Hosted Reception

THURSDAY, MAY 5

7:30 AM - 2:00 PM

- Registration

8:00 AM - 9:15 AM

- Exhibitor Demonstrations
- Networking Continental Breakfast in the Exhibit Hall (Ticket Required)

8:00 AM - Noon

- Connect in the Exhibit Hall

8:30 - 10:45 AM

- Ethics Training (AB 1234) - Limited Seating

9:30 - 11:00 AM

- Attorneys Program
- **NEW!** Innovation Program
- Region Forum
- Statewide Forum
- Water Industry Trends Program

11:15 - 11:45 AM

- Prize Drawings in the Exhibit Hall

Noon - 2:00 PM

- General Session Luncheon (Ticket Required)

2:15 - 3:15 PM

- Attorneys Program
- Finance Program
- Town Hall
- Water Industry Trends Program

3:30 - 4:30 PM

- Energy Committee Program
- Federal Forum
- Region Forum
- Water Industry Trends Program

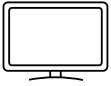
4:45 PM

- Closing Reception

Last modified: February 16, 2022

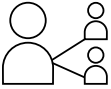
Registration required to attend any part of ACWA's Spring Conference & Exhibition, including Tuesday May 3 Committee Meetings. See www.acwa.com for health & safety attendance requirements.

REGISTRATION, MEALS AND HOTEL PRICING SHEET



REGISTER ONLINE

Register online by **April 22, 2022** at www.acwa.com to take advantage of the advance pricing.



REGISTER ON SOMEONE'S BEHALF

Select from a list of people affiliated with your company in your account. If the registrant is not listed, you will need to create a Portal profile for the registrant before registering.

GROUP SAVINGS! Register 5 individuals from the same organization, receive a 6th registration free!*

(* Subject to terms and conditions. Contact Teresa Taylor at TeresaT@acwa.com for more information) before registering.

REGISTRATION OPTIONS <i>Advantage pricing applies to ACWA public agency members, associates & affiliates. Standard pricing applies to non-members of ACWA.</i>	ADVANCE DEADLINE: 4/22/22		ONSITE	
	ADVANTAGE	STANDARD	ADVANTAGE	STANDARD
Full Conference Registration & Meals Package Includes access to all conference programs, meal functions, exhibit hall and access to On-Demand Conference Recordings after the live conference.	\$775	N/A	N/A	N/A
Full Conference Registration Only (meals sold separately) On-Demand Conference Recordings NOT included but may be purchased separately.	\$620	\$930	\$650	\$975
Tuesday Committee Meetings Only (complimentary - must register to attend)	\$0	\$0	\$0	\$0
One-Day Conference Registration (meals sold separately) Wednesday, May 4: Includes access to Welcome Reception in the Exhibit Hall on Tuesday night and access to the Exhibit Hall and all conference programs on Wednesday only Thursday, May 5: Includes access to the Exhibit Hall, all conference programs and the Closing Reception on Thursday only.	\$370	\$555	\$390	\$585
Guest Conference Registration (meals sold separately) Guest registration is not available to anyone with a professional reason to attend.	\$75	\$75	\$75	\$75
VIRTUAL OPTION: On-Demand Conference Recordings Only Includes on-demand access to all recorded sessions after the live conference.	\$220	\$330	\$220	\$330
MEAL FUNCTIONS	ADVANCE		ONSITE	
Wednesday Opening Breakfast - May 4	\$50		\$55	
Wednesday Networking Luncheon - May 4	\$50		\$55	
Thursday Continental Breakfast in Exhibit Hall - May 5	\$40		\$45	
Thursday Luncheon - May 5	\$55		\$60	

HOTEL INFORMATION

You must be registered for the ACWA conference in order to receive hotel reservation information and conference special room rate. **Conference special rate is available February 22 - April 11**, based on availability.

HOTEL & ROOM RATES

Hyatt Regency Sacramento, 1209 L St, Sacramento
Single/Double \$219 per night*

Sheraton Grand Sacramento, 1230 J St, Sacramento
Single/Double \$217 per night*

* Subject to applicable state/local taxes & fees

HEALTH & SAFETY

Please review [ACWA's Health & Safety Information](#) and prepare the required Covid vaccination/negative test documentation and mask before arrival.

IMPORTANT DATES

The conference hotel room block opens on February 22.

Deadline for group rate is April 11, 2022

For those **registering for conference prior to February 22**, information on how to reserve your hotel room will be provided via e-mail on February 22.

For those registering for conference from **February 22 to April 11**, your **confirmation e-mail** will include the information on how to reserve your hotel room and an opportunity to receive a conference special hotel rate.

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 6, 2022

TYPE OF ITEM: **Informational**

ITEM: E.1 **Introduction and Welcome to Nicole Alvarado, New District Finance Director**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board of Directors review information, take public comment and welcome Nicole Alvarado as the District's new Finance Director.

Discussion:

After an extensive recruitment effort, starting about this time last year, the District was fortunate to locate, interview, and offer a position to Nicole Alvarado as the new Finance Director to replace Colleen Trask upon her retirement in July of this year. Ms. Alvarado's Letter of Interest and resume are included as **Attachment 1** to this Staff Note. Ms. Alvarado received her BA in Communications from HSU, a Masters in Public Administration, and a BBA in Business Administration from Wichita State University. She has worked as a Budget Analyst for the City of Derby, Kansas, and the Finance Director & Treasurer for the City of Kechi, Kansas. She has also worked as an Auditor for both Adams Brown and Allen, and Gibbs and Houlik CPAs. She comes with impeccable references, and we are happy and privileged to have her as part of the team.

Alternatives:

Staff analysis consists of the following potential alternative

- Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Nicole Alvarado's Resume

May 9, 2021

Mr. Patrick Kaspari, P.E.
General Manager
McKinleyville Community Services District
1656 Sutter Road
McKinleyville, CA 95519

Dear Mr. Kaspari,

I am writing to express interest in the Finance Director position advertised on www.McKinleyvilleCSD.com. I am an experienced government finance director seeking to relocate to my home state, California.

To the Finance Director position, I offer more than 10 years of professional experience in fund accounting, project management, and resource analysis. As an Auditor for Adams Brown, I work exclusively with cities, counties, and special districts. In this role, I serve as an advisor to organizational leaders assisting them in navigating complex accounting topics, maintaining regulatory compliance, and structuring their departments to enhance internal controls. I also conduct external financial audits and prepare basic financial statements.

Prior to working at the firm, I served as Finance Director/Treasurer for the City of Kechi, Kansas. In this role, I maintained the City's general ledger (\$9+ Million), approved payables, monitored receivables and supervised all staff in the City Administrator's absence. During my time in this position, I led multiple city-wide projects. In 2018, I managed a cross-department team in launching a new city website. My team used this project as an opportunity to meet the needs of our residents, by transitioning essential city services such as utility account set up and building permits to be available online. In 2019, I led a volunteer committee in fundraising more than \$96,000 to save our community's 100-year-old theater.

I am highly skilled in budget preparation, financial forecasting, and capital improvement planning. As Budget Analyst for the City of Derby, Kansas I worked with eight department directors to assemble the city-wide budget (\$45+ million). My colleagues in this role often complimented me on my natural ability to explain complex financial information, such as revenue projections and financing options, in a manner that is conversational and easy to understand.

I hold a Master of Public Administration degree with a concentration in City and County Management from Wichita State University. In 2016, I returned to school, while working full-time, to pursue the required courses to sit for the CPA exam. Through my additional course work in accounting and experience working in a CPA firm, I am eligible for CPA licensure in the state of California and am currently in the process of taking the CPA exam. My personal goal is to become a licensed CPA no later than August 2021.

Humboldt County is near and dear to my heart. I am a Humboldt State University graduate and previously lived in the area for over 4 years. It has always been a long-term professional goal of mine to return to the area with the specialized knowledge and skills I have acquired to serve the community as a public administrator. If hired, I would seek to be an asset to the Board of Directors, the leadership team, and staff. In addition, my family and I would seek to become active members of the McKinleyville community. My current salary is \$61,000 annually. I hope to hear from you soon regarding this opportunity.

Sincerely,

Nicole M. Alvarado

Nicole M. Alvarado

211 S. Minneapolis • Wichita, Kansas • 316.651.6286 • n.alvarado.bailey@gmail.com

Summary

- Experienced in governmental fund accounting, financial planning and analysis, budget preparation, expense reduction, purchasing and inventory, risk management, and performance evaluation
- Analytical, innovative problem-solver, able to examine details thoroughly, produce reports, and propose “out of the box” solutions to management
- Effective communicator with strong emotional intelligence, able to identify needs of co-workers and teams
- LinkedIn Profile: www.linkedin.com/in/nicolemalvarado

Professional Experience

Auditor, Adams Brown, Strategic Allies & CPAs, L.L.C. December 2020-Present

- **Financial Statement Auditing** – Complete external financial statement audits of cities, counties, and special districts (up to \$100 Million). Conduct testing of business transaction cycles including cash, investments, accounts receivable, accounts payable, long-term liabilities, and income statement accounts
- **Financial Statement Preparation** – Prepare Comprehensive Annual Financial Reports and Basic Financial Statements in conformity with Government Accounting Standards Board requirements, draft footnotes, prepare schedules, and assemble adjusting entries
- **Accounting Consulting Services** – Provide training and guidance to government clients in the areas of budgeting, financial forecasting, bank reconciliation, chart of account set up, and segregation of duties

Senior Associate, Allen, Gibbs and Houlik, CPAs & Advisors, L.C. December 2019-November 2020

- **Financial Statement Auditing** – Complete external financial statement audits of cities, counties and special districts (up to \$1.7 Billion). Conduct testing of business transaction cycles including cash, investments, accounts receivable, accounts payable, long-term liabilities, and income statement accounts
- **Financial Statement Preparation** – Prepare Comprehensive Annual Financial Reports in conformity with Government Accounting Standards Board requirements, draft footnotes, prepare schedules, and assemble adjusting entries
- **Accounting Technical Skills** – Utilize Microsoft Excel tools including vlookup, pivot tables, and equations to assemble data, conduct analysis, and draw conclusions

Finance Director/Treasurer, City of Kechi, Kansas October 2014-December 2019

- **Staff Supervision** – Managed cross-department teams, served as second-in-command supervising all staff (16 FTE) when City Administrator was away
- **General Accounting** – Responsible for general ledger maintenance (\$9+ Million), reconciliation of depository accounts, recording adjustments in financial records, evaluating revenue collected, and tracking expenditures
- **Grant Administration** – Researched and wrote grant applications, successfully obtained grant funding from various state and federal funding sources (\$3.2 Million), monitored grant compliance, and submitted reimbursement requests
- **Debt Management** – Prepared debt service schedules, evaluated interest rates, monitored liquidity ratios to ensure maintenance of covenant restrictions, and issued temporary notes and bonds as needed

Budget Analyst, City of Derby, Kansas

October 2011-October 2014

- **Budget Preparation** – Managed annual budget process (\$45+ Million), prepared summaries, financial projections, and general analysis of City resources, reviewed departmental funding requests
- **Capital Improvement Planning** – Worked with City Engineer to develop updates to the City’s 10-year capital improvement plan, developed financing recommendations, monitored project expenditures
- **Revenue Diversification** – Investigated potential revenue sources and made recommendations to the City Manager and other senior level staff, drafted reports for public use
- **Purchasing** – Prepared request for proposals and bids for large capital assets and contractual services, evaluated bids and provided recommendations to City departments based on financial soundness

Awards & Presentations

Guest Lecturer, Wichita State University Hugo Wall School of Public Affairs, 2021

“Role and Function of the Finance Department in Government and Not for Profit Organizations”

Presenter, City Clerk and Municipal Finance Officers Association of Kansas Annual Conference, 2020

“It’s Audit Time!: How to Prepare for a Successful Audit”

Recipient, Government Finance Officers of America Annual Conference Scholarship, 2019

Awarded scholarship to attend GFOA annual conference in Los Angeles, California

Recipient, Government Finance Officers of America Distinguished Budget Presentation Award

City of Derby – 2014 & 2015

City of Kechi – 2018, 2019 & 2020

Recognized for best practices in municipal budget preparation for small cities by GFOA

Technical Skills

- **Microsoft Office** – Word, PowerPoint, Outlook, Access
- **Microsoft Excel** – Pivot tables, vertical lookup, index match, solver, keyboard shortcuts, graphs, charts and various formula functions
- **Enterprise Resource Planning (ERP) Systems** – Tyler Incode, Business Plus, PeopleSoft
- **Team Collaboration** – Dropbox, Google documents, Zoom, Microsoft Teams, Go-To-Meeting

Education

Wichita State University, Wichita, KS

B.B.A Business Administration, Completed 150+ unit requirement, CPA eligible

Concentration in Accounting

Wichita State University, Wichita, KS

M.P.A. Public Administration

Concentration in City and County Management

Humboldt State University, Arcata, CA

B. A. Communications, Minor in Leadership Studies

References for Nicole M. Alvarado

Mr. Robert Conger

City Administrator (Retired), City of Kechi, Kansas

Phone: (316) 734-5615

Relationship: Robert (Bob) was my supervisor at the City of Kechi

Time Known: 7 years

Ask Bob About: My leadership abilities, public speaking skills, long-term strategic planning and financial forecasting experience

Ms. Jean Epperson

Director of Finance, City of Derby, Kansas

Phone: (316) 788-1519

Time Known: 10 years

Relationship: Jean was my supervisor at the City of Derby

Ask Jean About: My budgeting background, conflict resolution skills, career progression

Dr. Melissa Walker

Interim Director, Wichita State University, Hugo Wall School of Urban and Public Affairs

Phone: (316) 978-6967

Time Known: 12 years

Relationship: Melissa was my professor when I was a graduate student at Wichita State University

Ask Melissa About: How I mentor others in the field of public administration, career progression

Dr. Mary Marshall

Assistant Professor, Louisiana Tech University, School of Accountancy

Phone: (316) 249-9245

Time Known: 11 years

Relationship: Mary was my co-worker at the City of Derby

Ask Mary About: My specialized accounting training, how I function on a team

Ms. Rebecca Likiardopoulos

Historic Preservation Officer, City of Newton, Kansas

Phone: (316) 990-3002

Time Known: 10 years

Relationship: Rebecca was my co-worker at the City of Derby

Ask Rebecca About: My ability to manage competing priorities, how I function on a team

Ms. Joan Tyson

General Manager (Retired), Humboldt State University, Associated Students

Phone: (707) 845-6079

Time Known: 17 years

Relationship: Joan was my student government advisor at Humboldt State University

Ask Joan About: My character, leadership abilities, public speaking skills, career progression

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 6, 2022

TYPE OF ITEM: **ACTION**

ITEM: E.2 **Consider Adoption of Resolution 2022-09 Recognizing, Honoring, and Commending Joseph Blaine for Ten (10) Years of Service**

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

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends that the Board of Directors consider adoption of Resolution 2022-09 honoring Joseph Blaine for his ten (10) continuous years of service at the McKinleyville Community Services District.

Discussion:

Attached for the Board of Directors' review is Resolution 2022-09 recognizing, honoring, and commending Joseph Blaine for his ten (10) continuous years of service. Please join us in presenting Joseph Blaine with a Resolution and longevity award acknowledging his continuing outstanding contributions to the McKinleyville Community Services District.

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 2022-09

RESOLUTION 2022 – 09

A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING JOSEPH BLAINE FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR TEN (10) CONTINUOUS YEARS.

WHEREAS, JOSEPH BLAINE, having faithfully served ten (10) continuous years as an employee of the McKinleyville Community Services District (the “District”) from April 9, 2012 to April 9, 2022; and

WHEREAS, throughout his years of service, Joseph has demonstrated unwavering loyalty, commitment, and dedication; and

WHEREAS, Joseph lends his talents and experience to the District, first as a Customer Service Representative and now as a Customer Service Specialist, mastering the complex knowledge required to be of maximum service to each customer, assisting them with patience and courtesy to resolve all manner of issues and problems, and dedicated to the goal of having the District’s customers look forward to coming in to pay their water bills; and

WHEREAS, Joseph has shown a great willingness and initiative in supporting his colleagues, supervisors, the General Manager and the Board with his technical skills, rising to the challenge of facilitating online and hybrid Board meetings during the pandemic and working with the District’s IT service team to keep the District’s customer and accounting systems integrated and running smoothly; and

WHEREAS, Joseph has actively sought professional growth, welcoming learning opportunities in order to expand his ability to serve the District, taking on additional responsibilities in Accounts Payable, improving those processes and making effective decisions; and

WHEREAS, Joseph’s loyalty to the District, unwavering commitment customers and coworkers, and trustworthiness in all matters truly makes him a valuable asset to the District and to the community of McKinleyville.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District does hereby confer upon Joseph Blaine its highest commendation for the dedicated service he has performed for the District and the community, and further marks his historic accomplishment as a McKinleyville Community Services District employee for ten (10) years.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 6th day of April 2022 by the following polled vote:

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

David Couch, Board President

Attest:

April Sousa, MMC, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

April 6, 2022

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Consider Adoption of Resolution 2022-08 Recognizing, Honoring, and Commending Colleen Trask for Ten (10) Years of Service as District Finance Director**

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

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends that the Board of Directors consider adoption of Resolution 2022-08 honoring Colleen Trask for her ten (10) continuous years of service at the McKinleyville Community Services District.

Discussion:

Attached for the Board of Directors' review is Resolution 2022-08 recognizing, honoring, and commending Colleen Trask for her ten (10) continuous years of service to the District as Finance Director. Please join us in presenting Colleen Trask with a Resolution and longevity award acknowledging her continuing outstanding contributions to the McKinleyville Community Services District.

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 2022-08

RESOLUTION 2022 – 08

A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING COLLEEN TRASK FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR TEN (10) CONTINUOUS YEARS.

WHEREAS, COLLEEN TRASK, having faithfully served ten (10) continuous years as an employee of the McKinleyville Community Services District (the “District”) from April 2, 2012 to April 2, 2022; and

WHEREAS, throughout her years of service, Colleen has demonstrated financial leadership and expertise, commitment, and dedication; and

WHEREAS, Colleen provides her talents and experience to the District, to lead the District Finance and Customer Relations Department; and

WHEREAS, Colleen has played a starring role in ensuring that the financial foundation of the District is exceptionally firm, and has worked with numerous District Boards, Department Managers, General Managers, and District Staff to ensure budgets are balanced, rates are fair, and operational expenses are covered; and

WHEREAS, Colleen has shown great leadership, creativity, and support in helping her staff, colleagues, supervisors, the General Manager and the Board with her technical and leadership skills to ensure that the District’s customer and accounting systems run smoothly and support the District’s strategic vision; and

WHEREAS, Colleen’s loyalty to the District, unwavering commitment to customers, Staff and coworkers, and trustworthiness in all matters truly makes her a valuable asset to the District and to the community of McKinleyville;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District does hereby confer upon Colleen Trask its highest commendation for the dedicated service she has performed for the District and the community, and further marks this historic accomplishment as a McKinleyville Community Services District Finance Director for ten (10) years.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 6th day of April 2022 by the following polled vote:

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

David Couch, Board President

Attest:

April Sousa, MMC, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

April 6, 2020

TYPE OF ITEM: **ACTION**

ITEM: E.4 **Employee Negotiations Regarding Proposed Three (3) Year Compensation Contract with District Employees**

PRESENTED BY: **Directors Couch & Mayo, General Manager Kaspari**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends the Board review the information presented, discuss, take public comment and consider approval of a three (3) year term agreement with employees as follows:

1. Maintain the current benefit package in terms of holidays, vacation, sick time, life insurance, medical insurance, 457 match, Employee Assistance Program (EAP), State Disability Insurance (SDI) and dental insurance, in addition to other current general employee benefits.
2. The Cost-of-Living Adjustment (COLA) calculation will be changed to utilize the December Consumer Price Index (CPI) from year to year (as opposed to the annual average). We will continue to utilize the average of the West-Size Class B/C, the SF/Oakland-San Jose, CA, but will use the December to December CPI. The December-to-December indices would continue to be used for the duration of the three-year agreement.
3. Approve this year's COLA increase of 8.3%.
4. This agreement will be in effect for three fiscal years, 2022/23, 2023/24 and 2024/25, with the following stipulation:
 - a. Due to the unpredictability of healthcare insurance, PERS employer contribution, inflation pressures and other associated expenses, MCSD Board or staff reserve the right to, at any time, request negotiations be reopened to discuss any and/or all of the elements of the MCSD employee wage and benefit package.

Discussion:

It has been a tradition of MCSD since the 1990's for staff to negotiate with the MCSD Board of Directors for their benefit package.

The Board appointed a Negotiating Committee consisting of President David Couch and Director Dennis Mayo. The Board Committee met with the MCSD Employee Negotiating Committee consisting of Kirsten Messmer, Erik Jones and David Baldosser to discuss the current employee compensation package expiring on June 30, 2022.

Historically the Board and Staff considered components of the compensation package including:

1. General benefit package in terms of holidays, vacation, sick time, life, medical and dental insurance in addition to other current general employee benefits.
2. Longevity pay which consists of a 2.5% salary increase at 10, 15, and 20 years of service, calculated based on full time employment working 40 hours per week.
3. Cost of Living Allowance (COLA) which historically has been calculated as an annual average of the two indices that the Board and the employees have used for the last 15 years. It is proposed that we continue to use the same indices consisting of the West-Size Class B/C, and the SF/Oakland-San Jose, CA; all items; not seasonally adjusted CPI indices, for the sake of continuity
4. The District matches the employee's contribution to the PERS 457 Plan Deferred Compensation up to a certain percent, currently 4%. This benefit has proven beneficial in promoting the employees to participate in their retirement savings and deferring pre-tax dollars.
5. State Disability Insurance (SDI). In 2012 MCSD shifted from self-insured to the State of California System. Currently MCSD covers 100% of this cost of 1.0% of total payroll.

Through a series of discussions and correspondences with all of the Employees, the General Manager and the Finance Director, the MCSD Employee Negotiating Committee presented a request memo to the Board Negotiating Committee, which is included as **Attachment 1**. The Finance Director quantified the financial impact of the proposed additions as they appear in Attachment 1.

After a Closed Session discussion with the rest of the Board at the March 2nd Regular Board Meeting, the Board Negotiating Committee and the Employee Negotiating Committee met again to consider a counteroffer from the Board. During this discussion, the Employees stated that they were willing to accept just the change in calculation of the COLA utilizing the December to December CPI and the 8.3% COLA requested. This offer was discussed with the entire Board in Closed Session at the March 15th Special Board Meeting, and approved as outlined under Staff Recommendations, to take to the full Board for approval in Open Session at the April 6th Regularly Schedule Board Meeting.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action
- Modify recommendation from the negotiating committee and continue further negotiations with staff.

Fiscal Analysis:

Fiscal Impact of MCSD Employee Proposal:

The 8.3% COLA increase will have a total cost to the District of \$213,320 for Fiscal Year 2022/23. This includes the cost associated with the increase in wages, in payroll taxes, and increase in employer contributed PERS and PEPRAs.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Memo from Negotiations Committee to the Board

Requests to Board of Directors negotiating team.

1. Establish this agreement for the next three years
2. Maintain current benefit package including holiday schedule, health, and dental insurance policies. *
3. Maintain use of current average COLA for Western US and Western Cities indices ** Current COLA increase is projected to 4.8%. In order to “true up” our salary schedule we will request that the board approve an increase of 8.1% for this year.

Below are some items that were suggested at the All Staff meeting on 01/28/2022. These items would be changing our current “benefit package” and the committee would like to have your input on what you feel is most important in order to prioritize our request to the Board committee.

Please rank in order of importance to you from 1 to 7, most to least important:

Rank # _____ Add vision insurance though VSP* Cost between \$5,569 to \$6,608 depending on plan

Rank # _____ Increase sick time accrual from 8 hours per month to 12 hours per month* Cost = lost productivity, accrual of unused sick time that could be paid out @ retirement/applied to PERS credit.

Rank # _____ Increase New Year’s Eve holiday from ½ day to full day* Cost = lost productivity = ½ day wages for staff

Rank # _____ Increase PERS 457 match from 4% to 5%* Cost \$9,290.00 FY 2022-2023 if full employee participation at 5% of greater contribution, 4% to 4.5% Cost \$4,645.00 if full employee participation at 4.5%

Rank # _____ Change longevity incentive currently for 10, 15 and 20 years to start at 10 years and every 5-year increment achieved will result in a 2.5% salary increase. * Cost = \$3,869.00 - will change as additional employees reach each milestone and as attrition occurs.

Rank # _____ Lump sum payout for “time served” during the pandemic. What amount do you propose?

\$ _____

Rank # _____ Consider adjusting the COLA index from an average of Western US and Western Cities to the change in December of each year for future COLA adjustment**

The negotiating committee will use this information to create our presentation/request to the board committee members.

McKinleyville Community Services District

BOARD OF DIRECTORS

April 6, 2022

TYPE OF ITEM: **ACTION**

ITEM: E.5 **Consider Second Reading and Adoption of Ordinance 2022-01 Amending Regulation 68: Latent Powers of Article VI: General Provisions in the MCSD Rules and Regulations to Include Law Enforcement Collaboration**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the provided material, discuss, take public comment, and conduct the second reading and adoption of Ordinance No. 2022-01 (**Attachment 1**) amending Regulation 68, by title only.

Discussion:

As the Board may recall, the Latent Powers Committee brought forth a list of recommendations in February of 2021, which the Board directed staff to complete. To date, the Board has completed the recommendations regarding policies on homeless services, clarification regarding the relationship between MCSD and the McKinleyville Municipal Advisory Committee (MMAC), clarification of Library Powers, clarification of reclamation authorities, and most recently, addressing Community Forest powers and authority as it pertains to current MCSD parks and recreation powers. The last item on the list is in regard to Law Enforcement Collaboration.

Staff drafted an Ordinance, which Legal Counsel reviewed and revised. The Ordinance has been written to clearly state that the District is NOT exercising any latent power, but instead finds and determines it is in the District's interest to continue to facilitate Humboldt County Sheriff Office's provision of law enforcement services and lease/make available District facilities to the Sheriff Office.

Legal Counsel noted that it was not necessary to revise the District's Latent Powers to continue to provide these services; however, with the desire to document this arrangement for the future, the addition of this language into the current Rules and Regulations can facilitate this documentation of the current collaboration between MCSD and the Humboldt County Sheriff's Office.

The first reading was conducted at the last regular Board meeting on March 2, 2022.

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. 2022-01

ORDINANCE NO. 2022-01
AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
AMENDING REGULATION 68: LATENT POWERS OF ARTICLE VI: GENERAL
PROVISIONS IN THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT RULES
AND REGULATIONS TO INCLUDE LAW ENFORCEMENT COLLABORATION

WHEREAS, the McKinleyville Community Services District (MCSD, District) recently discussed and appointed an ad-hoc subcommittee to review the District’s Latent Powers; and

WHEREAS, the Latent Powers Committee recommended, later approved by the full MCSD Board, to clarify existing and future Latent Powers of the District; and

WHEREAS, California Government Code Section 61060(d) expressly allows the District to “acquire any real or personal property within or outside the district, by contract or otherwise, to hold, manage, occupy, dispose of, convey, and encumber the property, and to create a leasehold interest in the property for the benefit of the district.”

WHEREAS, California Government Code, Title 6, Section 61100(i) states that a District may: “Provide police protection and law enforcement services by establishing and operating a police department that employs peace officers pursuant to Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code; and

WHEREAS, the District currently provides the physical facility (i.e., a building on District owned property) for the Sheriff’s substation at Pierson Park in McKinleyville; and

WHEREAS, MCSD has a leasehold arrangement with the County of Humboldt for providing the building and related facilities for the substation to the Humboldt County Sherriff’s Office for its use which was established in 2009; and

WHEREAS, MCSD does not intend to adopt or provide actual police protection or law Enforcement powers and wholly relies upon the County of Humboldt to provide said services; and

WHEREAS, the District wishes to clarify its power and authority relating to police protection and law enforcement services in the limited capacity recited herein in order to facilitate the continued provision of safe and adequate law enforcement services by the Humboldt County Sheriff’s Office to the citizens of McKinleyville and facilitate security and protection for District property, buildings, and events.

WHEREAS, the District finds and declares it in the best interest of the District to continue the leasehold arrangement for the Humboldt County Sheriff’s substation pursuant to California Government Code Section 61060(d) as the presence of Humboldt County Sherriff’s Office personnel at the facility protects District property and the interests of the District’s ratepayers.

NOW, THEREFORE, the Board of Directors of the McKinleyville Community Services District ordains as follows:

Rule 68.06: Law Enforcement Collaboration, will be added to Article VI: General Provisions, Rule 68: Latent Powers, and will read as follows:

RULE 68.06: LAW ENFORCEMENT COLLABORATION

The McKinleyville Community Services District currently supports the Humboldt County Sheriff's Office through a leasehold agreement to provide the building and related facilities for the Sheriff's substation. The facilities are provided at a reasonable lease rate to help facilitate the provision of police protection and law enforcement services to the residents of McKinleyville and to protect District property in exchange for, without limitation, in kind labor, such as additional Sheriff's Work Alternative Program (SWAP) services provided to the District.

The District does not exercise police protection or law enforcement powers or authority and the District does not provide any law enforcement services. The District does, however, facilitate police protection and law enforcement services by the Humboldt County Sheriff's Office within the District's boundaries by making District facilities available to the Sheriff's Office to lease and the District expressly reserves, but does not exercise, any latent powers to collaborate with other appropriate law enforcement agencies or add additional services should this agreement no longer become viable. These services include, but are not limited to, providing District physical facilities, buildings and property through lease, providing equipment, reviewing and monitoring law enforcement efforts in McKinleyville, entering into convict work programs (e.g., SWAP) and communication sharing.

The District will not provide actual police protection or law enforcement services and relies exclusively on the Humboldt County Sheriff's Office for the provision of law enforcement services in accord with the County of Humboldt jurisdictional authority. The District does, however, determine that the continued provision of the District facilities for the Humboldt County Sheriff's Office substation on District property provides express benefit to the District and its ratepayers in accord with California Government Code Section 61060(d).

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 March 2, 2022 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:

David Couch, Board President

April Sousa, MMC, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 6, 2022

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.6 **Review Parks & General Fund DRAFT Operating Budget, FY2022-23**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review, take public comment, and discuss the DRAFT Operating Budget for the Parks/General Fund and Measure B Fund.

Discussion:

The budget was developed based on current costs, trends, and best estimates. Estimates for property tax and Measure B revenue are based on the current year's remittance to date and prior year trends. The information from the Capital Improvements draft budget previously presented to the Board has been modified and incorporated into this draft budget.

The expected revenue for programs and facility rentals for the coming fiscal year is estimated significantly higher than the current FY2021-22 budget, assuming further easing of the various restriction orders from the County Health Department or the State. The major change in revenue, however, comes from expected grants for capital projects totaling \$1.8 million. Most of that is the grant to build the BMX track. There are also grants for the Skatepark and related ADA upgrades at Pierson Park, along with a Prop. 68 Grant for significant improvements at Azalea Hall.

Without those grants, the total expected operating revenue is \$1,235,799. This is about \$80,000 more than budgeted FY21-22 operating revenue of \$1,155,216. (Total budgeted FY21-22 revenue less \$95,000 grants for capital projects). The majority of that difference is based on higher ad valorem property tax revenue.

For the purposes of this draft, the salary and benefits costs are based on the expected outcome of the current round of employee negotiations. Any changes in the final negotiated package will be incorporated into those numbers for the finalized budget in June.

There may also be additional adjustments based on changes in the District's legal and operating environment. AB1993 would require all employees, including independent contractors, to provide proof of Covid19 vaccination to work in California; SB871 would require all children 0-17 to receive Covid19 vaccine to attend school or child care. SB1464 would require police enforcement of all public health orders. These and other pieces of pending legislation might fiscally impact the Parks & Recreation department's programs, facility rentals, or employees. If any of these are passed by the state legislature before our budget

is complete, our best revised estimates will appear in the finalized budget in June.

A study on the feasibility of adjusting the Measure B. assessment is currently underway and is likely to be split between the current fiscal year and FY22-23. It is incorporated into the Measure B Other Expenditures budget line. The future acquisition of the Community Forest property and the lack of funding for the associated maintenance and operating costs makes this project a priority.

Questions from the Directors on any category item or on the budget overall are welcome and may be brought to the General Manager. The finalized budget will be presented to the Board for formal approval in June.

Alternatives:

Take Action

Fiscal Analysis:

See attached FY2022-23 Parks/General Fund and Measure B Fund DRAFT Operating Budgets.

Environmental Requirements:

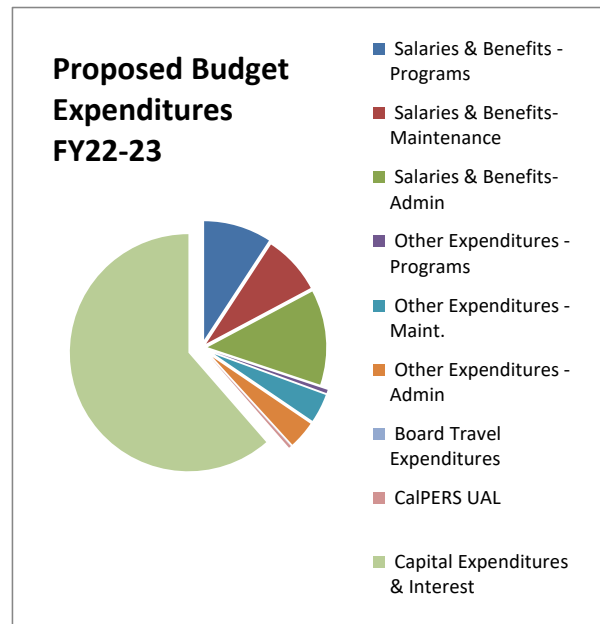
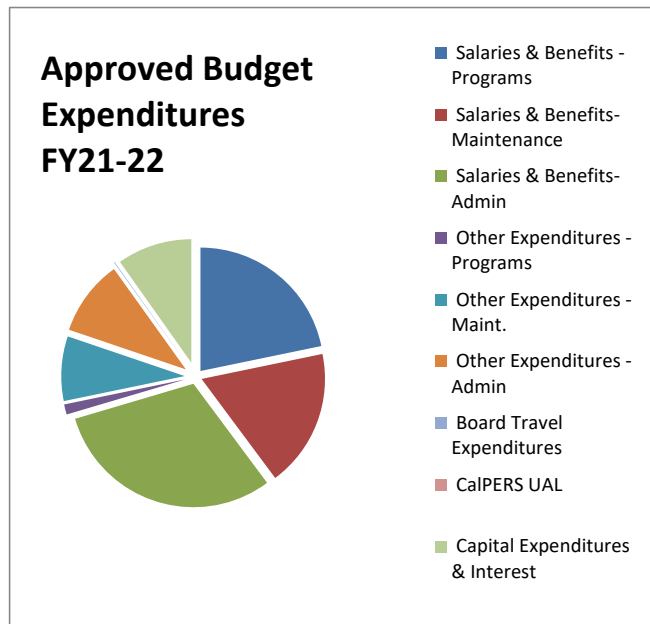
Not applicable

Exhibits/Attachments:

- Attachment 1 – FY2022-23 DRAFT Parks/General Fund and Measure B Operating Budgets

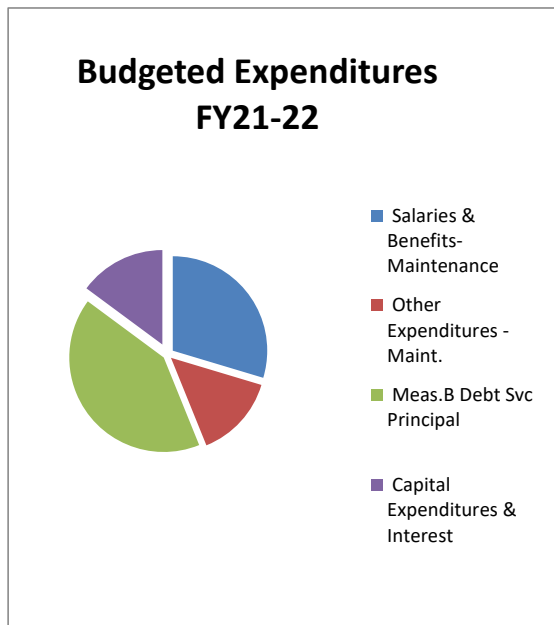
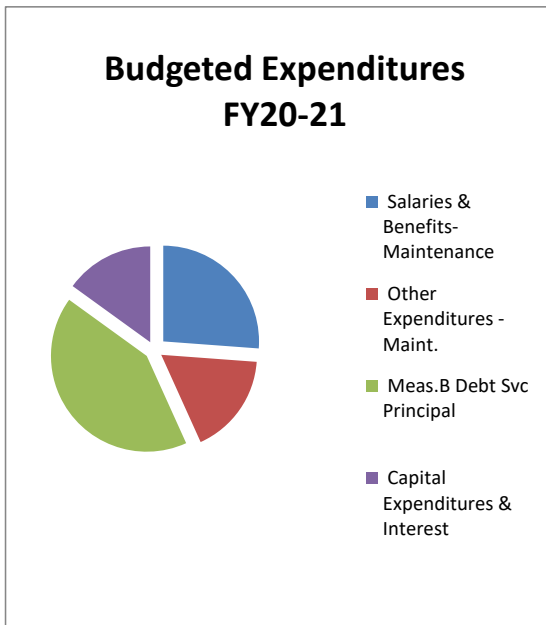
McKinleyville Community Services District
Parks/General Fund DRAFT Operating Budget
FY 2022-23

Description	Parks/General Fund Approved Budget FY2021-22		Parks/General Fund Proposed Budget FY2022-23		Difference (Memorandum Only)	
Revenues						Incr(decr)
Program Fees	242,280	19%	250,380	8%	8,100	3.3%
Facility Fees	49,150	4%	57,850	2%	8,700	17.7%
Property Taxes	664,824	53%	712,575	23%	47,752	7.2%
Open Space Fees	126,600	10%	132,400	4%	5,800	4.6%
Contributions & Other Program	1,650	0%	1,652	0.1%	2	0.1%
Other Revenue	25,712	2%	35,940	1%	10,228	39.8%
Quimby Fees/ Grants/Loans	105,000	8%	1,853,952	60%	1,748,952	1665.7%
Interest Revenue	35,000	2.8%	35,002	1.1%	2	0.0%
Total Revenues	1,250,216	100%	3,079,751	100%	1,829,536	146.3%
Expenditures						
Salaries & Benefits - Programs	270,708	22%	283,781	9%	13,073	4.8%
Salaries & Benefits- Maintenance	224,907	18%	246,162	8%	21,255	9.5%
Salaries & Benefits- Admin	380,740	31%	397,565	13%	16,825	4.4%
Other Expenditures - Programs	16,550	1%	14,325	0%	(2,225)	-13.4%
Other Expenditures - Maint.	105,245	8%	120,770	3.9%	15,525	14.8%
Other Expenditures - Admin	123,225	10%	115,025	3.7%	(8,200)	-6.7%
Board Travel Expenditures	1,100	0.1%	1,100	0.0%	-	0.0%
CalPERS UAL	-	0%	10,000	0.3%	10,000	0.3%
Capital Expenditures & Interest	122,000	10%	1,891,000	61%	1,769,000	1450.0%
Total Expenditures	1,244,475	100%	3,079,729	100%	1,835,254	147.5%
Excess (Deficit)	5,741		23			



McKinleyville Community Services District
Measure B Fund DRAFT Operating Budget
FY 2022-23

Description	Measure B Fund Approved Budget FY21-22		Measure B Fund Proposed Budget FY22-23		Difference (Memorandum Only)	
						Incr(decr)
Revenues						
Measure B Assessment	221,304	98%	221,304	97%	-	-1%
Grants/Contributions	-	0%	-	-	-	0%
Other Revenue	-	0%	-	0%	-	0%
Proceeds from Debt	-	-	-	0%	-	0%
Quimby Fees/ ReservesDraw	-	0%	-	0%	-	0%
Interest Revenue	3,700	1.6%	6,000	2.6%	2,300	1%
Total Revenues	225,004	100%	227,304	100%	2,300	1%
Expenditures						
Salaries & Benefits- Maintenance	58,756	26%	67,288	30%	8,532	15%
Other Expenditures - Maint.	38,325	17%	32,325	14%	(6,000)	-16%
Meas.B Debt Svc Principal	93,674	42%	93,674	41%	-	0%
Capital Expenditures & Interest	33,744	15%	33,744	15%	-	0%
Total Expenditures	224,499	100%	227,030	100%	2,532	1%
Excess (Deficit)	505		274		(232)	



McKinleyville Community Services District

BOARD OF DIRECTORS

April 6, 2022

TYPE OF ITEM: **ACTION**

ITEM: E.7 **Initiate Process for General Manager’s Annual Performance Evaluation**

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

TYPE OF ACTION: **Board President Appointment**

Recommendation:

Staff recommends that that the Board discuss, take public comment and ask the Board President to select one Board Member to consolidate all Board Member evaluations and set a schedule.

Discussion:

As noted in the General Manager Employment Agreement, the Board shall review and evaluate the General Manager’s performance at least annually in advance of the anniversary date of the effective date of the General Manager Agreement **Attachment 1**.

During an open public meeting, the Board President will select one Board Member to consolidate all five Board Member evaluations. Once a member of the Board has been selected, a schedule should be established (suggested dates in **bold**) which includes:

- Date to complete and return sealed evaluations to the Board Secretary (**April 15**);
- Date the appointed consolidator will retrieve the evaluations (**April 18**);
- Date for review information to be returned to Board Secretary for confidential distribution (**April 25**); and
- A date for the closed session for the General Manager’s performance evaluation (**May 4**).

At tonight’s meeting, the Board Secretary will provide all five Board Members with an evaluation form and an envelope to seal and return the form once complete. An electronic version of the evaluation form is available if requested. The Board will fill out the evaluations and provide them to the Board Secretary at the District Office, in the sealed envelope, in accordance with the schedule.

The Board Member selected to consolidate the evaluations will be notified by the Board Secretary that the evaluations by Board Members are completed and ready to pick up. The evaluations will be consolidated by averaging each section

and combining any written comments so there will be one evaluation from the Board and one evaluation from the Department Heads.

To finish, at a properly noticed public meeting the Board will convene a closed session to review the consolidated evaluation with the General Manager for the purpose of discussing the General Manager's performance.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – General Manager Employment Agreement, Page 6-7, Paragraph 8: Performance Evaluation
- Attachment 2 – Board of Director's Evaluation Form GM (Blank)
- Attachment 3 – Department Head 360 Performance Evaluation of GM (Blank)

and procedures of the District, including, but not limited to, any across-the-board annual Cost of Living (COLA) or benefits increases granted to regular full-time employees of the District.

On or about each anniversary date of the effective date of this Agreement, the Board shall consider a salary and/or benefits increase for Employee based on the results of the annual performance evaluation described in Paragraph 8 of this Agreement. The determination regarding whether or not to extend a salary and/or benefits increase to Employee is vested in the discretion of the Board, and may be withheld for any reason, including reasons not directly related to Employee's performance such as budget constraints and other circumstances. Employee shall not be entitled to any compensation other than that set forth in this Paragraph 5.

6. Time at Work.

Employee is an exempt employee but is expected to engage in those hours of work that are necessary to fulfill the obligations of the General Manager's position.

It is recognized that Employee must devote a great deal of time to the business of the District outside the District's customary office hours, and to that end Employee's schedule of work each day and week shall vary in accordance with the work required to be performed. Employee acknowledges that he is a managerial employee who works on a salaried basis and is thus exempt from laws governing payment of overtime, and shall have no rights to accrue or receive overtime compensation. Employee shall spend sufficient hours on site to perform the General Manager's duties; however, Employee has the discretion over Employee's work schedule and work location.

7. Outside Activities.

Employee shall not engage in any activities which conflict with or are otherwise incompatible with his duties and responsibilities as the District's General Manager.

8. Performance Evaluation.

- a. The Board shall review and evaluate Employee's performance at least annually in advance of the anniversary of the effective date of this Agreement. In addition, during the first year of his employment, the Board will evaluate Employee's performance after three (3) months and six (6) months of service. Said reviews and evaluations shall be in accordance with specific criteria developed by the Board, utilizing the performance evaluation procedures established in the board policy manual. Guidelines published by California Special Districts Association (CSDA), International City Management Association (ICMA) or other recognized municipal governance association for evaluating executive level managers

may be used where appropriate. The President of the Board shall provide Employee with a written performance evaluation of the Board and provide an adequate opportunity for Employee to discuss his evaluation with the Board. Failure of the Board to provide an evaluation under this section shall not prevent the District from terminating Employee in accordance with Paragraph 9 of this Agreement.

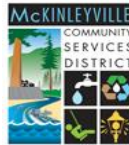
- b. On or before each anniversary date of the effective date of this Agreement, the Board and Employee shall define in writing such goals and performance objectives as they deem necessary for the proper operation of the District, the attainment of the Board's policy objectives and the development of Employee's knowledge and skills.

9. Termination and Severance Pay, and Voluntary Resignation.

- a. Paragraph 2 of this Agreement provides for a fixed initial term of five (5) years, during which term the Board may terminate this Agreement and Employee's employment with the District as follows:

- i. Termination for "Good Cause." The District may terminate Employee's employment at any time for "good cause" without penalty or obligation to Employee other than payment of all accrued salary and benefits. In the event Employee is terminated for good cause following notice and the opportunity to be heard, the District shall have no obligation to pay any severance pay; provided, however, Employee shall be entitled to any salary and unused vacation and other benefits accruals earned up to the date of termination, consistent with the provisions of this Agreement. For the purposes of this Agreement, "good cause" for employment termination shall include, but not necessarily be limited to, any of the following:

- ai. A material breach of the terms of this Agreement, following notice and a reasonable opportunity to correct any noted deficiency or breach, if correction is feasible or reasonably possible;
- aii. Misfeasance or malfeasance in office, established pursuant to notice and an opportunity for Employee to respond in



MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
 Board of Directors' Evaluation Form - General Manager
 Performance Review Period (Insert Date June 1, 2021 through May 5, 2022,

Board Member: _____

Date _____

A. BOARD/MANAGER RELATIONSHIP

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Provides sufficient staff reports and related agenda materials to allow for effective Board discussion/decision-making. Provides information to Board Members in a timely manner. Obtains and evaluates relevant information and implements or recommends appropriate solutions to problems.					
Displays a professional attitude/image that assures public confidence. Makes effort to be accessible and provides consistent and equal treatment to Board Members.					

B. COMMUNITY RELATIONS

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Represents the District well in presentations to civic groups, media and the public and provides a positive, professional image. Sought to develop cooperative working relationships with various outside governmental agencies and other outside groups.					
Promotes community involvement in the District as opportunity allows.					
Enhances community understanding of District's goals and objectives. Deals openly with conflict and District problems.					

C. LEADERSHIP

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Assumes leadership in establishing the immediate and long-range goals & objectives for the District.					
Demonstrates original thinking, ingenuity, and creativity by introducing new strategies or courses of action.					
Plans effectively and supports innovative problem-solving by involving others.					

D. COMMUNICATION

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Promotes and engages in two-way communication with Board					
Is accessible to Board Members. Communicates new ideas, suggestions, and concerns to the Board.					

E. MANAGING FINANCIAL AND MATERIAL RESOURCES

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Identifies District revenue enhancements and cost saving to ensure the District accomplishes important short-term and long-term goals.					
Demonstrates original thinking, ingenuity, and creativity by introducing new financial strategies or courses of action.					
Plans, implements, and directs a comprehensive financial program for the District's long-range economic development.					
Has a general understanding of technical issues affecting the District.					

F. ORGANIZATION

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Develops procedures in response to needs. Implements practices and monitoring results in support of Board policy. Anticipates changes in various situations and the ability to achieve goals despite these changes. Meets schedules (whether set by the General Manager or by others). Sets priorities, understands systems, practices time management, planning, and is committed to quality work.					

H. OVERALL EVALUATION

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1

Remarks/Comments:

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

**GENERAL MANAGER
360 PERFORMANCE EVALUATION**

Rating categories:

- I** - *Improvement needed for performance to meet expected standards*
- M** - *Performance fully meets expected standards*
- E** - *Performance consistently exceeds standards*

PERFORMANCE FACTORS	I	M	E	COMMENTS
1. QUALITY OF WORK: Consider the extent to which completed work is accurate, neat, well-organized, thorough, and effective				
2. RELATIONSHIPS WITH PEOPLE: Consider the extent to which the GM recognizes the needs and desires of other people, treats other with respect and courtesy, and inspires their respect and confidence, etc.				
3. WORK HABITS: Consider the GM's effectiveness in organizing and using work tools and time, in caring for equipment and materials, in following good practices of vehicle and personal safety, etc.				
4. TAKING ACTION INDEPENDENTLY: Consider the extent to which the GM shows initiative in making work improvements, identifying and correcting errors, initiating work activities, etc.				
5. ANALYZING SITUATIONS AND MATERIALS: Consider the extent to which the GM applies consistently good judgment in analyzing work situations and materials, and in drawing sound conclusions.				
6. MEETING WORK COMMITMENTS: Consider the extent to which the GM completes work assignments, meets deadlines, follows established policies and procedures, etc.				
7. TECHNICAL AND PRACTICAL KNOWLEDGE OF THE JOB: Extensive knowledge of technical elements in own program and related areas; willing to share technical knowledge; viewed as a knowledgeable resource; ability to effectively utilize a variety of resources to resolve administrative and/or program problems.				

**GENERAL MANAGER
360 PERFORMANCE EVALUATION**

Rating categories:

- I** - *Improvement needed for performance to meet expected standards*
- M** - *Performance fully meets expected standards*
- E** - *Performance consistently exceeds standards*

PERFORMANCE FACTORS	I	M	E	COMMENTS
<p>8. SUPERVISING THE WORK OF OTHERS: Creates an environment in which employees are treated with respect. Employees possess a sense of ownership; satisfaction in the District's accomplishments; influence over how things are done, and an understanding of their personal importance to the MCSD. Provides appropriate control over staff activities. Provides timely performance appraisal of subordinate staff. Inspires continuous learning and development of staff. Recognizes and values the contributions of all members of a diverse work force.</p>				
<p>9. LEADERSHIP: Cooperates, inspires, motivates, persuades and guides others toward goal accomplishment; adapts leadership style to a variety of situations; models high standards of honesty, integrity, trust, openness and flexibility; makes sound decisions consistent with District objectives.</p>				
<p>10. FISCAL MANAGEMENT: Understands District costs, debt, cash flow, fixed assets and rate structures and is able to utilize these strategically; Analyzes budget forecasts for accuracy; maintains responsible District costs within Board approved budgets. Timely review and approval of bank reconciliations, journal entries, financial statements, invoices (AP) and payroll.</p>				
<p>11. COMMUNICATION: Proactively informing Board of Departmental and District issues and concerns; Timely collection of information and reports from Departments. Maintains confidentiality of communications.</p>				
<p>12. COMPLIANCE: Demonstrates the ability to maintain the District and all departments in compliance with laws, regulations and reporting requirements</p>				
<p>13. CUSTOMER SERVICE: Shows interest in and understanding of the needs, expectations and circumstance of internal and external customers. Explores options and pursues solutions until customers are satisfied. Is responsive, pleasant, professional and easy to do business with. Looks at the organization and its services from the customer's point of view. Seeks and uses customer feedback to improve services. Meets or exceeds internal and external customer expectations.</p>				

**GENERAL MANAGER
360 PERFORMANCE EVALUATION**

Rating categories:

- I** - Improvement needed for performance to meet expected standards
- M** - Performance fully meets expected standards
- E** - Performance consistently exceeds standards

<p>14. EMPLOYEE SAFETY: Consider whether the employee maintains and ensures training, safety requirements and compliance for supervised employees (i.e. full time, part-time, seasonal, Cal-works, sub-contractors or visitors)</p>				
<p>15. POLICIES AND PROCEDURES: Consider the extent to which the employee maintains compliance with All District Policies and Procedures. Ensures staff is aware of Human Resource and EEO Policies.</p>				
<p>16: IDP: Develops IDP with supervised employees and ensures employee completes all training requirements.</p>				

OTHER EVALUATOR COMMENTS:

SIGNATURE: _____ N/A _____

DATE: _____

GENERAL MANAGERS COMMENTS:

SIGNATURE: _____

DATE: _____

McKinleyville Community Services District

BOARD OF DIRECTORS

April 6, 2022

TYPE OF ITEM: **ACTION**

ITEM: E.8 **Consider Adoption of Resolution 2022-10 Opposing Initiative 21-0042A1**

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

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends that the Board review the material provided, ask questions, take public comment, and adopt Resolution 2022-10 opposing Initiative 21-0042A1

Discussion:

Initiative 21-0042A1 is called the “Taxpayer Protection and Government Accountability Act” and is a statewide initiative measure to amend the California Constitution. It is sponsored by the California Business Roundtable. This initiative will limit the ability of local governments to enact, modify, or expand taxes, assessments, fees, and property-related charges since the passage of Proposition 218 (1996) and Proposition 26 (2010). This would result in the loss of billions of dollars annually in local funding, restricting the ability of local agencies to fund infrastructure.

In order for Initiative 21-0042A1 to reach the November 2022 Ballot, 997,139 valid signatures from California voters are required. The last day for these signatures to be submitted is April 29, 2022.

The California Special District Association (CSDA) has joined a coalition of local government leaders in adopting an Oppose position on Initiative 21-0042A1 and encourages all special districts, partners, and community leaders to join the coalition by passing a board resolution. Resolution 2022-10 opposing this initiative is included as **Attachment 1**.

The text for the initiative is included as **Attachment 2**. If Initiative 21-0042A1 qualifies for the November 2 ballot and is enacted, the estimated impacts include the following:

- Could prevent virtually any new fees or assessments to fund water, sewer, trash, fire protection, parks and recreation, and other essential services and infrastructure.
 - Places over \$20 billion of local government fee and charge revenues over 10 years at heightened legal peril.

- Jeopardizes the public health and safety of communities by cutting off new revenue intended to pay for essential local services and infrastructure.
 - Substantially increases the legal and administrative cost of public infrastructure financing.
- With billions of dollars in deferred maintenance and unmet needs for California’s infrastructure, exacerbates the neglect and deterioration of our roads, dams, waterways, and other facilities.
- By limiting revenues to the “minimum amount necessary”, imposes a “race-to-the-bottom” in California that will halt investment in technological advancements that future generations will depend upon.
- Prevents critical investments in climate adaptation and community resilience to address drought, flooding, and wildfire as well as reduce emissions and harmful pollutants.
- Exposes taxpayers to a new wave of costly litigation, limits the discretion and flexibility of locally elected boards to respond to the needs of their communities, and injects uncertainty into the financing and sustainability of critical infrastructure.
- Restricting local services and infrastructure to the lowest and minimum amount possible will disproportionately impact the most underserved communities the hardest.

Additionally, the initiative includes provisions that would retroactively void all state and local taxes or fees adopted after Jan 1, 2022 if they do not align with the provisions of the initiative.

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 2022-10
- Attachment 2 – Initiative 21-0042A1 Text

RESOLUTION 2022 – 10**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT OPPOSING INITIATIVE 21-0042A1**

WHEREAS, an association representing California’s wealthiest corporations and developers is spending millions to push a deceptive proposition aimed for the November 2022 statewide ballot; and

WHEREAS, the proposed proposition, Initiative 21-0042A1, has received the official title: “LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES. INITIATIVE CONSTITUTIONAL AMENDMENT.”

WHEREAS, the measure includes provisions that would make it more difficult for local voters to pass measures needed to fund local services and infrastructure, and would limit voter input by prohibiting local advisory measures where voters provide direction on how they want their local tax dollars spent; and

WHEREAS, the measure exposes taxpayers to a new wave of costly litigation, limits the discretion and flexibility of locally elected boards to respond to the needs of their communities, and injects uncertainty into the financing and sustainability of critical infrastructure; and

WHEREAS, the measure severely restricts state and local officials’ ability to protect our environment, public health and safety, and our neighborhoods against corporations and others who violate the law; and

WHEREAS, the measure creates new constitutional loopholes that would allow corporations to pay less than their fair share for the impacts they impose on our communities, including local infrastructure, our environment, water quality, air quality, and natural resources; and

WHEREAS, the measure threatens billions of dollars currently dedicated to state and local services, and could force cuts to water, wastewater, parks and recreation services, as well as public schools, fire and emergency response, law enforcement, public health, parks, libraries, affordable housing, services to address homelessness, mental health services, and more; and

WHEREAS, the measure would also reduce funding for critical infrastructure like streets and roads, public transportation, ports, drinking water, sanitation, utilities, and more.

THEREFORE, BE IT RESOLVED that the McKinleyville Community Services District opposes Initiative 21-0042A1;

BE IT FURTHER RESOLVED, that the McKinleyville Community Services District will join the No on Initiative 21-0042A1 coalition, a growing coalition of public safety, labor,

local government, infrastructure advocates, and other organizations throughout the state.

We direct staff to email a copy of this adopted resolution to the California Special Districts Association at advocacy@csda.net.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on April 6, 2022, by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

David Couch, Board President

Attest:

April Sousa, MMC, Board Secretary

BELL, McANDREWS & HILTACHK, LLP
ATTORNEYS AND COUNSELORS AT LAW
455 CAPITOL MALL, SUITE 600
SACRAMENTO, CALIFORNIA 95814

(916) 442-7757
FAX (916) 442-7759
www.bmhlaw.com

21-0042 Amdt. # 1

January 4, 2022

RECEIVED

JAN 04 2022

INITIATIVE COORDINATOR
ATTORNEY GENERAL'S OFFICE

Anabel Renteria
Initiative Coordinator
Office of the Attorney General
State of California
PO Box 994255
Sacramento, CA 94244-25550

Re: Initiative 21-0042 - Amendment Number One

Dear Initiative Coordinator:

Pursuant to subdivision (b) of Section 9002 of the Elections Code, enclosed please find Amendment #1 to Initiative No. 21-0042 "The Taxpayer Protection and Government Accountability Act." The amendments are reasonably germane to the theme, purpose or subject of the initiative measure as originally proposed.

I am the proponent of the measure and request that the Attorney General prepare a circulating title and summary of the measure as provided by law, using the amended language.

Thank you for your time and attention processing my request.

Sincerely,



Thomas W. Hiltachk

The Taxpayer Protection and Government Accountability Act

[Deleted codified text is denoted in ~~strikeout~~. Added codified text is denoted by *italics and underline*.]

Section 1. Title

This Act shall be known, and may be cited as, the Taxpayer Protection and Government Accountability Act.

Section 2. Findings and Declarations

(a) Californians are overtaxed. We pay the nation's highest state income tax, sales tax, and gasoline tax. According to the U.S. Census Bureau, California's combined state and local tax burden is the highest in the nation. Despite this, and despite two consecutive years of obscene revenue surpluses, state politicians in 2021 alone introduced legislation to raise more than \$234 *billion* in new and higher taxes and fees.

(b) Taxes are only part of the reason for California's rising cost-of-living crisis. Californians pay billions more in hidden "fees" passed through to consumers in the price they pay for products, services, food, fuel, utilities and housing. Since 2010, government revenue from state and local "fees" has more than doubled.

(c) California's high cost of living not only contributes to the state's skyrocketing rates of poverty and homelessness, they are the pushing working families and job-providing businesses out of the state. The most recent Census showed that California's population dropped for the first time in history, costing us a seat in Congress. In the past four years, nearly 300 major corporations relocated to other states, not counting thousands more small businesses that were forced to move, sell or close.

(d) California voters have tried repeatedly, at great expense, to assert control over whether and how taxes and fees are raised. We have enacted a series of measures to make taxes more predictable, to limit what passes as a "fee," to require voter approval, and to guarantee transparency and accountability. These measures include Proposition 13 (1978), Proposition 62 (1986), Proposition 218 (1996), and Proposition 26 (2010).

(e) Contrary to the voters' intent, these measures that were designed to control taxes, spending and accountability, have been weakened and hamstrung by the Legislature, government lawyers, and the courts, making it necessary to pass yet another initiative to close loopholes and reverse hostile court decisions.

Section 3. Statement of Purpose

(a) In enacting this measure, the voters reassert their right to a voice and a vote on new and higher taxes by requiring any new or higher tax to be put before voters for approval. Voters also intend that all fees and other charges are passed or rejected by the voters themselves or a governing body elected by voters and not unelected and unaccountable bureaucrats.

(b) Furthermore, the purpose and intent of the voters in enacting this measure is to increase transparency and accountability over higher taxes and charges by requiring any tax measure placed on the ballot—

either at the state or local level—to clearly state the type and rate of any tax, how long it will be in effect, and the use of the revenue generated by the tax.

(c) Furthermore, the purpose and intent of the voters in enacting this measure is to clarify that any new or increased form of state government revenue, by any name or manner of extraction paid directly or indirectly by Californians, shall be authorized only by a vote of the Legislature and signature of the Governor to ensure that the purposes for such charges are broadly supported and transparently debated.

(d) Furthermore, the purpose and intent of the voters in enacting this measure is also to ensure that taxpayers have the right and ability to effectively balance new or increased taxes and other charges with the rapidly increasing costs Californians are already paying for housing, food, childcare, gasoline, energy, healthcare, education, and other basic costs of living, and to further protect the existing constitutional limit on property taxes and ensure that the revenue from such taxes remains local, without changing or superseding existing constitutional provisions contained in Section 1(c) of Article XIII A.

(e) In enacting this measure, the voters also additionally intend to reverse loopholes in the legislative two-thirds vote and voter approval requirements for government revenue increases created by the courts including, but not limited to, *Cannabis Coalition v. City of Upland*, *Chamber of Commerce v. Air Resources Board*, *Schmeer v. Los Angeles County*, *Johnson v. County of Mendocino*, *Citizens Assn. of Sunset Beach v. Orange County Local Agency Formation Commission*, and *Wilde v. City of Dunsmuir*.

Section 4. Section 3 of Article XIII A of the California Constitution is amended to read:

Sec. 3(a) Every levy, charge, or exaction of any kind imposed by state law is either a tax or an exempt charge.

(b)(1) (a) Any change in state statute law which results in any taxpayer paying a new or higher tax must be imposed by an act passed by not less than two-thirds of all members elected to each of the two houses of the Legislature, and submitted to the electorate and approved by a majority vote, except that no new ad valorem taxes on real property, or sales or transaction taxes on the sales of real property, may be imposed. Each Act shall include:

(A) A specific duration of time that the tax will be imposed and an estimate of the annual amount expected to be derived from the tax.

(B) A specific and legally binding and enforceable limitation on how the revenue from the tax can be spent. If the revenue from the tax can be spent for unrestricted general revenue purposes, then a statement that the tax revenue can be spent for "unrestricted general revenue purposes" shall be included in a separate, stand-alone section. Any proposed change to the use of the revenue from the tax shall be adopted by a separate act that is passed by not less than two-thirds of all members elected to each of the two houses of the Legislature and submitted to the electorate and approved by a majority vote.

(2) The title and summary and ballot label or question required for a measure pursuant to the Elections Code shall, for each measure providing for the imposition of a tax, including a measure proposed by an elector pursuant to Article II, include:

(A) The type and amount or rate of the tax;

(B) The duration of the tax; and

(C) The use of the revenue derived from the tax.

(c) Any change in state law which results in any taxpayer paying a new or higher exempt charge must be imposed by an act passed by each of the two houses of the Legislature. Each act shall specify the type of exempt charge as provided in subdivision (e), and the amount or rate of the exempt charge to be imposed.

(d) ~~(b)~~ As used in this section and in Section 9 of Article II, "tax" means every ~~any~~ levy, charge, or exaction of any kind imposed by the State state law that is not an exempt charge, except the following:

(e) As used in this section, "exempt charge" means only the following:

~~(1) a charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the State of conferring the benefit or granting the privilege to the payor.~~

~~(1) (2) A reasonable charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable actual costs to the State of providing the service or product to the payor.~~

~~(2) (3) A charge imposed for the reasonable regulatory costs to the State incident to issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.~~

~~(3) A levy, charge, or exaction collected from local units of government, health care providers or health care service plans that is primarily used by the State of California for the purposes of increasing reimbursement rates or payments under the Medi-Cal program, and the revenues of which are primarily used to finance the non-federal portion of Medi-Cal medical assistance expenditures.~~

~~(4) A reasonable charge imposed for entrance to or use of state property, or the purchase, rental, or lease of state property, except charges governed by Section 15 of Article XI.~~

~~(5) A fine, or penalty, or other monetary charge including any applicable interest for nonpayment thereof, imposed by the judicial branch of government or the State, as a result of a state administrative enforcement agency pursuant to adjudicatory due process, to punish a violation of law.~~

~~(6) A levy, charge, assessment, or exaction collected for the promotion of California tourism pursuant to Chapter 1 (commencing with Section 13995) of Part 4.7 of Division 3 of Title 2 of the Government Code.~~

~~(f) (e) Any tax or exempt charge adopted after January 1, 2022 2010, but prior to the effective date of this act, that was not adopted in compliance with the requirements of this section is void 12 months after the effective date of this act unless the tax or exempt charge is reenacted by the Legislature and signed into law by the Governor in compliance with the requirements of this section.~~

~~(g) (1) (d) The State bears the burden of proving by a preponderance of the clear and convincing evidence that a levy, charge, or other exaction is an exempt charge and not a tax. The State bears the burden of proving by clear and convincing evidence that the amount of the exempt charge is reasonable and that the amount charged does not exceed the actual cost of providing the service or product to the payor. ~~that the amount is no more than necessary to cover the reasonable costs of the governmental activity and~~~~

that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity

(2) The retention of revenue by, or the payment to, a non-governmental entity of a levy, charge, or exaction of any kind imposed by state law, shall not be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

(3) The characterization of a levy, charge, or exaction of any kind as being voluntary, or paid in exchange for a benefit, privilege, allowance, authorization, or asset, shall not be a factor in determining whether the levy, charge, or exaction is a tax or an exempt charge.

(4) The use of revenue derived from the levy, charge or exaction shall be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

(h) As used in this section:

(1) "Actual cost" of providing a service or product means: (i) the minimum amount necessary to reimburse the government for the cost of providing the service or product to the payor, and (ii) where the amount charged is not used by the government for any purpose other than reimbursing that cost. In computing "actual cost" the maximum amount that may be imposed is the actual cost less all other sources of revenue including, but not limited to taxes, other exempt charges, grants, and state or federal funds received to provide such service or product.

(2) "Extend" includes, but is not limited to, doing any of the following with respect to a tax or exempt charge: lengthening its duration, delaying or eliminating its expiration, expanding its application to a new territory or class of payor, or expanding the base to which its rate is applied.

(3) "Impose" means adopt, enact, reenact, create, establish, collect, increase or extend.

(4) "State law" includes, but is not limited to, any state statute, state regulation, state executive order, state resolution, state ruling, state opinion letter, or other legal authority or interpretation adopted, enacted, enforced, issued, or implemented by the legislative or executive branches of state government. "State law" does not include actions taken by the Regents of the University of California, Trustees of the California State University, or the Board of Governors of the California Community Colleges.

Section 5. Section 1 of Article XIII C of the California Constitution is amended, to read:

Sec. 1. Definitions. As used in this article:

(a) "Actual cost" of providing a service or product means: (i) the minimum amount necessary to reimburse the government for the cost of providing the service or product to the payor, and (ii) where the amount charged is not used by the government for any purpose other than reimbursing that cost. In computing "actual cost" the maximum amount that may be imposed is the actual cost less all other sources of revenue including, but not limited to taxes, other exempt charges, grants, and state or federal funds received to provide such service or product.

(b) "Extend" includes, but is not limited to, doing any of the following with respect to a tax, exempt charge, or Article XIII D assessment, fee, or charge: lengthening its duration, delaying or eliminating its expiration, expanding its application to a new territory or class of payor, or expanding the base to which its rate is applied.

~~(c) (a)~~ "General tax" means any tax imposed for general governmental purposes.

~~(d)~~ "Impose" means adopt, enact, reenact, create, establish, collect, increase, or extend.

~~(e) (b)~~ "Local government" means any county, city, city and county, including a charter city or county, any special district, or any other local or regional governmental entity, or an elector pursuant to Article II or the initiative power provided by a charter or statute.

~~(f)~~ "Local law" includes, but is not limited to, any ordinance, resolution, regulation, ruling, opinion letter, or other legal authority or interpretation adopted, enacted, enforced, issued, or implemented by a local government.

~~(g) (c)~~ "Special district" means an agency of the State, formed pursuant to general law or a special act, for the local performance of governmental or proprietary functions with limited geographic boundaries including, but not limited to, school districts and redevelopment agencies.

~~(h) (d)~~ "Special tax" means any tax imposed for specific purposes, including a tax imposed for specific purposes, which is placed into a general fund.

~~(i) (e)~~ As used in this article, and in Section 9 of Article II, "tax" means every ~~any~~ levy, charge, or exaction of any kind, imposed by a local government law that is not an exempt charge, ~~except the following:~~

~~(i)~~ As used in this section, "exempt charge" means only the following:

~~(1)~~ A charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.

~~(1) (2)~~ A reasonable charge imposed for a specific local government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable actual costs to the local government of providing the service or product.

~~(2) (3)~~ A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.

~~(3) (4)~~ A reasonable charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.

~~(4) (5)~~ A fine, or penalty, or other monetary charge including any applicable interest for nonpayment thereof, imposed by the judicial branch of government or a local government administrative enforcement agency pursuant to adjudicatory due process, ~~as a result of~~ to punish a violation of law.

~~(5) (6)~~ A charge imposed as a condition of property development. No levy, charge, or exaction regulating or related to vehicle miles traveled may be imposed as a condition of property development or occupancy.

~~(6) (7)~~ An Assessments and property related fees assessment, fee, or charge imposed in accordance with the provisions of subject to Article XIII D, or an assessment imposed upon a business in a tourism marketing district, a parking and business improvement area, or a property and business improvement district.

(7) A charge imposed for a specific health care service provided directly to the payor and that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the health care service. As used in this paragraph, a "health care service" means a service licensed or exempt from licensure by the state pursuant to Chapters 1, 1.3, or 2 of Division 2 of the Health and Safety Code.

The local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity.

Section 6. Section 2 of Article XIII C of the California Constitution is amended to read:

Sec. 2. Local Government Tax Limitation. Notwithstanding any other provision of this Constitution:

(a) Every levy, charge, or exaction of any kind imposed by local law is either a tax or an exempt charge. All taxes imposed by any local government shall be deemed to be either general taxes or special taxes. Special purpose districts or agencies, including school districts, shall have no power to levy general taxes.

(b) No local law government, whether proposed by the governing body or by an elector, may impose, extend, or increase any general tax unless and until that tax is submitted to the electorate and approved by a majority vote. A general tax shall not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved. The election required by this subdivision shall be consolidated with a regularly scheduled general election for members of the governing body of the local government, except in cases of emergency declared by a unanimous vote of the governing body.

(c) ~~Any general tax imposed, extended, or increased, without voter approval, by any local government on or after January 1, 1995, and prior to the effective date of this article, shall continue to be imposed only if approved by a majority vote of the voters voting in an election on the issue of the imposition, which election shall be held within two years of the effective date of this article and in compliance with subdivision (b).~~ (d) No local law government, whether proposed by the governing body or by an elector, may impose, ~~extend, or increase~~ any special tax unless and until that tax is submitted to the electorate and approved by a two-thirds vote. A special tax shall not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved.

(d) The title and summary and ballot label or question required for a measure pursuant to the Elections Code shall, for each measure providing for the imposition of a tax, include:

(1) The type and amount or rate of the tax;

(2) the duration of the tax; and

(3) The use of the revenue derived from the tax. If the proposed tax is a general tax, the phrase "for general government use" shall be required, and no advisory measure may appear on the same ballot that would indicate that the revenue from the general tax will, could, or should be used for a specific purpose.

(e) Only the governing body of a local government, other than an elector pursuant to Article II or the initiative power provided by a charter or statute, shall have the authority to impose any exempt charge. The governing body shall impose an exempt charge by an ordinance specifying the type of exempt charge

as provided in Section 1(j) and the amount or rate of the exempt charge to be imposed, and passed by the governing body. This subdivision shall not apply to charges specified in paragraph (7) of subdivision (i) of Section 1.

(f) No amendment to a Charter which provides for the imposition, extension, or increase of a tax or exempt charge shall be submitted to or approved by the electors, nor shall any such amendment to a Charter hereafter submitted to or approved by the electors become effective for any purpose.

(g) Any tax or exempt charge adopted after January 1, 2022, but prior to the effective date of this act, that was not adopted in compliance with the requirements of this section is void 12 months after the effective date of this act unless the tax or exempt charge is reenacted in compliance with the requirements of this section.

(h)(1) The local government bears the burden of proving by clear and convincing evidence that a levy, charge or exaction is an exempt charge and not a tax. The local government bears the burden of proving by clear and convincing evidence that the amount of the exempt charge is reasonable and that the amount charged does not exceed the actual cost of providing the service or product to the payor.

(2) The retention of revenue by, or the payment to, a non-governmental entity of a levy, charge, or exaction of any kind imposed by a local law, shall not be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

(3) The characterization of a levy, charge, or exaction of any kind imposed by a local law as being paid in exchange for a benefit, privilege, allowance, authorization, or asset, shall not be factors in determining whether the levy, charge, or exaction is a tax or an exempt charge.

(4) The use of revenue derived from the levy, charge or exaction shall be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

Section 7. Section 3 of Article XIII D of the California Constitution is amended, to read:

Sec. 3. Property Taxes, Assessments, Fees and Charges Limited

(a) No tax, assessment, fee, ~~or~~ charge, or surcharge, including a surcharge based on the value of property, shall be assessed ~~by any agency~~ upon any parcel of property or upon any person as an incident of property ownership except:

(1) The ad valorem property tax ~~imposed pursuant to~~ described in Section 1(a) of Article XIII and Section 1(a) of Article XIII A, and described and enacted pursuant to the voter approval requirement in Section 1(b) of Article XIII A.

(2) Any special non-ad valorem tax receiving a two-thirds vote of qualified electors pursuant to Section 4 of Article XIII A, or after receiving a two-thirds vote of those authorized to vote in a community facilities district by the Legislature pursuant to statute as it existed on December 31, 2021.

(3) Assessments as provided by this article.

(4) Fees or charges for property related services as provided by this article.

(b) For purposes of this article, fees for the provision of electrical or gas service shall not be deemed charges or fees imposed as an incident of property ownership.

Section 8. Sections 1 and 14 of Article XIII are amended to read:

Sec. 1 Unless otherwise provided by this Constitution or the laws of the United States:

(a) All property is taxable and shall be assessed at the same percentage of fair market value. When a value standard other than fair market value is prescribed by this Constitution or by statute authorized by this Constitution, the same percentage shall be applied to determine the assessed value. The value to which the percentage is applied, whether it be the fair market value or not, shall be known for property tax purposes as the full value.

(b) All property so assessed shall be taxed in proportion to its full value.

(c) All proceeds from the taxation of property shall be apportioned according to law to the districts within the counties.

Sec. 14. All property taxed by state or local government shall be assessed in the county, city, and district in which it is situated. Notwithstanding any other provision of law, such state or local property taxes shall be apportioned according to law to the districts within the counties.

Section 9. General Provisions

A. This Act shall be liberally construed in order to effectuate its purposes.

B. (1) In the event that this initiative measure and another initiative measure or measures relating to state or local requirements for the imposition, adoption, creation, or establishment of taxes, charges, and other revenue measures shall appear on the same statewide election ballot, the other initiative measure or measures shall be deemed to be in conflict with this measure. In the event that this initiative measure receives a greater number of affirmative votes, the provisions of this measure shall prevail in their entirety, and the provisions of the other initiative measure or measures shall be null and void.

(2) In furtherance of this provision, the voters hereby declare that this measure conflicts with the provisions of the "Housing Affordability and Tax Cut Act of 2022" and "The Tax Cut and Housing Affordability Act," both of which would impose a new state property tax (called a "surcharge") on certain real property, and where the revenue derived from the tax is provided to the State, rather than retained in the county in which the property is situated and for the use of the county and cities and districts within the county, in direct violation of the provisions of this initiative.

(3) If this initiative measure is approved by the voters, but superseded in whole or in part by any other conflicting initiative measure approved by the voters at the same election, and such conflicting initiative is later held invalid, this measure shall be self-executing and given full force and effect.

C. The provisions of this Act are severable. If any portion, section, subdivision, paragraph, clause, sentence, phrase, word, or application of this Act is for any reason held to be invalid by a decision of any court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this Act. The People of the State of California hereby declare that they would have adopted this Act and each and every portion, section, subdivision, paragraph, clause, sentence, phrase, word, and application not

declared invalid or unconstitutional without regard to whether any portion of this Act or application thereof would be subsequently declared invalid.

D. If this Act is approved by the voters of the State of California and thereafter subjected to a legal challenge alleging a violation of state or federal law, and both the Governor and Attorney General refuse to defend this Act, then the following actions shall be taken:

(1) Notwithstanding anything to the contrary contained in Chapter 6 of Part 2 of Division 3 of Title 2 of the Government Code or any other law, the Attorney General shall appoint independent counsel to faithfully and vigorously defend this Act on behalf of the State of California.

(2) Before appointing or thereafter substituting independent counsel, the Attorney General shall exercise due diligence in determining the qualifications of independent counsel and shall obtain written affirmation from independent counsel that independent counsel will faithfully and vigorously defend this Act. The written affirmation shall be made publicly available upon request.

(3) A continuous appropriation is hereby made from the General Fund to the Controller, without regard to fiscal years, in an amount necessary to cover the costs of retaining independent counsel to faithfully and vigorously defend this Act on behalf of the State of California.

(4) Nothing in this section shall prohibit the proponents of this Act, or a bona fide taxpayers association, from intervening to defend this Act.

McKinleyville Community Services District

BOARD OF DIRECTORS

April 6, 2022

TYPE OF ITEM: **ACTION**

ITEM: E.9 **Consider Adopting Resolutions 2022-11 & 2022-12 Initiating Proceedings for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities Annual Levy and Collection of Assessments for Fiscal Year 2022/2023; Declaring Intention to Levy and Collect the Fiscal Year 2022/2023 Annual Assessments for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, Accepting and Approving the Engineer's Report and Setting the Public Hearing**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends the Board review the information provided, take public comment and adopt Resolutions 2022-11 & 2022-12

- A resolution initiating proceeding for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities annual levy and collection of assessments for Fiscal Year 2022/2023, **Attachment 1**;
- A resolution of intention that declares the Board's intention to levy and collect the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities annual assessments for Fiscal Year 2022/2023, accepts and approves the Engineer's Report regarding the assessments and sets the Public Hearing for May 4, 2022, **Attachment 2**.

Discussion:

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

In 2011, a property owner protest ballot proceeding was conducted pursuant to the provisions of the California Constitution Article XIID for the levy of annual assessments for the Measure B Maintenance Assessment District -- Renewal for

Parks, Open Space, and Recreational Facilities which would replace and extend for another 20-year duration the assessments previously approved by voters in 1992. The proposed assessments were approved by the property owners (54.9% in favor, 45.1% opposed) and the new assessments were levied on the Humboldt County tax rolls for Fiscal Year 2011/2012 (first year's assessment).

In accordance with the provisions of the Landscaping and Lighting Act of 1972 (Streets and Highway Code), the Board in addition to conducting a Public Hearing, must annually adopt a resolution Initiating Proceedings; and a resolution Declaring its Intention to levy assessments for the upcoming fiscal year.

The Resolution Initiating Proceedings generally describes any proposed new improvements or any substantial changes in existing improvements and orders the engineer to prepare and to file a report.

The Resolution of Intention basically includes the Board's approval of the report, either as filed or as modified; declares the intention of the Board to levy and collect assessments within the assessment district for the fiscal year stated in the report; and give notice of the time and the place for the public hearing on the levy of the proposed assessment.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

The Fiscal Year 2022/2023 Draft Engineer's Report anticipates that Measure B collections from the existing 5,812 taxable parcels in the assessment district that benefit from the improvements and based on a proposed assessment rate of \$30.00 per equivalent benefit unit (unchanged from last year), the assessment revenue to be levied and collected on the tax rolls will be approximately \$221,304. This assessment revenue represents approximately 12% of the total estimated \$1,852,750 budgeted for Fiscal Year 2022/2023 to fund the operation and maintenance of MCSD's parks and recreation facilities.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2022-11
- Attachment 2 – Resolution 2022-12
- Attachment 3 – Draft Annual Engineer's Report for Fiscal Year 2022/2023

RESOLUTION 2022-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT INITIATING PROCEEDINGS FOR THE MEASURE B MAINTENANCE ASSESSMENT DISTRICT – RENEWAL FOR PARKS, OPEN SPACE, AND RECREATIONAL FACILITIES ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2022/2023.

THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:

Section 1: The Board of Directors through previous resolutions has formed and levied annual assessments for the “**Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities**” (the “Assessment District”), pursuant to the provisions of the Landscaping and Lighting Act of 1972 (Streets & Highways Code Section 22500 *et. seq.*) (the “Act”), that provides for the collection of assessments by the County of Humboldt on behalf of the McKinleyville Community Services District (“MCSD”) to pay for the operation, maintenance, servicing, acquisition and construction of local parks, trails, open space and recreational facilities related thereto that provide special benefits to properties located in the Assessment District.

Section 2: The Board of Directors desires to initiate proceedings for the levy and collection of annual assessments for Fiscal Year 2022/2023 to fund in whole or in part the improvements and services that provide special benefit to the properties within the Assessment District pursuant to the provisions of the Act.

Section 3: MCSD has retained Willdan Financial Services (the “Engineer”) as Engineer of Work for the purpose of assisting with the Levy of the Assessment District for Fiscal Year 2022/2023.

Section 4: Pursuant to Section 22622 of the Act, the Board of Directors of MCSD hereby orders the Engineer to prepare and file with the Board Secretary the Report in accordance with Article 4 (commencing with Section 22565) of Chapter 1 of the Act, concerning the levy of assessments for the Assessment District for the Fiscal Year commencing July 1, 2022 and ending June 30, 2023.

Section 5: The proposed improvements may include all improvements, services and activities authorized by the Act for ongoing operation, maintenance, servicing, acquisition, construction, and installation and incidental expenses related to the parks, trails, open space and recreational facilities associated with the Assessment District.

Section 6: The territory within the proposed District shall consist of the lots, parcels and subdivisions of land within the boundaries of MCSD that will receive special benefits from the improvements.

Now, therefore, be it resolved that the McKinleyville Community Services District

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 6th day of April 2022 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

David Couch, Board President

Attest:

April Sousa, MMC, Board Secretary

RESOLUTION 2022-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DECLARING ITS INTENTION TO LEVY AND COLLECT THE ANNUAL ASSESSMENTS FOR THE MEASURE B MAINTENANCE ASSESSMENT DISTRICT – RENEWAL FOR PARKS, OPEN SPACE, AND RECREATIONAL FACILITIES FOR FISCAL YEAR 2022/2023; ACCEPTING AND APPROVING THE ENGINEER’S REPORT PREPARED IN CONNECTION THERETO; AND SETTING A TIME AND PLACE FOR THE PUBLIC HEARING ON THESE MATTERS.

THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:

Section 1: By prior resolution, the Board of Directors (the “Board”) of the McKinleyville Community Services District (“MCSD”), pursuant to the provisions of the Landscaping and Lighting Act of 1972 (Streets & Highways Code Section 22500 *et. seq.*) (the “Act”) did by previous resolution, order the preparation of an Engineer’s Report (the “Report”) for the annual levy and collection of assessments for the district known and designated as the **“Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities”** (the “Assessment District”) for fiscal year 2022/2023.

Section 2: Whereas, the Board proposes to levy and collect assessments against lots and parcels of land within the Assessment District to pay the annual costs and expenses of the improvements and services described in Section 6 of this resolution that provide special benefits to such lots and parcels of land, and hereby declares its intention to levy such assessments on the County tax rolls for fiscal year 2022/2023 pursuant to the Act.

Section 3: The Assessment Engineer of Work (the “Engineer”) has prepared and filed with the Board Secretary an Engineer’s Report (the “Report”) in connection with the Assessment District and the levy of assessments for Fiscal Year 2022/2023 pursuant to Section 22623 of the Act and in accordance with Chapter 1, Article 4 of the Act and the provisions of the California State Constitution, Article XIID.

Section 4: The Board has carefully examined and reviewed the Report as presented, and is preliminarily satisfied with the Assessment District, each and all of the budget items and documents as set forth therein, and is satisfied that the proposed annual assessments have been spread in accordance with the special benefits received from the improvements, operation, maintenance and services to be performed within the Assessment District, and that the Assessment District consists of all parcels that receive such special benefits, as set forth in said Report.

Section 5: The Report is hereby accepted and approved as submitted and ordered to be filed in the offices of the MCSD as a permanent record and to remain open to public inspection.

Section 6: The proposed improvements may include all improvements, services and activities authorized by the Act for the ongoing operation, maintenance, servicing, acquisition, construction, and installation and incidental expenses, including any debt service issued to finance capital improvements, related to the parks, trails, open space and recreational facilities associated with the Assessment District. The Board of Directors states that it intends that, in future proceedings, it may issue bonds to fund work ordered in those proceedings. Such bonds will be issued pursuant to the Improvement Bond Act of 1915 (Streets & Highways Code Section 8500 *et seq.*) and shall bear a rate of interest not in excess of that permitted by law. MCSD will not obligate itself to advance available funds from MCSD's general fund to cure any deficiency which may occur in the bond redemption fund. The Report prepared in connection with these proceedings provides a more detailed description of the improvements and by reference is made part of this Resolution.

Section 7: The boundaries of the Assessment District shall be coextensive with those of MCSD.

Section 8: The Board of Directors hereby declares its intention to levy and collect an assessment against the lots and parcels of land within the Assessment District for Fiscal Year 2022/2023 at the same assessment rate applied in the previous fiscal year as more fully described in the Report.

Section 9: Notice is hereby given that a public hearing on these matters will be held by the Board on **Wednesday, May 4, 2022**, beginning at **7:00 P.M.**, or as soon thereafter as feasible, in person at Azalea Hall or via Zoom Webinar at the following location: <https://us02web.zoom.us/j/85945436653> or by phone in (toll free) at: 888 788 0099. At the Public Hearing, all interested persons shall be afforded the opportunity to hear and be heard.

Section 10: Pursuant to Section 22626(a) of the Act, the Board directs that the Board Secretary shall give notice of the time and place of the Public Hearing by causing the publishing of this resolution once in the local newspaper not less than ten (10) days before the date of the public hearing, and by posting a copy of this resolution on the official bulletin board customarily used by the Board for the posting of notices. For fiscal year 2022/2023, no new or increased assessments are proposed and a mailing of a notice and ballot to property owners is not required.

Section 11: The Board Secretary shall certify to the passage and adoption of this Resolution.

Now, therefore, be it resolved that the McKinleyville Community Services District

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 6th day of April 2022 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

David Couch, Board President

Attest:

April Sousa, MMC, Board Secretary



MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

MEASURE B MAINTENANCE ASSESSMENT DISTRICT (RENEWAL FOR PARKS, OPEN SPACE, AND RECREATIONAL FACILITIES)

2022/2023 PRELIMINARY ENGINEER'S ANNUAL LEVY REPORT

Intent Meeting: April 6, 2022

Public Hearing: May 4, 2022

27368 Via Industria
Suite 200
Temecula, CA 92590
T 951.587.3500 | 800.755.6864
F 951.587.3510



**McKinleyville Community Services District
Measure B Maintenance Assessment District – Renewal for
Parks, Open Space, and Recreational Facilities**

Fiscal Year 2022/2023

County of Humboldt, State of California

This Report and the enclosed descriptions, budgets, and diagram outline the proposed improvements and assessments associated with the McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities for Fiscal Year 2022/2023. Said District includes each lot, parcel, and subdivision of land within the boundaries of the McKinleyville Community Services District, as they existed at the time this Report was prepared and the passage of the Resolution of Intention. Reference is hereby made to the Humboldt County Assessor’s maps for a detailed description of the lines and dimensions of parcels within the McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities. The undersigned respectfully submits the enclosed Report as directed by the McKinleyville Community Services District Board of Directors.

Dated this _____ day of _____, 2022.

Willdan Financial Services
Assessment Engineer
On Behalf of the McKinleyville Community Services District

By: _____

Michelle Laase
Project Manager

By: _____

Tyrone Peter
PE # C 81888

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I. Introduction

The McKinleyville Community Services District (hereafter referred to as “CSD”), in the County of Humboldt (the “County”), was established on April 14, 1970, pursuant to the Community Services District Law (California Government Code Section 61000 et seq.) (“CSD Law”), to provide water and sewer services. The services of the CSD were expanded in 1972 to include street lighting, again in 1985 to include parks and recreation, and then in 1995 to include the construction of the McKinleyville Library. The boundaries of the CSD include approximately 12,140 acres from the Mad River in the South to Patrick Creek in the North, from the Pacific Ocean to the West to Lindsey Creek on the East.

In 1991, Measure B was passed by voters, authorizing the CSD to collect annual assessments in order to construct a new community center, to purchase land for sports fields and to provide for the maintenance and operation of park and recreational facilities. The 1991 Measure B Assessment District was formed to levy and collect annual assessments on the County tax rolls pursuant to the Landscape and Lighting Act of 1972 (California Streets and Highways Code §22500 et seq.) (hereafter referred to as “1972 Act”) for a period of twenty (20) years. With the original Measure B Assessment District and assessments set to expire (sunset) in 2012 (the end of Fiscal Year 2011/2012), the continued operation and maintenance of the park and recreational improvements and facilities provided to the community by the CSD – including the McKinleyville Activity Center, Hiller Sports Complex and Azalea Hall – would have been jeopardized.

Therefore, in 2010, the McKinleyville CSD Board of Directors (“Board” or “Board of Directors”) initiated proceedings to reestablish a special benefit assessment district within the CSD designated as the

McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities

for the purpose of providing and continuing a stable revenue source, coupled with available grants and donations from other sources, to fund the ongoing operation, maintenance, expansion, enhancement, construction, renovation and rehabilitation of the CSD parks and recreational improvements including parks, wilderness parklands, open space, trails, sports facilities, recreation and activity centers and facilities, including incidental expenses and debt services for any bond(s), loans or other repayment plans incurred to finance capital improvements (collectively referred to as “Improvements”) that provide special benefits to properties within the CSD. The Board of Directors proposed to form (reestablish) the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities (“District”) for another twenty (20) year period, and to levy and collect annual assessments on the County tax rolls to fund in whole or in part the improvements including related debt service on bonds that may be issued or loan agreements to finance the authorized improvements.

Pursuant to the requirements of the California Constitution, Article XIID Section 4 and the provisions of the 1972 Act, the Board of Directors called for an Engineer’s Report to be prepared regarding the proposed formation of the District and conducted a property owner protest ballot proceeding for the proposed levy of the new assessments. In conjunction with this ballot proceeding, a noticed public hearing was held on March 16, 2011 to consider public testimonies, comments and written protests regarding the formation of the District and the levy of assessments. Upon conclusion of the public hearing, protest ballots received were opened and

tabulated to determine whether majority protest existed (with ballots weighted based on proportional assessment amounts), and the Board of Directors confirmed the results of that ballot tabulation, with approximately 54.9% of the weighted ballots being in favor of the assessments and 45.1% being opposed. Finding that majority protest did not exist, the Board approved and adopted the formation of the District and order the levy and collection of assessments for Fiscal Year 2011/2012 (first year's annual assessments).

The assessment rate and method of apportionment established in the Engineer's Report at the time of formation of the District and as described herein, became effective commencing in Fiscal Year 2011/2012 and may be levied annually pursuant to the provisions of the 1972 Act for up to twenty (20) years (through Fiscal Year 2031/2032). The annual assessments each fiscal year are based on the estimated revenues needed to support the ongoing operational and maintenance costs of the Improvements (collectively referred to as "maintenance"); the long term repairs, renovations and rehabilitation costs associated with the improvements as well as possible acquisitions, expansion or construction of new improvements or facilities (collectively referred to as "capital improvements"); and estimated incidental expenses associated with the administration of the assessments and of bonds or loans issued to finance improvements and facilities.

The authorized improvements may include, but are not limited to, operation, maintenance, acquisitions, upgrades and construction of existing and/or new facilities to enhance or expand the McKinleyville CSD parks and recreational system, facilities and activities that will provide special benefits to properties within the District that would otherwise be reduced, postponed or abandoned due to limited funding sources. The improvements and annual District assessments for Fiscal Year 2022/2023 as outlined herein, have been established in accordance with the 1972 Act which may include the issuance of bonds pursuant to the Improvement Bond Act of 1915 (California Streets and Highways Code §8500 et seq.) ("1915 Act") and in compliance with the substantive and procedural requirements of the California State Constitution Article XIII D ("California Constitution" or "Article XIII D"). This Engineer's Report ("Report") has been prepared in connection with the proposed levy and collection of District assessments for Fiscal Year 2022/2023, pursuant to Chapter 2 Article 1 Sections §22585 and §22586 in accordance with Chapter 1, Article 4 beginning with §22565 of the 1972 Act.

The District includes all lots and parcels of land within the McKinleyville CSD as identified by the Humboldt County Assessor's Office at the time this Report was prepared. The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number (APN) by the Humboldt County Assessor's Office. The Humboldt County Auditor/Controller uses Assessor's Parcel Numbers and a specified Fund Number to identify properties to be assessed on the tax roll for the special benefit assessments described herein.

This Report describes the District and identifies the improvements including any proposed changes to such improvements to be provided, the estimated expenditures, and the resulting special benefit assessments to be levied and collected on the County tax rolls for Fiscal Year 2022/2023. The total annual assessments presented herein are based on an estimated budget (estimated expenses) and the assessment revenues required to fund in whole or in part the park and recreational improvements, facilities and related activities deemed to be of special benefit to properties in the District and have been identified as essentially recreational and conservation objectives which property owners and residents of the CSD have supported.

Revenues generated by the annual assessments are currently being used to fund the annual operation and maintenance of the existing park and recreational improvements within the CSD, a majority of the annual assessments (both now and in the future) is being utilized and pledged to

pay debt service and related costs associated with the issuance of bonds or other loans to finance capital improvement projects for the upgrade or renovation of existing improvements and facilities, or the acquisition and/or construction of new park and recreational improvements or facilities for the special benefit of properties within the District. The allocation of assessment revenue funds amongst the various improvements, services and activities to be provided will be prioritized by the McKinleyville CSD staff based on available assessment revenues generated by the District, the total funding needed for each authorized improvement and projects, the impact each improvement will have on the overall park and recreational system that benefit properties in the District, and the timing of any outside revenues that may become available to offset the cost of such improvements or projects.

This Report pursuant to Chapter 1, Article 4 of the 1972 Act, consists of five (5) parts:

Part I

Plans and Specifications: A description of the District boundaries and the proposed improvements associated with the District. Generally, the District improvements consist of each of the park and recreational improvements and facilities in McKinleyville CSD.

Part II

The Method of Apportionment: A discussion of the general and special benefits associated with the overall park and recreational improvements to be provided within the CSD (Proposition 218 Benefit Analysis). This part also includes a discussion of the proportional costs of the special benefits upon which the assessments are determined and separation of costs considered to be of general benefit (and therefore not assessed). This section of the Report also outlines the method of calculating each property's proportional special benefit and annual assessment utilizing a weighted benefit comparison and proportionality among the different property types within the District.

Part III

Estimate of Improvement Costs: An estimate of the annual cost to fund the improvements for Fiscal Year 2022/2023. The District assessments will fund only a portion of the costs needed to provide the various improvements and are not intended to fully fund any specific improvement. This estimate of the improvement costs (budget) includes an estimate of the total annual maintenance and operation costs for the existing park and recreational improvements within the CSD; an estimate of annual funding collected for planned capital improvement expenditures to fund expansion, enhancement, renovation or rehabilitation of the parks, trails and related recreational facilities within the CSD (including acquisitions and new construction); and authorized incidental expenses including, but not limited to County fees, professional services related to administration of the District and/or bonds. The estimated expenditures and assessment rate identified in this Report budget and the resulting parcel assessments for Fiscal Year 2022/2023 are based on the estimated net annual cost to fund the improvements and activities for the year (Balance to be Levied), and the method of apportionment established for the District, and such assessments shall not exceed the maximum assessment (Rate per Equivalent Benefit Unit) established when the District was formed.

Part IV

District Diagram: A Diagram showing the exterior boundaries of the District is provided in this Report and includes all parcels that will receive special benefits from the improvements. These boundaries are coterminous with the boundaries of the McKinleyville CSD. Parcel identification, the lines and dimensions of each lot, parcel, and subdivision of land within the District, are inclusive of all parcels within the CSD as shown on the Humboldt County Assessor's Parcel Maps as they existed at the time this Report was presented to the Board of Directors for the adoption of the Resolution of Intention, and shall include all subsequent subdivisions, lot-line adjustments or parcel changes therein. Reference is hereby made to the Humboldt County Assessor's maps for a detailed description of the lines and dimensions of each lot and parcel of land within the District.

Part V

Assessment Roll: A listing of the proposed assessment amount to be levied and collected for each parcel within the District for Fiscal Year 2022/2023. The assessment amount for each parcel is based on the parcel's calculated proportional special benefit as outlined in the method of apportionment and the assessment rate established in the budget for Fiscal Year 2022/2023.

Part I – Plans and Specifications

The boundaries of the District are coterminous with the McKinleyville CSD boundaries. The purpose of this District is to provide a stable revenue source, coupled with available grants and donations from other sources, to fund the ongoing operation, maintenance, expansion, enhancement, construction, renovation and rehabilitation of the McKinleyville CSD park and recreational improvements including parks, wilderness parklands, open space, trails, sports facilities, recreation and activity centers and facilities (collectively referred to as “Improvements”) that provide special benefits to properties within the CSD, including incidental expenses and debt services for any bond(s), loans or other repayment plans incurred to finance capital improvements.

Improvements Authorized by the 1972 Act

The 1972 Act permits assessments proceeds to be spent on the following:

- The installation or planting of landscaping.
- The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- The installation or construction of public lighting facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
- The installation of park or recreational improvements, including, but not limited to, all of the following:
 - Land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks, and drainage.
 - Lights, playground equipment, play courts, and public restrooms.
- The maintenance or servicing, or both, of any of the foregoing.
- The acquisition of land for park, recreational, or open-space purposes.
- The acquisition of any existing improvement otherwise authorized pursuant to this section.
- The acquisition or construction of any community center, municipal auditorium or hall, or similar public facility for the indoor presentation of performances, shows, stage productions, fairs, conventions, exhibitions, pageants, meetings, parties, or other group events, activities, or functions, whether those events, activities, or functions are public or private.
- Incidental expenses associated with the improvements including, but not limited to:
 - The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
 - The costs of printing, advertising, and the publishing, posting and mailing of notices;
 - Compensation payable to the County for collection of assessments;
 - Compensation of any engineer or attorney employed to render services;

- Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
 - Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5; and
 - Costs associated with any elections held for the approval of a new or increased assessment.
- Where the cost of improvements (other than maintenance and operations) is greater than can be conveniently raised from a single annual assessment, the 1972 Act permits an assessment to be levied and collected in annual installments. In that event, the governing body may choose to do any of the following:
- Provide for the accumulation of the moneys in an improvement fund until there are sufficient moneys to pay all or part of the cost of the improvements;
 - Provide for a temporary advance to the improvement fund from any available and unencumbered funds of the local agency to pay all or part of the cost of the improvements and collect those advanced moneys from the annual installments collected through the assessments; and/or
 - Borrow an amount necessary to finance the estimated cost of the proposed improvements. The amount borrowed, including amounts for bonds issued to finance the estimated cost of the proposed improvements.

District Improvements

The District assessments will fully or partially fund various improvements and activities that specially benefit properties within the District. It is the goal and intent for this District to provide a stable revenue source that will allow the McKinleyville CSD to partially fund the on-going maintenance of the various park and recreational facilities for the community and endeavors to improve the overall park and recreational system that directly affect the properties and quality of life for residents, tenants, employees and owners of properties within the CSD. To the full extent permitted by the 1972 Act, the improvements, projects, and expenditures to be funded by the assessments may include:

- **Operation and Maintenance:** operation and maintenance of park and recreational improvements throughout the District.
- **Acquisitions:** The acquisition of land or facilities for park or recreational purposes.
- **Resource Development:** The construction, installation and/or expansion of various park sites, trails, open spaces, halls/activity centers (“community centers”) and related recreational facilities within the District.
- **Facility Enhancements/Rehabilitation:** Periodic repairs and renovations of recreational sites and facilities (parks, trails, community centers) including but not limited signage, playground, and tot-lot equipment; sports field fencing; portable soccer goals; ball fields; tennis courts; basketball courts; sports facility lighting; parking facilities; restrooms, kitchens and related equipment and amenities such electrical, irrigation and drainage systems, tables benches, etc.
- **Capital Improvements:** Major repairs of recreational buildings and facilities that may include repair or replacement roofs, interior building repairs, replacement of permanent fixtures,

structural repairs, internal building remodels, as well as the construction and installation of new facilities.

Based on current facility needs and planned capital improvement projects (park and recreational enhancements), an estimated annual budget for Fiscal Year 2022/2023 has been developed for the overall McKinleyville CSD park and recreation improvement program, which has been prioritized based on the overall impact each improvement or facility will have on the overall park and recreational system within the CSD, and the timing and availability of any outside revenues that may be utilized to offset certain costs. Based on this budget, revenues collected through the annual assessments will be apportioned approximately nine percent (9%) for park and sports complex maintenance, seven percent (7%) for hall/activity center operation and maintenance, three percent (3%) for trail and open space maintenance, eighty percent (80%) for capital improvement projects, and one percent (1%) for incidental expenses including administration and fees. However, it is likely this apportionment of assessment revenues may be altered over the proposed twenty-year duration of the District and may even be adjusted during the course of Fiscal Year 2022/2023 based on changing needs.

A summary of the improvements that have been identified by the CSD as planned park and recreational maintenance and/or enhancements that will be funded in whole or in part through the District assessments is provided below, as well as in Appendix A. Specific details regarding these improvements and projects are on file in the Office of the McKinleyville CSD District Manager and by reference these documents are made part of this Report.

Improvements to be maintained in whole or in part by District assessments for Fiscal Year 2022/2023 may include, but are not limited to:

- Maintenance, servicing and operation of existing parks and park facilities, including:
 - Landscape Maintenance of approximately 91,571 square feet of irrigated turf in Pierson Park, 75,000 square feet within Hiller Park West, and 498,112 square feet within the Hiller Sports Complex.
 - Landscape Maintenance of approximately thirty-five (35) acres of non-irrigated/natural vegetation within Hiller Park West.
 - Maintenance of eight (8) sports fields within the Hiller Sports Complex.
 - Maintenance of approximately 17,157 square feet of parking lot area within Pierson Park, 9,770 square feet within Hiller Park West, and 35,000 square feet within the Hiller Sports Complex.
 - Maintenance and operation of approximately 2 restroom facilities each, within Pierson Park, Hiller Park West, and the Hiller Sports Complex.
 - Maintenance of 5 playground structures within Pierson Park, and 3 playground structures within Hiller Park West.
- Operation, servicing, and maintenance of existing halls/activity centers including:
 - Azalea Hall: including maintenance of approximately 200 square feet of landscaping area; 13,800 square feet of parking lot area maintenance; and operation and maintenance of an approximately 9,500 square foot hall, including men and women restroom facilities, commercial sized-kitchen, 3,000 square foot hall available as reception area, stage, storage for social events. Azalea Hall is located along Pickett Road, within Pierson Park.

- McKinleyville Activity Center (“MAC”): including maintenance of approximately 19,174 square feet of landscaping and parking lot areas; operation and maintenance of an approximately 7,000 square foot gymnasium, operation, and maintenance of a 3,000-square foot lobby area, including men and women restrooms and storage facilities. MAC is located along Gwin Road within Pierson Park.
 - McKinleyville Teen Center: an approximate 6,600 square foot addition to an existing community center. The 6,600 square-foot center is used for teen and community activities that include a quiet study room, covered outdoor performance area and a community commercial kitchen where cooking classes are held. The center is designed so that up to seven distinct and separate activities can take place at the same time without overlap.
 - Maintenance of existing trails:
 - Landscaping and trail maintenance of approximately 7,000 feet of trails, including maintenance/repairs to trails, benches, and asphalt.
 - Maintenance of existing open space, including:
 - Hewitt Ranch – Landscaping and maintenance of open space area.
 - School Road – Landscaping and maintenance of open space area.
 - North Bank Road – River Front, Landscaping, and open space area.
 - Capital expenditures for new improvements, and replacement and rehabilitation of existing improvements, and equipment for Fiscal Year 2022/2023 are outlined in the CSD’s Capital Improvement Plan and briefly summarized below.
 - Pierson Park rehabilitation and ADA compliance projects*;
 - Furnace replacement in Azalea Hall and McKinleyville Library;
 - Azalea Hall Flooring, Wall/Window coverings, Kitchen equipment, P/A system replacement*;
 - Replacement of equipment as outlined in the CSD’s 1998 Fleet Replacement Plan;
 - Mower & landscaping equipment replacement;
 - Replacement of the Library flooring*;
 - Hiller Sports Site fence replacement*;
 - Construction of the Skate Park*;
 - Construction of the BMX Track and Park project*.
- *Capital improvement projects depend on the CSD receiving grant funds.
- Operation and maintenance of future park and recreational facilities that may be acquired or developed over the duration of the District assessments.
 - For Fiscal Year 2022/2023 new improvements include the Community Forrest, a BMX Track and Park at School Rd. and Washington Ave. and a Skate Park located at Pierson Park.

The improvements listed above are inclusive of the improvements and facilities identified in the Engineer’s Report prepared in connection with the formation of the District.

Part II – METHOD OF APPORTIONMENT

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, including the acquisition, construction, installation and servicing of park and recreational facilities. The 1972 Act requires that the cost of these improvements be levied according to benefit rather than assessed value:

The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.

The method of apportionment described in this Report for allocation of special benefit assessments utilizes commonly accepted engineering practices and is the same method of apportionment utilized and established when the District was formed. The formulas used for calculating assessments reflect the composition of parcels within the District and the improvements and activities to be provided and have been designed to fairly apportion costs based on a determination of the proportional special benefits to each parcel, consistent with the requirements of the 1972 Act and the provisions of Article XIII D of the California Constitution.

Proposition 218 Benefit Analysis

The costs of the proposed improvements have been identified and allocated to properties within the District based on special benefit. The improvements to be provided by this District and for which properties will be assessed have been identified as essential recreational objectives for the CSD, which the property owners and residents have expressed a high level of support.

The District was formed to provide an overall park and recreational enhancement program that affects and will directly benefit all parcels to be assessed within the District. The assessments and method of apportionment is based on the premise that the assessments will be used for the annual maintenance, as well as expansion and enhancement of the CSD's park and recreation system, and the revenues generated over the duration of the District will be used for park and recreational facilities throughout the District.

In conjunction with the provisions of the 1972 Act, the California Constitution Article XIID addresses several key criteria for the levy of assessments, notably:

Article XIID Section 2(d) defines district as follows:

District means an area determined by an agency to contain all parcels which will receive a special benefit from a proposed public improvement or property-related service.

Article XIID Section 2(i) defines special benefit as follows:

“Special benefit” means a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large. General enhancement of property value does not constitute “special benefit.”

Article XIIID Section 4(a) defines proportional special benefit assessments as follows:

An agency which proposes to levy an assessment shall identify all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed. The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the property related service being provided. No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.

The method of apportionment (method of assessment) set forth in the Report is based on the premise that each assessed property receives special benefits from local park and recreational improvements that are funded by the assessments, and the assessment obligation for each parcel reflects that parcel's proportional special benefits as compared to other properties that receive special benefits.

To identify and determine the proportional special benefit to each parcel within the District, it is necessary to consider the entire scope of the improvements provided as well as the properties that benefit from those improvements. The improvements and the associated costs described in this Report, have been carefully reviewed and have been identified and allocated based on a benefit rationale and calculations that proportionally allocate the net cost of only those improvements determined to be of special benefit to properties within the District. The various public improvements and the associated costs have been identified as either "general benefit" (not assessed) or "special benefit".

General Benefits

Assessments are established on the basis of calculated proportional special benefit to properties within a district. Because general benefits are not assessable, the general benefit costs are excluded from the assessment calculation. With respect to this District, although the various McKinleyville CSD park and recreational improvements including designated parks, wilderness parklands, open space, trails, sports facilities, recreation and activity centers and facilities that will be maintained, expanded and/or enhanced through the District's assessment revenues are located throughout the CSD and clearly provide a special benefit to properties within the District, it is also recognized that these are public facilities that will occasionally be utilized by the general public and may even be in proximity to some properties outside the District boundaries that are not assessed. The fact that these improvements and facilities are available to the general public would suggest that at least a portion of the cost to provide the improvements is of general benefit.

When the District was formed in Fiscal Year 2011/2012 a detailed review and analysis of the improvements and surrounding properties revealed that all properties within the District boundaries were located within two and a half miles (2½ miles) of an existing park, wilderness parkland, open space, trail, sports facility, recreation and activity center and other facilities provided by the CSD, which is well within the broader 3-4 mile sphere of influence commonly associated with such improvements. This analysis revealed that properties within the broader 3 to 4-mile area, but outside the 2½ mile service area associated with District parcels was predominately undeveloped land consisting of agricultural, timber, mining, and open space properties. So, based on this information, it was reasonable to conclude that the improvements and facilities serve primarily the 2½ mile service area.

Within the 2½ mile service area, there were approximately 6,715 parcels of which, 5,638 parcels or eighty-four percent (84%) were identified in Fiscal Year 2011/2012 as being within the boundaries of the District, comprising roughly 12,140 acres of land. The remaining parcels (those parcels outside the District) represented approximately forty-two percent (42%) of the total acreage within the identified 2½ mile service area (approximately 8,800 acres of land). However, this area outside the District boundaries, but within the 2½ mile service area, is largely comprised of agricultural, timber production and gravel mining properties (approximately 6,835 acres or 78% of that total area), and these properties clearly have very limited direct utilization or need for the District improvements. In addition, approximately 575 acres, (6.5% of the total acreage outside the District, but within the 2½ mile service area), is identified as open space/public areas which offer similar recreational opportunities to the properties outside the District. The remaining developed properties (residential and non-residential) located outside of the District boundaries (approximately 1,390 acres) represent the equivalent of approximately six percent (6%) of the total developed residential and non-residential properties within the overall 2½ mile service area. While many of these parcels are likely served more directly by park and recreational facilities outside of the CSD, these properties have proximity to the improvements associated with the District and it can be assumed that the owners, residents and employees of these parcels may occasionally utilize or reasonably have access to the improvements within the CSD. These overall statistics have not changed significantly since Fiscal Year 2011/2012 and therefore, it was and still is, reasonable to assume that six percent (6%) of the total cost to provide the improvements is non-assessable and of general benefit.

In quantifying other general benefit considerations, it is more difficult to quantify benefits to people living and working outside of the 2½ mile service area (benefits to the general public). While the parks, trails and open space areas, and, to a lesser extent the community centers, are certainly available and may be utilized by the general public, the overall McKinleyville CSD area is clearly considered a rural area and not typically a destination point for tourism and travel. This observation is supported by the limited amount of non-residential development (commercial enterprises) in the area, comprising less than three percent (3%) of the parcels within the District and represents less than 4% of the acreage, of which less than 10% have been identified as travel related business (i.e. hotels, motels and service stations). As such, it is reasonable to conclude that the District improvements provide very limited general benefit to the public at large, statistically, less than 0.4% of the total acreage (10% of the 4%) and less than 0.3% of the total parcels (10% of the 3%). Based on this analysis, conservatively, the general benefit to the public at large is certainly no greater than four percent (4%) of the cost to provide the improvements. Therefore, based on the preceding analysis, collectively, the benefit to properties outside the District and to the public at large represents no more than ten percent (10%) of the total cost to provide the improvements.

As noted above, the District improvements clearly provide some measure of general benefit to properties outside the District and to the public at large, but it is also recognized that park and recreational improvements inherently provide general benefit to properties and people within the District. While much of the benefits to people are more directly tied to Recreational Programs (which are not part of the funding provided by the District or contemplated by this Report), the park and recreational facilities themselves provide general benefits to properties and people within the District such as:

- ❖ Health, social and self-improvement benefits derived from utilizing the facilities;

- ❖ Increased social opportunities and active involvement for children, teens, and senior citizens;
- ❖ Group participation, character building, mentoring, and coaching for the youth in the community, that provides a positive atmosphere and reduces idle time that might otherwise result in criminal activities;
- ❖ Family and group activities that help to strengthen family value and reduce ethnic and social tensions.

These indirect benefits may be considered more general than special but are difficult to measure quantitatively. The need for, and the utility of, park and recreational improvements is created by the development of residential and non-residential land uses. The facilities extend the utility of concentrated land development; such as occurs in the McKinleyville CSD (which is an island of developed land uses largely surrounded by large areas of undeveloped land). Benefits to people are largely secondary benefits created by the primary benefits of increased recreational access of more concentrated developments and conservatively, it is estimated that no more than one-third (33%) of the cost to provide and maintain such improvements is attributable or considered a general benefit to properties and people within the District.

Based on the preceding discussion, collectively, it has been determined that approximately forty-three percent (43%) of the costs to provide the District improvements is attributable to general benefit, but for purposes of establishing proportional special benefit costs, it was established at the time of the District formation in Fiscal Year 2011/2012 and this Report assumes a more conservative approximation of general benefit to be fifty percent (50%) or half of the total annual cost to provide the improvements.

Special Benefit

McKinleyville CSD's recreational system (parks, wilderness parkland, trails, community centers, and recreational facilities and equipment) provide properties within the District the special benefit of nearby access to recreational facilities and spaces which are too specialized and/or large to be maintained within the individual properties and would be cost prohibitive to include within individual property development, including:

- ❖ Exercise facilities/space such as sports complexes, parkland areas and trails not typically found on individual parcels.
- ❖ Substantial outdoor areas increase the available recreational space and outdoor facilities, (picnic areas, playground equipment, open turf areas, sports fields, and full-size courts, etc.), that are typically limited on individual parcels.
- ❖ Facilities (activity centers and parks) available for large gatherings, meetings and community events that could otherwise not be accommodated by the individual properties.

These facilities expand the use of each property within the CSD by providing these properties with access to desirable recreational facilities beyond those that can conveniently be included on a home or businesses lot. The common-use development of these facilities by the CSD, frees property-owners from the burden of having to provide extensive privately-owned recreation facilities or having a property that lacks access to such facilities. The availability

and proximity of the facilities is a distinct special benefit to the assessed parcels because the assessed parcels, unlike most parcels outside the District are within the immediate service area of the facilities and can easily use the facilities as a substitute for (and enhancement of) recreational facilities that would otherwise need to be provided on the parcel (or simply foregone). Because each assessed parcel is within the service area of the improvements and facilities offered by the McKinleyville CSD, these park and recreation improvements are like an extension of the front and back lawns of the parcels. They are not remote, but available for frequent and everyday use with minimal travel. We estimate this special benefit to represent at least half (1/2) of the total benefits created by the facilities.

Assessment Methodology

The method of apportionment (method of assessment) developed for this District is based on the premise that each of the property to be assessed receives a direct and special benefit from the improvements and recreational facilities to be financed by the District assessments.

To assess benefits equitably it is necessary to calculate each property's relative share of the special benefits conferred by the funded service. The method of apportionment for this District calculates the receipt of special benefit from the respective improvements based on the actual or proposed land use of the parcels within the District. The special benefit received by each lot or parcel is equated to the overall land use of parcels within the District based on the parcel's actual land use or proposed development. All costs associated with the improvements are distributed among the parcels based upon a calculation of the proportional special benefit received by each parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels within the District as well as the use and relative characteristics of each property as compared to other parcels that benefit from those specific improvements.

The Equivalent Benefit Unit (EBU) method of assessment apportionment establishes a basic unit (base value) of benefit and then calculates the benefit derived by each assessed parcel as a multiple (or a fraction) of the basic unit.

For the purposes of this Engineer's Report, an EBU is the quantum of benefit derived from the funded programs and facilities by a single-family residential parcel or unit. Thus, the "benchmark" property (the single-family residential parcel/unit) derives one (1.0) EBU of benefit. All other land uses are proportionately weighted (assigned an EBU) based on an assessment formula that equates the property's specific development to that of the benchmark property (single-family residential parcel/unit). This proportional weighting may be based on several factors that may include but are not limited to: the type and status of development (land use), size of the property, development plans or restrictions, typical development densities, population densities or other property related factors. Generally, for most districts the calculation of each parcel's proportional special benefit can be reasonably determined by applying one or more of these factors.

Based on an overall evaluation of the properties within the District and the proposed annual cost of providing the improvements, it has been determined that several key property related factors should be considered in the determination of the proportional special benefit of each parcel. These factors include the various land uses within the District and the relative size (units or acreage) of each parcel. The following discussion provides a summary of these factors and basis upon which each property's proportional special benefit and EBU has been determined.

Residential Property (Developed) – This land use is defined as fully developed residential property which includes single-family residential properties, mobile/manufactured residential properties, apartments, duplexes, and triplexes or other multi-family residential developments. For purposes of establishing equivalent benefit units for all other land uses in this District, the residential land use is designated as the basic unit of assessment and is assigned a land use benefit of 1.0 EBU per residential unit. Convalescent and long term-care facilities (of which there is currently one in the District), will be classified as residential land use, however, this unique residential property will be assigned 0.5 EBU per bed to reflect the quasi-residential nature/use of the property and the fact that a bed represents a smaller increment of measure (both in size and population) than a residential unit.

Non-Residential/Commercial Property (Developed) – This land use is defined as a developed property with structures that are used or may be used for non-residential purposes, whether those structures are occupied or not. This land use does not include parcels for which the primary use of the property is considered residential. This land use classification includes all types of non-residential uses and commercial enterprises including but not limited to, commercial retail; food services; shopping centers; office buildings, and professional buildings, churches, as well as industrial properties including warehousing and manufacturing. This land use classification also includes any parcel that may incorporate a single residential unit but is also used in whole or in part for commercial purposes.

Based on the average development densities for residential properties in the District, (the average single-family residential property being approximately 1.06 units per Acre), it is reasonable to assume that non-residential properties if developed as residential, would have resulted in approximately 1.00 benefit unit per Acre. Therefore, it has been determined that assigning this land use classification 1.0 EBU per gross acre provides a proportional representation of benefit for this land use type with some limitations:

Because each non-residential parcel typically represents a separate and independent commercial enterprise or business, parcels less than one acre shall be assigned 1.0 EBU (minimum EBU).

It is also recognized that larger non-residential properties typically have portions of the property that have less intense use/development (such as parking areas, private landscaped areas, outdoor storage, areas with development restrictions etc.) and it is reasonable to assume that the benefit derived from the Improvements does not necessarily increase by the same proportion as the size of property.

As such, parcels identified as Non-Residential Property shall be assigned 1.00 EBU for the first two (2) acres with a minimum of 1.00 EBU assignment; 0.5 EBU per Acre for the next two (2) acres (acreage between 2 and 4 Acres); 0.25 EBU per Acre for the following two (2) acres (acreage between 4 and 6 acres), 0.125 EBU per Acre for the next two (2) acres (acreage between 6 and 8 acres), and 0.00 EBU per Acre for acreage above eight (8) acres. Further, for commercial properties providing private recreation, such as golf properties, the acreage of outdoor recreation space (such as the golf course itself) will be excluded from the calculation of assessable acreage.

Vacant Property – This land use is defined as undeveloped property. Such parcels benefit from the existence of the funded facilities because park and recreational improvements improve the potential development of such parcels. Recognizing this

benefit to property, but also its immediate need for such improvements, each Vacant Property is assigned 1/3 of an EBU per parcel (\$10.00 per parcel).

Exempt Property – This land use identifies properties that are not assessed and are assigned 0.00 EBU. This land use classification may include but is not limited to:

Lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County);

Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, parks or other publicly owned properties that are part of the District improvements or may provide similar or other public services or benefits to private properties within the District; and

Private properties that cannot be developed independently from an adjacent property, such as common areas, sliver parcels or bifurcated lots or properties with very restrictive development use.

Because these properties either provide a public service that is comparable to public recreation or are dependent on another property or development, these types of parcels have no direct need for public recreational facilities and are considered to receive little or no special benefit from the improvements. Therefore, these properties are exempted from assessment, but shall be reviewed annually by the assessment engineer to confirm the parcels current development status.

Government owned properties, quasi-government entity owned properties, or public properties (collectively referred to as “Public Property”) are not necessarily exempt properties and will be allocated special benefit unless the parcel otherwise qualifies for exempt status. The proportional special benefit and resulting assessment obligation for such parcels will be calculated as if the parcel were not Public Property. However, because Public Property, often is identified by the County as non-taxable (tax bills are not generated on the regular tax rolls), the McKinleyville CSD will provide a contribution from other available revenue sources to pay those assessments.

The following table provides a summary of each land use described above and related EBU’s. The determination of each parcel’s land use and property characteristics shall be based on the data available from the most recent Humboldt County Assessor’s Secured Roll, or as identified by the McKinleyville CSD, if the information is different than that provided by the Humboldt County Assessor’s Office.

Land Use Description	Assessment Formula	No. of Parcels	EBU Units
Residential	1.000 EBU per Unit	5,159	6,946.00
	0.500 EBU per Bed ⁽¹⁾	1	36.00
	Residential Total	5,160	6,982.00
Non-Residential/Commercial	1.000 EBU per Acre for first 2 Acres (minimum 1 EBU per parcel); 0.500 EBU per Acre for next 2 acres (between 2 and 4 acres); 0.250 EBU per Acre for next 2 acres (acreage between 4 and 6 Acres); 0.125 EBU per Acre for next 2 acres (acreage between 6 and 8 Acres); 0.000 EBU per Acre for Remaining Acres (acreage exceeding 8 acres)	143	210.12
Vacant	(1/3) EBU per Parcel (0.33 EBU)	407	134.31
Exempt	0.000 EBU per Parcel	102	48.68
Totals ⁽²⁾		5,812	7,375.11

(1) For Fiscal Year 2022/2023 there is one parcel in the District identified as a Convalescent/long term-care facility, and this residential property although classified as a Residential Property, is assigned 0.5 EBU per bed for a total of 36.00 EBU (refer to method of apportionment).

(2) Of the total 5,812 parcels in the District representing a total of 7,375.11 EBUs, 102 parcels identified above as exempt, representing 48.68 EBUs are non-taxable parcels, generally owned by government agencies. Therefore, there are currently a total of 5,710 parcels representing 7,326.43 EBUs that are proposed to be applied to the tax rolls for Fiscal Year 2022/2023.

The total assessment amount for each parcel in the District will be collected on the County tax rolls pursuant to the 1972 Act. The amount that may be collected annually cannot exceed the amount that may be levied at the Maximum Assessment Rate, which was presented to property owners of record in a balloting process.

Part III – BUDGET

Description of Budget Items

The following provides a brief description of the line items on the District Budget that follows.

Expenditures:

Operation and Maintenance: The estimated annual costs associated with the operation and maintenance of the improvements, including, maintenance wages and supplies.

Capital Improvements: An estimate of funds required annually for costs associated with the design and construction of new improvements, as well as costs of major rehabilitation projects of existing facilities. These funds may be used for debt service or to build a reserve for projects to occur over the life of the assessment.

Incidental Expenses: The estimated annual costs related to administration of the assessment, such as contracting with professionals to provide legal, or engineering services for preparation of the annual report and resolutions; conducting noticing or balloting; creation and submission of the annual levy; County Fees for the collection of assessments; and similar administrative costs.

Revenues:

General Benefit Funding: These are funds to be contributed by the McKinleyville CSD for the portion of the District Budget determined to be General Benefit. These funds are from revenue sources available to the CSD other than the Measure B Maintenance Assessment District assessments.

Additional Funding Needed to Balance Budget: Additional funds contributed by the McKinleyville CSD from other revenue sources that are necessary to meet the difference between the annual expenditures and revenues supported by the General Benefit Obligation and the Measure B assessments, including grant funds.

Measure B Special Benefit Assessments: The proportional special benefit obligation and proposed annual assessment revenue calculated for the Measure B Maintenance Assessment District. This amount divided by the Total Equivalent Benefit Units calculated for all benefiting parcels (7,326.43 EBU) establishes the proposed maximum annual assessment rate (“Assessment Rate per EBU”) of \$30.00.

Non-Taxable Property Adjustment: Funds to be contributed by the McKinleyville CSD from other revenue sources to pay the calculated assessment obligation for benefiting non-taxable parcels. As noted previously, 102 parcels representing 48.68 EBU are currently identified as non-taxable parcels and the assessments for these parcels (\$1,470.00) cannot be collected on the tax rolls. Therefore, in addition to other contributions, the CSD will annually pay the assessment obligation for the identified non-taxable parcels that receive special benefits.

Fund Balance (Capital/Rehabilitation Improvements):

Provides a summary of District funds being collected and/or spent for capital improvement projects, major rehabilitation projects or to build a reserve for such projects over the life of the assessments. These fund balances incorporate and include the amount of any surplus or deficit in the improvement fund to be carried over from a previous fiscal year. The amount collected for capital improvements, and the amount spent will not match, since funds collected for Capital Improvement projects are generally spread over many years, depending on the life of the improvement.

District Budget

The following Budget shows the full estimated annual cost of the improvements and facilities for Fiscal Year 2022/2023 that will be partially funded with the assessment. The total special benefit assessment amount to be collected for the improvements is based on the following budget information and results in a total annual assessment obligation of approximately \$221,303.64 at an assessment rate of \$30.00 per Equivalent Benefit Unit based on 7,375.11 EBUs, of which approximately \$219,833.64 (7,326.43 EBUs) is proposed to be collected on the County tax rolls based on current property information:

McKinleyville CSD Fiscal Year 2022/2023 District Budget	
Expenditures:	
Operation and Maintenance:	
Pierson Park	\$ 40,000
Hiller Park West	46,000
Hiller Sports Complex	80,000
Azalea Hall	55,000
McKinleyville Activity Center	26,500
Trails	13,700
Teen Center	30,000
Library	9,500
Law Enforcement Facility	10,700
BMX Track	-
Skate Park	-
Community Forest	45,000
Undeveloped Property	5,500
Future Parks & Facilities	-
Operation and Maintenance Sub-total ⁽¹⁾:	\$ 361,900
Capital Improvements ⁽²⁾	1,474,000
Total Program Budget	\$ 1,835,900
Incidental Expenses	16,850
Total Annual Expenditures:	\$ 1,852,750
Revenues:	
General Benefit Funding	\$ 189,375
Additional Funding Needed to Balance Budget ⁽³⁾	1,442,071
Non-Assessment Revenue Sub-total:	\$ 1,631,446
Non-Taxable Special Benefit Assessment Revenue ⁽⁴⁾	\$ 1,470
Taxable Special Benefit Assessment Revenue(Collected on Tax Rolls)	219,834
Total Measure B Special Benefit Assessments	\$ 221,304
Total Annual Revenues:	\$ 1,852,750
Fund Balance (Capital/Rehabilitation Improvements):	
Estimated Beginning Fund Balance as of July 1, 2022 ⁽⁵⁾	\$ (561,799)
Estimated Fund Collection ⁽⁶⁾	-
Estimated Expenditures ⁽⁷⁾	(49,000)
Estimated Ending Fund Balance as of June 30, 2023	\$ (610,799)

(1) The amount necessary to fund the Operations and Maintenance costs for the district less those expenses absorbed by the CSD's Parks budget due to capped Measure B assessments.

(2) The amount budgeted for Capital Improvements is collected for future Improvement / Rehabilitation Projects as well as funding for the design, acquisition, construction of future facilities, including, but not limited to the repayment of any future debt service issued and/or loan(s); and includes projects dependent on grant funding, which may not be awarded or received as planned.

(3) Includes \$1,346,500 in anticipated grant revenue for future Capital Improvements.

(4) Contribution from the CSD general fund to cover the amount that would otherwise be assessed against 102 non-taxable parcels representing approximately 48.68 EBU's.

(5) The Estimated Beginning Fund Balance as of July 1, 2022 is calculated by adding the Measure B ending fund balance as of June 30, 2021, as reported in the audited financial statements of the CSD, and the Fiscal Year 2021/2022 estimated actual fund total.

(6) At the current rate of \$30 per EBU, the CSD is under-funded and unable to collect for capital improvements through assessments.

(7) Necessary capital expenditures that cannot be funded by grants.

Assessment Calculations

Applying the method of apportionment outlined in Part II of this Report and the budget estimates for Fiscal Year 2022/2023 results in the following calculation of assessments:

$$\mathbf{\$221,303.64 \div 7,375.11 \text{ EBUs} = \$30.00 \text{ per EBU}}$$

Therefore, a single benefit unit or the Annual Assessment Rate for Fiscal Year 2022/2023 (Applicable to a typical Residential Dwelling Unit) will be \$30.00.

Assessment Summary

Total Measure B Special Benefit Assessments	\$ 221,303.64
Total Equivalent Benefit Units	÷ 7,375.11
Assessment Rate per EBU	\$ 30.00

Assessment Breakdown of Non-Taxable Properties

EBU of Non-Taxable Properties	48.68
Assessment Rate per EBU	x \$ 30.00
Non-Taxable Property Adjustment ⁽¹⁾	\$ 1,470.00

⁽¹⁾ This amount represents the calculated special benefit assessment for the parcels identified as non-taxable. This amount shall be paid by a contribution from MCSD general fund.

Assessment Breakdown of Taxable Properties

Total Equivalent Benefit Units	7,375.11
EBU of Non-Taxable Properties ⁽¹⁾	- 48.68
Equivalent Benefit Units Levied on Tax Rolls	7,326.43
Balance to be collected on Tax Rolls	\$ 219,833.64
Equivalent Benefit Units Levied on Tax Rolls	÷ 7,326.43
Assessment Rate per EBU	\$ 30.00

(1) This number represents the combined total EBU that will not be assessed on the County tax rolls for 102 non-taxable parcels, representing 48.68 EBU's. These non-taxable parcels are generally owned by government agencies and are currently identified by the County Assessor as non-taxable. Because the proportional special benefit obligation for these parcels will not be collected on the tax rolls, the CSD will annually pay from its general fund an amount equal to the assessment obligation that would otherwise accrue to these parcels.

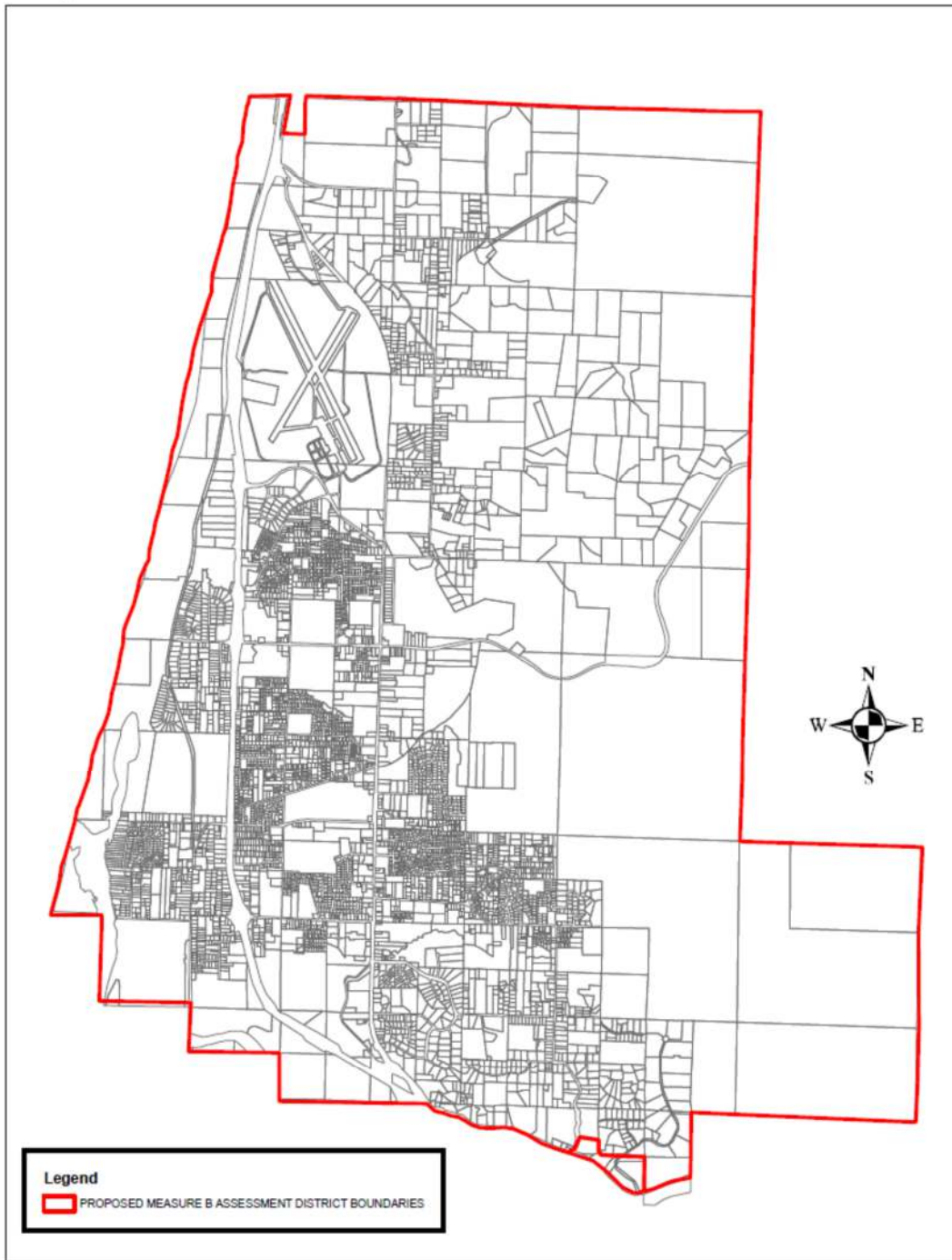
Therefore, the anticipated annual assessment revenue to be collected on the County tax rolls is approximately \$219,833.64.

Part IV – DISTRICT DIAGRAM

The following is a Diagram showing the boundaries of the McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities, which is coterminous with the McKinleyville CSD boundaries. The dimensions of all lots, parcels and subdivisions of land within the District are the same as the lines and dimensions of the parcels shown on the Humboldt County Assessor’s Parcel Maps (APN Maps) and by reference these Maps are made part of this Report and Assessment Diagram as they existed at the time of the passage of the Resolution of Intention. Each of the subdivisions of land, parcels, or lots on the Assessment Diagram subject to the annual assessment are identified by an Assessor’s parcel Number (APN) by the Humboldt County Assessor’s and these APNs corresponds with the assessment number shown on the Assessment Roll (Part V of this Report).

The Boundary Map and Assessment Diagram in a reduced-scale format follows.

McKinleyville CSD Proposed Boundaries of Measure B Assessment District



Part V – ASSESSMENT ROLL

Parcel identification for each lot or parcel within the District, shall be the parcel as shown on the Humboldt County Secured Roll for the year in which the Report is prepared and reflective of the Assessor's Parcel Maps. A complete listing of the parcels within this District, along with each parcel's assessment amount to be levied for Fiscal Year 2022/2023 is provided under Appendix D ("Proposed Annual Assessments").

These assessments will be submitted to the County Auditor/Controller to be included on the property tax roll for Fiscal Year 2022/2023. If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the Fiscal Year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be recalculated based on the method of apportionment and assessment rates as approved herein by the McKinleyville CSD Board of Directors.

APPENDIX A: TOTAL PROGRAM BUDGET DETAIL

Below is the Total Program Budget, a portion of which will be funded by the Measure B Assessment District assessments, with the remainder being funded by other revenue sources.

	Maintenance Wages	Maintenance Supplies	Planned Capital Improvement Funding	Totals
PARK ENHANCEMENTS				
Pierson Park	\$ 25,000	\$ 15,000	\$ -	\$ 40,000
Hiller Park West	42,000	4,000	-	46,000
Hiller Sports Complex	60,000	20,000	-	80,000
BMX Track	-	-	1,165,500	1,165,500
Skate Park	-	-	-	-
<i>subtotal:</i>	\$ 127,000	\$ 39,000	\$ 1,165,500	\$ 1,331,500
INDOOR FACILITIES				
Azalea Hall	\$ 25,000	\$ 30,000	\$ 181,000	\$ 236,000
McKinleyville Activity Center	12,000	14,500	-	26,500
Teen/Community Center (2)	10,000	20,000	127,500	157,500
Library	6,500	3,000	-	9,500
Law Enforcement Facility	6,700	4,000	-	10,700
<i>subtotal:</i>	\$ 60,200	\$ 71,500	\$ 308,500	\$ 440,200
TRAILS				
School Road Trail	\$ 5,000	\$ -	\$ -	\$ 5,000
Hiller Loop Trail	6,500	1,000	-	7,500
Other Trails	1,200	-	-	1,200
<i>subtotal:</i>	\$ 12,700	\$ 1,000	\$ -	\$ 13,700
COMMUNITY FOREST				
Community Forest	\$ 35,000	\$ 10,000	\$ -	\$ 45,000
<i>subtotal:</i>	\$ 35,000	\$ 10,000	\$ -	\$ 45,000
UNDEVELOPED PROPERTY				
River Property	\$ 1,200	\$ -	\$ -	\$ 1,200
Washington Property	2,500	-	-	2,500
Hewitt Ranch	1,800	-	-	1,800
<i>subtotal:</i>	\$ 5,500	\$ -	\$ -	\$ 5,500
FUTURE PARKS & FACILITIES ⁽¹⁾				
Renovations/Rehabilitation Projects	\$ -	\$ -	\$ -	\$ -
<i>subtotal:</i>	\$ -	\$ -	\$ -	\$ -
Grand Totals:	\$ 240,400	\$ 121,500	\$ 1,474,000	\$ 1,835,900

(1) Future Parks & Facilities includes funds being collected for future Renovations/Rehabilitation Projects as well as funding for the design, acquisition, construction, operation and maintenance (wages and/or supplies) of future District facilities. These expenses may include repayment of any future debt service issued and/or loan(s) utilized to finance such improvements.

APPENDIX B: Teen Center Lease Financing

Bond Debt Service
McKinleyville Community Services District
2014 Lease Financing

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
5/1/2015	36,228	3.550%	29,549.96	65,777.96	
11/1/2015	36,229	3.550%	25,430.44	61,659.44	127,437.40
5/1/2016	39,279	3.550%	24,787.38	64,066.38	
11/1/2016	39,281	3.550%	24,090.18	63,371.18	127,437.56
5/1/2017	40,687	3.550%	23,392.94	64,079.94	
11/1/2017	40,687	3.550%	22,670.74	63,357.74	127,437.68
5/1/2018	42,144	3.550%	21,948.55	64,092.55	
11/1/2018	42,144	3.550%	21,200.49	63,344.49	127,437.04
5/1/2019	43,654	3.550%	20,452.44	64,106.44	
11/1/2019	43,654	3.550%	19,677.58	63,331.58	127,438.02
5/1/2020	45,218	3.550%	18,902.72	64,120.72	
11/1/2020	45,217	3.550%	18,100.10	63,317.10	127,437.82
5/1/2021	46,837	3.550%	17,297.50	64,134.50	
11/1/2021	46,837	3.550%	16,466.14	63,303.14	127,437.64
5/1/2022	48,514	3.550%	15,634.79	64,148.79	
11/1/2022	48,515	3.550%	14,773.66	63,288.66	127,437.45
5/1/2023	50,252	3.550%	13,912.52	64,164.52	
11/1/2023	50,252	3.550%	13,020.55	63,272.55	127,437.07
5/1/2024	52,052	3.550%	12,128.58	64,180.58	
11/1/2024	52,052	3.550%	11,204.65	63,256.65	127,437.23
5/1/2025	53,916	3.550%	10,280.73	64,196.73	
11/1/2025	53,917	3.550%	9,323.72	63,240.72	127,437.45
5/1/2026	55,847	3.550%	8,366.69	64,213.69	
11/1/2026	55,848	3.550%	7,375.41	63,223.41	127,437.10
5/1/2027	57,848	3.550%	6,384.11	64,232.11	
11/1/2027	57,848	3.550%	5,357.31	63,205.31	127,437.42
5/1/2028	59,920	3.550%	4,330.50	64,250.50	
11/1/2028	59,920	3.550%	3,266.92	63,186.92	127,437.42
5/1/2029	62,066	3.550%	2,203.34	64,269.34	
11/1/2029	62,066	3.550%	1,101.67	63,167.67	127,437.01
	1,468,929		442,632.31	1,911,561.31	1,911,561.31

APPENDIX C: Non-Taxable Special Benefit Assessments

The following proposed non-taxable assessments will not be submitted to the County Auditor/Controller to be included on the property tax roll for Fiscal Year 2022/2023. These amounts will be covered by a General Fund contribution from MCSD.

Assessor's Parcel Number	EBU	Land Use	Special Benefit Assessment ⁽¹⁾	Applied Charge
507-061-007-000	0.33	8000	\$10.00	\$0.00
507-141-001-000	0.33	8000	10.00	0.00
507-141-033-000	0.33	8000	10.00	0.00
507-141-034-000	0.33	8000	10.00	0.00
508-021-006-000	0.33	8000	10.00	0.00
508-021-007-000	0.33	8000	10.00	0.00
508-041-006-000	0.33	8000	10.00	0.00
508-051-010-000	0.33	8000	10.00	0.00
508-091-038-000	0.33	8000	10.00	0.00
508-211-051-000	0.33	8000	10.00	0.00
508-211-055-000	0.33	8000	10.00	0.00
508-211-057-000	0.33	8000	10.00	0.00
508-224-036-000	0.33	8000	10.00	0.00
508-224-038-000	0.33	8000	10.00	0.00
508-224-039-000	0.33	8000	10.00	0.00
508-224-048-000	0.33	8000	10.00	0.00
508-242-043-000	0.33	8000	10.00	0.00
508-371-027-000	0.33	8000	10.00	0.00
509-021-046-000	0.33	8000	10.00	0.00
509-021-047-000	0.33	8000	10.00	0.00
509-021-054-000	0.33	8000	10.00	0.00
509-171-061-000	0.33	8000	10.00	0.00
509-191-031-000	0.33	8000	10.00	0.00
509-191-047-000	0.33	8000	10.00	0.00
510-091-048-000	0.33	8000	10.00	0.00
510-101-079-000	0.33	8000	10.00	0.00
510-101-080-000	0.33	8000	10.00	0.00
510-161-002-000	0.33	8000	10.00	0.00
510-161-003-000	0.33	8000	10.00	0.00
510-211-079-000	0.33	8000	10.00	0.00
510-211-081-000	0.33	8000	10.00	0.00
510-221-002-000	0.33	8000	10.00	0.00
510-271-015-000	0.33	8000	10.00	0.00
510-271-077-000	0.33	8000	10.00	0.00
510-271-079-000	0.33	8000	10.00	0.00
510-281-023-000	0.33	8000	10.00	0.00

Assessor's Parcel Number	EBU	Land Use	Special Benefit Assessment ⁽¹⁾	Applied Charge
510-341-031-000	0.33	8000	10.00	0.00
510-341-032-000	0.33	8000	10.00	0.00
510-341-034-000	0.33	8000	10.00	0.00
510-372-005-000	0.33	8000	10.00	0.00
510-451-043-000	0.33	8000	10.00	0.00
510-461-052-000	0.33	8000	10.00	0.00
510-461-053-000	0.33	8000	10.00	0.00
510-461-054-000	0.33	8000	10.00	0.00
511-011-001-000	0.33	8000	10.00	0.00
511-011-003-000	0.33	8000	10.00	0.00
511-011-005-000	0.33	8000	10.00	0.00
511-011-008-000	0.33	8000	10.00	0.00
511-011-015-000	0.33	8000	10.00	0.00
511-011-016-000	0.33	8000	10.00	0.00
511-061-001-000	0.33	8000	10.00	0.00
511-061-005-000	0.33	8000	10.00	0.00
511-071-005-000	3.75	8000	112.50	0.00
511-082-003-000	0.33	8000	10.00	0.00
511-082-004-000	1.00	8000	30.00	0.00
511-082-007-000	0.33	8000	10.00	0.00
511-082-008-000	0.33	8000	10.00	0.00
511-082-009-000	0.33	8000	10.00	0.00
511-082-010-000	0.33	8000	10.00	0.00
511-084-002-000	0.33	8000	10.00	0.00
511-084-003-000	0.33	8000	10.00	0.00
511-111-023-000	0.33	8000	10.00	0.00
511-111-025-000	0.33	8000	10.00	0.00
511-111-060-000	0.33	8000	10.00	0.00
511-121-001-000	0.33	8000	10.00	0.00
511-121-002-000	3.75	8000	112.50	0.00
511-202-001-000	0.33	8000	10.00	0.00
511-241-008-000	0.33	8000	10.00	0.00
511-241-022-000	1.00	8000	30.00	0.00
511-261-003-000	0.33	8000	10.00	0.00
511-291-015-000	0.33	8000	10.00	0.00
511-291-016-000	0.33	8000	10.00	0.00
511-291-017-000	0.33	8000	10.00	0.00
511-291-024-000	0.33	8000	10.00	0.00
511-291-025-000	0.33	8000	10.00	0.00
511-291-026-000	0.33	8000	10.00	0.00
511-291-036-000	0.33	8000	10.00	0.00
511-291-038-000	0.33	8000	10.00	0.00

Assessor's Parcel Number	EBU	Land Use	Special Benefit Assessment ⁽¹⁾	Applied Charge
511-301-001-000	0.33	8000	10.00	0.00
511-301-018-000	0.33	8000	10.00	0.00
511-301-019-000	0.33	8000	10.00	0.00
511-301-020-000	0.33	8000	10.00	0.00
511-331-001-000	0.33	8000	10.00	0.00
511-331-002-000	0.33	8000	10.00	0.00
511-331-004-000	0.33	8000	10.00	0.00
511-331-005-000	0.33	8000	10.00	0.00
511-341-001-000	0.33	8000	10.00	0.00
511-341-002-000	0.33	8000	10.00	0.00
511-341-004-000	0.33	8000	10.00	0.00
511-341-007-000	0.33	8000	10.00	0.00
511-341-040-000	0.33	8000	10.00	0.00
511-341-041-000	0.33	8000	10.00	0.00
511-351-001-000	0.33	8000	10.00	0.00
511-351-002-000	0.33	8000	10.00	0.00
511-351-005-000	0.33	8000	10.00	0.00
511-351-007-000	0.33	8000	10.00	0.00
511-351-009-000	3.75	8000	112.50	0.00
511-351-010-000	3.75	8000	112.50	0.00
511-381-025-000	0.33	8000	10.00	0.00
511-441-041-000	0.33	8000	10.00	0.00
511-443-008-000	0.33	8000	10.00	0.00
511-450-030-000	0.33	8000	10.00	0.00
Total	48.68		\$1,470.00	\$0.00
Parcel Count				102

(1) These assessment amounts represent the calculated special benefit assessment for the parcels identified as non-taxable or otherwise assessed. These assessment amounts shall be paid by a contribution from McKinleyville CSD general fund and collectively represent \$1,470.00. Difference is due to rounding.

APPENDIX D: Proposed Annual Assessments

The following proposed assessments for each parcel within the District will be submitted to the County Auditor/Controller to be included on the property tax roll for Fiscal Year 2022/2023. If any parcel listed herein for collection is identified by the County Auditor/Controller to be an invalid parcel number for the Fiscal Year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be recalculated based on the method of apportionment and assessment rates as approved herein by the McKinleyville CSD Board of Directors.

The Preliminary Assessment Roll has been provided under separate cover.

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 6, 2022

TYPE OF ITEM: **ACTION**

ITEM: E.10 **Consider Support for the McKinleyville Municipal Advisory Committee through the use of Azalea Hall and MCSD's Hybrid Hardware & Staff for their Board Meetings**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends the Board review the information provided, take public comment and consider assisting the MMAC by allowing them to utilize Azalea Hall and the District's Hybrid Meeting hardware and Staff for their Board Meetings for at least four, and possibly more Board Meetings.

Discussion:

As the Board is aware, the McKinleyville Municipal Advisory Committee (MMAC) has been holding their monthly Board Meetings via Zoom during the pandemic. They are now considering beginning to meet in person again. At their March 23rd Board Meeting, the MMAC Board decided they would like to begin meeting in-person again if they could do hybrid meetings to allow those members of the public who do not feel comfortable meeting in person to still attend via Zoom.

Prior to the pandemic, the MMAC would meet at the McKinleyville Middle School Azalea Conference room, and MCSD Staff would assist with reserving that room. The size of that room is not conducive to separation and ventilation, and it does not have equipment to allow for a hybrid meeting. The MMAC has also talked to Staff at The Center, the new home of the Family Resource Center, other County DHHS offices and other resource partners. The Center also has meeting rooms that they intend to make available for Community Events, such as MMAC meetings; however, these rooms are not yet available and do not yet have internet access. The use of The Center's meeting rooms likely would be a good long-term solution for MMAC meetings when these rooms become available.

As another potential solution, I offered to ask the MCSD Board if they would be willing to allow MMAC the use of Azalea Hall and our hybrid system. As the Board is aware, in April of 2021, the MCSD Board adopted Resolution 2021-07 which states in part:

The MMAC conducts business without any budget and with limited staff support from the County of Humboldt. In an effort to increase support and collaboration, MCSD may provide a small stipend of \$3,000 of in-kind services to MMAC for community meetings and other MMAC meeting related expenses. This stipend may be budgeted for by MCSD during each fiscal year budget process and provides for in-kind contributions of supplies and District staff/office support. Additionally, MCSD provides meeting space support at the McKinleyville Middle School and letters of support for grants as appropriate and approved by the Board.

The in-kind support per month for MCSD to provide the setup, and rental fee for a 3-hour MMAC hybrid meeting at Azalea Hall would be:

- Non-profit rental fee = 3hrs x \$50.50/hr = \$151.50
- Parks & Rec Staff setup & take down = 5hr x \$45.75/hr = \$228.75

Total In-kind Support = \$380.25 per meeting

The direct financial support for one of these meetings would include paying Joseph Blaine, at an overtime rate of time and a half, to provide technical assistance to setup and run the hybrid meeting.

- Joey Blaine = 4.5hrs x \$44.94/hr x 1.5 = \$303.35 per meeting

Total MCSD support cost per meeting = \$683.60

The pledged support of \$3,000/year would then allow for just over four meetings of support for the MMAC. The pledged in-kind support services were intended to cover copying and other Staff support, and the MMAC really has not made use of these type of services to date. April Sousa, your Board Secretary, is however going to be providing Brown Act training to the MMAC at their April 27th Meeting as part of our in-kind support. Wednesday nights are also not typically in-demand for Azalea Hall rentals so Staff feels like they would not be forgoing other income by allowing MMAC to utilize Azalea Hall the fourth Wednesday of the month.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

See above

Environmental Requirements: Not applicable

Exhibits/Attachments: None

McKinleyville Community Services District

BOARD OF DIRECTORS

April 6, 2022

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.A **Support Services – Feb - Mar 2022 Report**

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

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has \$1,375,011.56 to date in the Trust Account for the next Biosolids Disposal project. A total of \$776,578 has been spent on this project through the end of March.

Customer adjustments at December month-end total \$20,743.69, which represents 49.4% of the annual \$42,000 budget for this sub-item. (GL# 501/551-62120)

Total Board Travel as of Feb 28, 2022 still stands at \$9,174.68 which is 52.4% of the approved \$17,500 budget for this item. (GL# 001/005/501/551 62090/62155-888)

Audit/Budget Update:

The first draft of the Parks/General Fund operating budget for Capital Projects is included as an item for this month's Board meeting for review and discussion by the Board. May will bring a draft of the Water/ Wastewater Fund operating budget, with the final budget brought to the Board for approval in June before the start of the new fiscal year.

Treasurer's Report Highlights:

Water Fund capacity fees collected through February totaled \$195,703.80. Wastewater Fund capacity fees of \$334,218.00 were collected through the end of February. No capital contributions have been received so far for FY2021-22. Capital Contributions and Capacity fees are included in the income vs. expenses graphs of the Treasurer's Report, but they are called out separately on the Budget to Actuals report.

Activity Summary

The Activity Summaries by Fund provides information on revenues and expenses or expenditures for each Fund, both current month and year-to-date. There is also a column showing the year-to-date budget and amounts and percents over or under. Lines that deviate from the calculated budget by more than 10% have an explanatory note. Often, this is no more than a reminder that, while the budget is divided evenly across twelve months, actual expenses often do not follow the same pattern. Other times, there are specific reasons for a deviation, such as contributed construction or the collection of unexpected capacity fees.

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

This month, I was able to get information to update the property tax estimates I posted in December to the actual amounts from the County.

OTHER UPDATES

Our new Finance Director is here! Nicole Alvarado started at MCSD on April 1st, 2022. She comes to us with excellent qualifications and skills. We will be working through the rest of the budget together and she will be well prepared to take over by my final day before retirement.

Our first real lock-day since the start of the Covid19 pandemic in 2020 is complete. From a starting list of 184 notifications, we ended up locking only about 40 customers. There were only two abandonments of service, which have been closed out and forwarded to collections. Most customers contacted us to make a payment or arrange an amortization. The extended 24-month amortization schedule previously approved by the Board was only needed in a very few cases. Several customers have been referred to the Family Resource Center to access funding assistance. The state's Low Income Household Water Assistance Program (LIHWAP) is now scheduled to open in May. This plan will be structured to provide a one-time payment for customers to be applied to their pandemic balances. The program requires the participation of both the end consumer and the utility provider. The District is already signed up for this program. Once the State provides a flyer with the information, we will provide it to interested customers so they can sign up.

McKinleyville Community Services District

BOARD OF DIRECTORS

April 6, 2022

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.B **Operations Department – February / March 2022 Report**

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 37.6 million gallons of water in February. Five 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 and retests were conducted in February. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

Average and Maximum Water Usage:

The maximum water usage day was 1.4 million gallons and the average usage per day was 1.3 million gallons.

Water Distribution Maintenance:

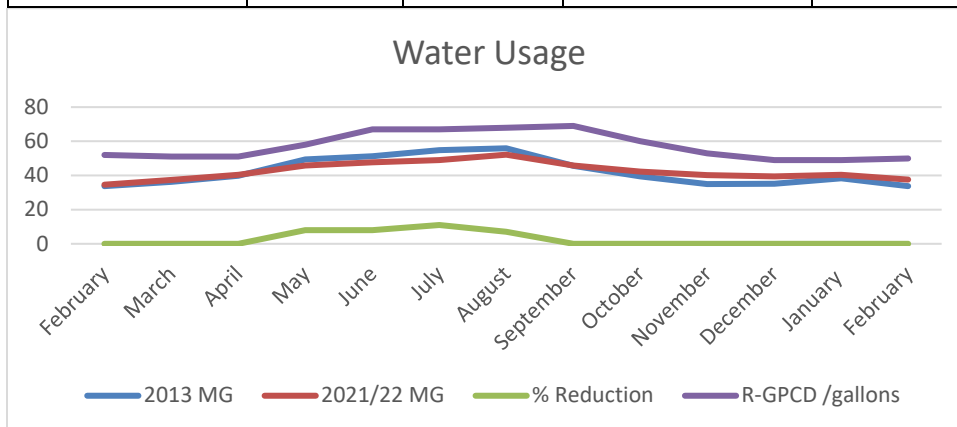
Weekly Bacteria Samples were collected on Schedules 1, 2, 3, and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. A water service line leak was repaired on Boss Road due to faulty bedding. The repair trench was backfilled and prepped for paving along with several other repair trenches waiting on paving. Staff has been conducting valve exercising and is approximately 75% completed. Each valve is exercised and documented. Any issues are flagged for repairs. City of Arcata and the District did a joint scenario on the Wymore intertie to verify adequate volume and pressure.

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. Staff completed the semi-annual Pressure Reducing Station inspections and calibrated as needed. The semi-annual servicing and lubing all water station pumps and motors was completed. Several fittings were showing corrosion on the Blake Station pressure tank. Staff replaced all fittings in question.

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

	2013 (MG)	2021/22 (MG)	% Reduction	R-GPCD
February	33.751	34.603	(-2)	52
March	36.244	37.375	(-3)	51
April	39.755	40.465	(-2)	51
May	49.407	45.752	8	58
June	51.337	47.654	8	67
July	54.757	49.099	11	67
August	55.908	52.171	7	68
September	45.702	45.874	(-1)	69
October	39.439	42.216	(-7)	60
November	34.879	40.116	(-15)	53
December	35.203	39.371	(-11)	49
January	38.241	40.314	(-6)	49
February	33.751	37.674	(-11)	50



R-GPCD = Residential Gallons Per Capita Day

New Construction Inspections:

Imeson Court. Streetlights, Paving and inspections are pending. Midtown Court Tract: Plans were reviewed, and plan check fees have been paid. Washington Estates: Plans have been reviewed and have gone back to engineer for corrections and discussions.

Sewer Department:**WasteWater Statistics:**

23.5 million gallons of wastewater were collected and pumped to the WWMF. 26.7 million gallons of wastewater were treated and discharged to land disposal or reclamation in February.

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted on all sewer stations. Quarterly servicing was completed at the Letz and Kelly stations, which included wet well washing and pump inspections. The wet well washing is important, in order to prevent hydrogen sulfide buildup, which is detrimental to the concrete casings and grease buildup which will plug the pumps. Pump shimming is done to keep pumps running efficiently and to reduce rags from plugging up the pumps. The air relief was also repaired at the Kelly station due to not operating properly during the weekly inspections. Also noted during the monthly inspections at Kelly was corroded fitting on the wharf hydrant, which were replaced by staff.

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. The sewer flow totalizers (Smart Covers) have been rotating through the collection system to collect wet weather data and have been monitored via web portal. Several manholes were flagged during the annual inspections that they were leaking and allowing infiltration into the sewer system. Staff has been entering manholes and repairing these leaks. The Widow White Creek sewer right-of-way was cleared due to thick brush and trees. Staff conducted the quarterly hydro-cleaning of the sewer mains to remove grease and grit from selected areas of concern. This is done using the vac-con and 3000 psi through a spinning nozzle. 15,000 feet of sewer main was cleaned during the quarterly schedule and customers were notified in advance of the cleaning.

Wastewater Management Facility:

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. The biosolids basin dredging was completed. A water leak was repaired near the lab building. An ice machine was installed at the plant for testing and headworks maintenance.

Daily Irrigation and Observation of Reclamation Sites:

Discharge has been going to the land and river since November 1st. depending on river flow. Fischer and Pjalorsi ranch fields were mowed. A new 6" underground irrigation main was installed on the Pjalorsi ranch to eliminate the need for trunk line and obstructing access.

Street Light Department:

There were no streetlight complaints in February.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received training on Fall Protection, Setting Up Safe Traffic Control and Carbon monoxide hazards.

Special Notes:

Monthly river samples were completed.

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

Public Water Monthly Monitoring report was submitted.

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

Attended Micro-grid progress meetings

Worked with Synagro on Biosolids Basin dredging project.

Pond armoring took place on Pond 3 using large rocks and an excavator

Attended meeting with Tesla to review operating procedures for battery system

Reviewed IDP's with staff and helped set goals.

Reviewed off remodel Request for Qualifications

GIS:**Plans and Programs**

- Developed Wastewater Operator Chlorine training to satisfy the OSHA Hazardous Waste Operations Emergency Response Training requirements.
 - Included all operations staff
 - Updated WWMF perimeter fence access points in CalARP maps.
- Reviewed the Hearing Conservation Program
 - Updated the 8-hour TWA decibel levels for new equipment at select facilities.
- Reviewed the Hazardous Materials Business Plan
 - Updated Hazardous Materials Inventory list to reflect SDS's on record.

Maps Completed/General GIS

- Investigated 144 Weirup pressure sewer location: added to the map.
- GPS'd facilities missing from GIS.
- Transferred Street Light inspection data from the Collector App to the Field Maps App.
- Cochran tank site photos for painting project.
- EOP Damage Assessment Zone Maps (1-6).
- Complied manhole inspection results for repairs and maintenance.
- GPS'd newly installed irrigation lines S. Fischer ranch.
- GPS'd 6" run off and Blow Off on Ollivier.

Misc. Work Completed

- Updated GIS Analyst job description.
- Attended TAC meeting
- Operations document filing
- Posted documents onto website
- Doc Star search
- USA's

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 6, 2022

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.C **Parks & Recreation Director's Report for March 2022**

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 reached 18 teens per day.

BGCR McKinleyville Teen Club staff added monthly recruiting events at both the McKinleyville Middle School and McKinleyville High School.

PARK AND RECREATION COMMITTEE:

The Park and Recreation Committee (PARC) met on March 17, 2022. The notes from the meeting can be reviewed in **Attachment 1**.

COMMUNITY FOREST UPDATES:

Staff continues planning and preparing for the acquisition of a Community Forest and has been meeting regularly with Green Diamond Resource Co. staff and Trust for Public Lands staff. GDRC reported that the property is currently undergoing the appraisal process.

Public input was gathered over the course of the last month via both in person and virtual meetings as well as an online survey. The requests for input focused on potential access points and desired recreation opportunities to be developed. After reviewing the input gathered staff walked through some of the access points to get a better perspective on the feasibility of access development at various points.

RECREATION PROGRAM UPDATES

Drop-in Pickleball is running on Friday evenings 6:30pm-8:30pm. Masks are required to play. Pickleball is operated entirely by volunteers. Drop-in Kung Fu on Tuesday and Thursday evenings 5:30-6:30pm is \$10 per person per class with bulk passes available for \$7.50 per class. Drop-in Tai Chi on Sundays from 11:00am-12:00pm costs the same as Kung Fu. These new offerings are off to a great start averaging 8-15 students each class.

The Youth Basketball program wrapped up on March 12th. We are currently accepting registration for Pee Wee Basketball program for kindergarten, 1st and 2nd graders. The Pee Wee program will run April 23rd through May 21st.

Tot-letics Soccer for 3 to 5 year olds began on March 19th. The session filled up so quickly and created a waiting list of over 20 people which prompted us to open up a second session. The program is introducing 40 children to the sport of soccer.

The “But I’m not an Artist... Paint Night” resumed in person classes this month. This is the first in-person class since February of 2020.

PARK & FACILITY MAINTENANCE UPDATES:

Several open space zones received mowing, hedging and weeding maintenance and as part of the Open Space Maintenance Zone agreements. The SWAP program continues providing labor on Saturdays. The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. landscaping as well as Pierson Park landscape maintenance. Staff continues to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces. Field improvement and maintenance work at Hiller Sports Site continues to require significant staff time.

At the beginning of the month the open space maintenance zone at the end of Parkside Dr. received much needed rehabilitation and clean-up. For three days a CCC crew and our parks crew removed invasive blackberries, holly and garbage from the area; limbed up trees and created clear lines of site from the road into the space.

Facility rentals continue to increase. Azalea Hall and Pierson Park rentals over the next two months are at their highest since the start of the pandemic.

OTHER UPDATES:

- Staff submitted a grant application to First 5 Humboldt for funding to bring playgroup back to the Activity Center one day per week, beginning in September.
- Staff met with Mike McIntyre of Action Sports Design (ASD), BMX USA’s sanctioned track and park design architect firm. ASD has agreed to assist with the drafting of the RFP documents for the design and construction of the BMX track and park.
- Staff participated in volunteer service for the McKinleyville Chamber of Commerce, the McKinleyville Family Resource Center, and the Boys and Girls Club of the Redwoods
- Staff continues to provide support to other departments of the District; assisting with accounts payable, payroll, and facilitating professional development workshops.

ATTACHMENTS:

Attachment 1—PARC meeting notes 3-17-22

Thursday, March 17, 2022

6:30pm

Parks & Recreation Committee Meeting

NOTES

Members Present: Johnny Calkins, John Kulstad, Ben Winker, Charlie Caldwell, Phil Heidrick, Jane Fusek, Heidi Conzelmann, Scott Binder, Jennifer Ortega

Members Absent: Jeff Dunk, Laura Bridy

Guests: Jason Orlandi, Pat Kaspari

Meeting Notes:

Communications:

- None

Public Comment:

- None

Recreation Director Report:

Recreation Program Updates

- Drop-in Pickleball is running on Friday evenings 6:30pm-8:30pm. \$4 per person
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-6:30pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class
 - The Martial Arts classes are averaging 8-12 people per class.
- Registration for Pee Wee basketball for kindergarten through 2nd grade is now open. The Program will run April 23 through May 21, 2022.
- Tot-letics Soccer begins March 19th. Each Tot-letics class can hold 20 participants. This session filled quickly. We opened a second class as the waiting list held 20 additional children wanting to play. In light of the waiting list, we now have two full classes of Tot-letics for this session, serving forty 3- to 5-year-olds.

Park & Facility Maintenance Updates

Several open space zones received mowing, hedging and weeding maintenance and detention basins received clearing as part of the Open Space Maintenance Zone agreements. The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. landscaping. Staff have been dedicating a lot of hours trapping gophers and preparing the fields at Hiller Sports Site for Little League and youth softball. A volunteer work day to fill in gopher holes on Saturday, Feb. 19th was a great success thanks to the HSU Men's Soccer team who showed up with 26 volunteers. A Staff continues to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Hewitt Ranch Property Updates

- No updates at this time.

North Bank River Property Updates

- No updates at this time.

Other updates:

- Staff is working on the DRAFT operating Budget for fiscal year 22/23. The DRAFT budget will be presented to the MCSD Board on April 6th. Staff will bring the DRAFT budget to the PARC on April 21st.

- Staff is submitted a grant application to First 5 Humboldt for Playgroup funding support for the next fiscal year.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, the McKinleyville Family Resource Center Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide support to other departments of the District; assisting with accounts payable, payroll, and facilitating professional development workshops.

Community Forest Updates

- Staff reported on recent events regarding the MCF including the public input meetings and online survey.
- Jennifer Ortega asked about a potential access point at the end of Dragonfly. Staff explained that the location had been determined to not be feasible due to the steep landscape of the drainage and that it would require going through private residential property.
- Johnny Calkins asked about the recent blocking of access at the end of 1st Rd. Staff reported that was an action of GDRC and occurred the day after the virtual public input meeting where several residents commented on the long-term and on going use of that location to access the property for OHV recreation.

BMX Track and Park Project:

- Staff provided an update on current status of this project.
 - Staff met with Action Sports Architect, Mike McIntyre and established an agreement for the drafting of an RFP and master plan drawing. Once the RFP is ready it will be released and we will begin accepting bids for the final design of the park and track.

Bocce Ball Court Rehabilitation:

- In February committee members commented on the degradation of the bocce ball courts and the need to discuss rehabilitation.
- Johnny Calkins reached out to local Bocce Ball players and got some feedback on why the McKinleyville courts don't get used.
 - Gravel from the outer perimeter of the courts is a problem. The construction of the courts causes water to pool up in the courts when it rains which degrades the decomposed granite the courts are made of.
 - Refurbishing the courts will be a significant project as it is recommended that the courts be raised up so that water runs off and doesn't pool up; that the outer perimeter be concrete to prevent dirt and gravel from getting into the court. Adding a 3rd court would be ideal for hosting leagues/tournaments. Replacing the decomposed granite with crushed oyster shell is also recommended.
 - Ben Winker would like to see a campaign to fund the refurbishment of the courts as they are an asset to the park.

Dog Park Fence Requests:

- Staff reported on the recent requests from owners of small dogs to create a small fenced area within the dog park for small dogs to run around safely away from large dogs.
- Committee members discussed the benefits and potential issues of a small fenced area as described.
 - Dog owners already do not follow the leash rules at the dog park, will they follow the rules of keeping large dogs out of the small dog area?
 - If we fence an area for small dogs, folks then might want a larger fenced area for large dogs.
- John Kulstad has a couple hundred feet of 4ft chain link fencing he'd donate should a fenced area be approved.

Intermodal Transportation Committee (Hum. County) Report:

- Ben Winker reported on the current work of RCAA. He shared an email regarding upcoming demonstrations and community meetings.
 - Pop-Up Demonstration Event
 - This event will use temporary materials to demonstrate a potential concept design in person. This is a great opportunity to see the concept on the ground and provide feedback. The event will take place over two days. Come see what suggested designs could look and feel like as a pedestrian and cyclist!
 - **Where:** Hiller Road x Central Ave (Event on Hiller Road)
 - **When:** Friday, April 1st 3:30pm to 6:30pm and Saturday, April 2nd 9:30am to 12:30pm
 - Community Meeting
 - The second community meeting will be in person at Azalea Hall and also available through Zoom. Thursday, April 28th 6pm to 7:30pm

Vandalism Report:

- Staff reported on consistent vandalism issues of stolen soap dispensers in park restrooms and graffiti on Mid-town trail.
- Committee members shared experiences of trail clean-ups in various areas in McKinleyville. Commenting that awareness of where persistent issues are occurring can help us be more active and helpful in the community.

Return to In Person PARC meetings:

- Discussion regarding details of meeting in person.
- Johnny Calkins suggested waiting a couple of months to see how the lifted mask restrictions impact the spread of COVID.
- John Kulstad reminded the committee that to meet in person we need to be able to accommodate the public in the space as well.
- The MCSD Conference room is a small space and does not allow for social distancing.
- Maybe consider holding meetings outdoors when weather and light allow.

AdHoc Committee Reports:

- Skate Park—HSC is evaluating the impacts of inflation on the groundbreaking for the McK. Skatepark. The cost to bring the design and construction team to McK. for the project are almost 3 to 4 times what they were a year ago.
 - Granting agencies have approved a 1 year extension to the agreement for the use of granted funds.
- Fisher Ranch Estuary project—Gravel trail is underway and complete trail expected to be fully constructed by end of summer.
- BMX— See notes on above
- Community Garden—no report

Agenda Items for next meeting:

- Bocce Ball Court rehabilitation
- Tsunami threat and response to parks/trails etc. (a future agenda item, not necessarily April)

Adjournment:

- Adjourned: 7:32pm

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 6, 2022

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.D **General Manager’s Report for April 6, 2022 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of March 2022

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 =	\$2,782
• CSW =	\$2,010
• SWAP =	\$5,280
• Volunteer Pickleball Labor =	\$188
• ROW Tree Removal WWC =	\$480
• Blake Tank Repair =	\$160
• Replace Kelly Timer =	\$180
• <u>Homeless Camp Clean-up (neg)</u>	<u>-\$450</u>
TOTAL COST SAVINGS FOR MAR =	\$10,603

Since the start of the District’s 2021/22 Fiscal Year, Staff was responsible for over \$137,532 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 – As reported at the December 2021 Board Meeting, the Governor’s water service lock forbearance ordinance expired on December 31st, and the District received a check for \$47,746.22 for water arrearages between March 4, 2020 and June 15, 2021 from the California Water and Wastewater Arrearage Payment Program administered by the State Water Resources Control Board (SWRCB). The District has applied the funds to delinquent customer’s accounts as credits. We have also sent letters to all these customers letting them know that we have applied this credit to their account. We also submitted the necessary Report to the SWRCB documenting our expenditure of those funds. We have also reinstated the District’s lock policy and sent letters to customers are delinquent on their account and have spent most of March making arrangements for payment for delinquent accounts.

As previously reported, the Wastewater Arrearages Program also has sufficient funds to cover wastewater arrearages. The State has opened the application period for submittal of Wastewater arrearages. The District has submitted an application, and for the period from March 4, 2020 to June 15, 2021, there are 181 accounts with a total of \$25,656.83 in arrearages. We hope to receive this payment in the next few months and will apply it to the associated accounts.

The Governor's new Covid Leave law went into effect on February 19th but is retroactive to January 1. It applies to any public or private organization with more than 26 employees. It requires 40-hours of paid Covid leave for isolation/quarantine/testing/boosters and other non-positive covid time and an additional 40-hours of positive covid test leave time for the employee or family member the employee needs to provide care to. The program currently sunsets on September 30, 2022. The District has setting up and is implementing the program. Staff's positive cases and exposures have dropped of considerably in the last month or so.

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

4.5 Gallon Water Tank Project – The District continues work on this Project with Kennedy Jenks (KJ) and their subconsultants. We received some very good news this month, FEMA adopt a Finding of No Significant Impact (FONSI) for their National Environmental Protection Act (NEPA) review, they released Phase 2 funding for the project, which will allow us to finish the design and construction! They also approved the increase in funding, and FEMA/CalOES will provide \$7,748,857.50 in grant funding and the District will match with \$2,582,952.50 in funding for this \$10M project. We are anticipating a new schedule from Kennedy Jenks for the completion of the design and construction by the end of March.

Given the approval of the Phase 2 funds, this puts pressure on the closing the land purchase. As previously reported, the District has been working on the purchase from American Hospital Management Corp. (AHMC) for six years. Offers have been made, and we are still waiting on final approval of the Purchase Agreement drafted by District Legal Counsel. The District did agree to requests from AHMC to grant pedestrian access across the acquired land to allow for future access to the park in our offer. We also granted a drainage easement across District property in the Purchase Agreement. The revised Purchase Agreement was forwarded to Mr. Shaw on August 18th and is for the purchase of approximately 6.5 acres for \$253,511. We have asked District Legal Counsel to inform AHMC's lawyers that if we can't move toward final review and approval of the Purchase Agreement within the next few weeks, the District will move forward with acquiring the property through the eminent domain process. If required, we will reinstate discussions with Michael Colantuono to move forward with eminent domain.

Water and Sewer Mainline Master Plan Phase 3c – As discussed at the December 2021 Board Meeting, the District has contracted with GHD for the first mainline replacement design for the replacement of the water and sewer mains on Central Avenue between Sutter and Hiller.

Both the water and sewer lines in this section are asbestos cement (AC) dating from the early 1970's. The sewer lines in particular are degrading and in urgent need of replacement. We anticipate to receive the Basis of Design Report from GHD in early April. It is starting to look like we will line the sewer main and install a redundant water line. We will review the Basis of Design Report with the Board when it come out. The intent is still to complete the design and permitting in 2022 and bid the project at the end of 2022 for construction in 2023. \$2M in the water bond sales and \$2M in the wastewater bond sales will fund this project.

SRF Energy Efficiency WWMF Micro-grid Project – As the Board is aware, work has started on the installation of the microgrid at the Wastewater Management Facility (WWMF). The current schedule has the construction completed and the solar portion of the facility brought on-line in June 2022. The battery portion of the project has been delayed due to Covid, but is currently scheduled to show up in April and the complete system brought on-line also in June.

TESLA Batteries – Tesla has completed the battery installations at our Ramey/North Bank Water Pump Station and Fischer Sewer Lift Station sites and the final commissioning is completed. We have received the Permission to Operate (PTO) from PG&E for the North Bank/Ramey The final PG&E inspection for the Fischer site was completed on March 16th and we are waiting on the PTO.

Mad River Restoration Project – The grant funding for the final design and construction of the Mad River Restoration has been secured by CalTrout from NOAA, the Wildlife Conservation Board, USFWS and the State Coastal Conservancy in the amount of approximately \$1.53M. Permits have been finalized, including finalizing the Coastal Development Permit requirements from the Coastal Commission. Meanwhile, CalTrout is moving forward on the final design and construction bid documents. It is expected that the work will go out to bid this spring and will be performed from August 15 through October 15, 2022. The District is also working with Chris Turner, a local restoration contractor and CalTrout to build river access point with the funds from the Habitat Conservation Grant the District obtained. Mr. Turned has started constructing the gravel trail portion of the project and will complete the river access portion when tides are low in April.

Sewer Undercrossing Project – As previously reported to the Board, the District received a letter from CalOES stating we did not conform to Federal Procurement regulations in awarding the engineering work for this project to GHD. Their stance is that since GHD helped with the grant application they had an unfair advantage in obtaining the design work. The Finance Director and GM have attended the required CalOES procurement training and submitted our procurement manual to them. The letter states that we cannot let GHD work on any further portions of this project, and we must develop a new Request for Qualification for Engineering and Environmental services for this project. We are waiting to prepare another RFP until CalOES/FEMA state that we have been awarded the funds for the construction of the project.

As mentioned, this Policy also puts an undue burden on small Districts like ours, where we don't have the internal resources to develop these detailed applications, and engineering firms don't want to help with the application if it means they can't bid on the final project.

Fieldbrook/Glendale CSD, Humboldt Bay Municipal Water District, and the City of Arcata all also got similar letters and are having similar issues. With Director Orsini's help, we have reached out to California Special District Association (CSDA) staff to discuss this issue with them and they are exploring options. I have reached out to Senator McGuire's offices as well as Representative Huffman's office and have talked to their Staff about the issue and they are also talking to CalOES and FEMA Staff on our behalf.

Meanwhile, FEMA still 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 to fund the final design and construction. We had updated the Benefit Cost Analysis (BCA) when we submitted the request for additional funding. We have heard back from CalOES that they have approved the updated BCA and submitted it with the final funding request to FEMA in November 2021. We have also heard from CalOES that the NEPA process review has been started by FEMA, and have received one project notification from FEMA that we were required to (and have) posted. We have yet to hear any schedule for the completion of NEPA.

Pialorsi Ranch Property – Andy Titus, the current leaseholder for the Fischer and Pialorsi properties has been farming the upper areas of the Fischer & Pialorsi properties in January/February 2022. He has cut them and will seed them. He will likely plant corn on the lower fields. Operations Director Henry continues to coordinate with Mr. Titus on working on both properties and it has been a good working relationship.

Reporting by Sheriff's office, County Public Work, County DHHS – A regular meeting has been scheduled with President Couch, GM Kaspari, Supervisor Madrone, and the new MMAC Chair, Bonnie Oliver, to occur on the fourth Monday of every month to discuss various topics of concern to all three organizations and the community. This month Supervisor Madrone didn't make it, but Bonnie Oliver, President Couch and I discussed, mainly the Town Center Ordinance as well as the potential use of MCSD facilities for hybrid MMAC meetings.

Grant Applications – The McCluski Tanks and the Mad River Crossing Hazard Mitigation grant applications were submitted to CalOES in March. We heard in December that both projects have been forwarded on by CalOES to FEMA for funding. We have not received the grant agreements yet, but it looks like both of those projects will be 75% grant funded.

Meanwhile the next HMG release was announced in November and an NOI was submitted for the upgrade of the Fischer Sewer Lift station. Operations Director Henry and the GM had a phone call with CalOES and their review contractor and we were informed that the NOI will be approved. The full application is due April 08, 2022 and District Staff is working on completing and submitting the application in-house. This should save the District approximately \$30,000 in fees.

Meetings –The General Manager attended numerous meetings as usual. The meetings in March included several employee negotiation meetings, meetings at Park Side to oversee the work by the California Conservation Crew and our Parks Staff cleaning up and removing invasive species from this area, two MMAC Meetings to discuss the Town Center Ordinance, several Microgrid construction meetings, design meetings for the Central Avenue Water & Sewer replacement project, several Mad River Restoration project design meetings and the oversight on the start of the gravel trail construction on the Mad River Bluff, meetings on the BMX park development in preparation of sending out an RFQ for professional design services, several Rotary meetings, a North Coast Resource Partnership Technical Review Committee meeting, the monthly meeting with Green Diamond and TPL on the Community Forest as well as the Public Outreach Meeting on the Community Forest, and the Chamber of Commerce Awards Dinner at Pierson Park.

Attachments:

- Attachment 1 – WWMF Monthly Self-Monitoring Report

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

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PHONE: (707) 839-3251
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PARKS & RECREATION OFFICE:

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

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

March 29, 2022

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for February 2022 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 001, 002 and 004. The required monitoring and water quality constituents that were tested and reported was in compliance in February.

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

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

Monthly River Monitoring was conducted in February.

Discharged to river in February until the 24th.

Acute Toxicity Percent Survival. Minimum for any bioassay is 70% survival. Median for three or more consecutive bioassays at least 90% survival. Acute results were 100% and TST Pass for Rainbow trout.

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY MONITORING DATA

MONTH: February 2022

DATE	INFLUENT FLOW		EFFLUENT FLOW		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING				
	M.G.D.	M.G.D.	M.G.D.	M.G.D.	B.O.D.	TSS	PH	TEMP	(°C)	B.O.D.	TSS	CL ₂ RES.	RIVER CL ₂ RES.	SETTLABLE SOLIDS	TOTAL COLIFORMS	TIME	PH	TEMP	D.O.	TIME	PH	TEMP	D.O.
1	0.837	1.051	1106	400	162		6.9	12.6				1.4	0.00			15:00	7.5	9.5	9.7	15:10	7.4	9.2	9.4
2	0.841	1.052	1121	400	160		7.0	11.5				2.2	0.00										
3	0.838	1.046	1161	391	151		7.0	11.7				1.8	0.00										
4	0.818	1.045	1028	383	167	230	7.0	12.0	0.0	2.1	1.7	0.00	<0.1										
5	0.865	1.048	1036	375	162		7.1	11.7				1.7	0.00										
6	0.911	1.040	1062	367	155		7.1	11.9				1.7	0.00										
7	0.839	1.041	1088	355	146		7.0	11.6				2.0	0.00		<1.8								
8	0.831	1.040	1160	347	134		7.1	11.7				2.2	0.00			11:00	7.2	10.4	11.7	11:10	7.1	12.2	8.5
9	0.837	1.043	1040	331	143		7.0	12.7				1.5	0.00										
10	0.826	1.046	1022	312	137		7.0	13.1				1.5	0.00										
11	0.810	1.042	1013	304	135	220	7.0	13.0	0.0	1.8	1.5	0.00	<0.1										
12	0.841	1.043	1112	299	121		7.3	12.5				1.3	0.00										
13	0.904	1.038	1130	289	115		7.2	13.0				1.2	0.00										
14	0.830	0.947	1068	279	117		7.1	12.9				2.1	0.00		<1.8								
15	0.823	0.876	990	272	123		7.1	12.7				1.4	0.00			15:00	6.9	11.8	12.6	15:10	6.9	10.8	11.9
16	0.821	0.870	950	266	126		7.2	12.7				1.6	0.00										
17	0.812	0.877	878	253	129		7.2	12.9				1.1	0.00										
18	0.804	0.872	888	247	125	340	7.3	13.0	2.2	2.0	1.8	0.00	<0.1										
19	0.813	0.873	847	238	126		7.1	12.9				1.4	0.00										
20	0.862	0.868	840	232	124		7.0	13.0				1.6	0.00										
21	0.896	0.814	834	226	122		7.1	12.4				1.6	0.00										
22	0.852	0.769	803	238	133		6.9	12.4				2.0	0.00		<1.8	16:30	7.1	9.6	11.3	16:40	7.0	8.0	11.1
23	0.811	0.765	770	232	135		7.1	11.9				1.9	0.00										
24	0.790	0.867	877	220	113		7.2	11.8				1.9	0.00										
25	0.791	0.925	860	212	111	340	7.1	14.4	0.0	1.2	1.9	N/A	<0.1										
26	0.815	0.924	863	206	107		7.1	11.4				1.7	N/A										
27	0.874	0.920	865	206	107		7.1	11.6				1.8	N/A										
28	0.811	0.994	851	204	108		7.1	12.7				2.1	N/A		<1.8								

MONTHLY TESTS EFF-001 DISCHARGE TO RIVER

Ammonia Impact	Ammonia	Nitrate	Hardness	Phosphorus	Ble Phosphate	Carbon Tetrachloride	Chlorobromonitrate	Dichloromethane	Turbidity % Increase
0.14	1.20	4.0	99	7.4	97 DNG	ND	ND	19 DNG	N/A

MONTHLY TESTS LND-001, REC-001 DISCHARGE TO PERC PONDS and LAND

Organochlorine	TSS	Ammonia	Nitrate	Nitrite	Sulfide	Chloride	Chlorine
4.30	280	1.2	4	ND	39	97	260

ACUTE TOXICITY

Date	Species	Test Pass/Fail	Value in ug/l
3/10/2022	Rainbow Trout	Pass	1.7

MONTHLY RIVER RSW-001

TDS	Hardness	Ammonia	Conductivity	Turbidity	TDS	Hardness	Ammonia	Conductivity	Turbidity
190	65	ND	105	5	130	69	ND	139	4.8

MONTHLY RIVER RSW-002

BOD & TSS	BOD	TSS	BOD & TSS	BOD	TSS	BOD	TSS
30 DAY AVERAGE	1	4	100	1	4	100	99

EFF-001	REC-001	Quarterly	Permit Exceedance

Remarks:

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

FEBRUARY 2022

Discharge Monitoring	002	002	004	003	006	005	001				
	INF-001	EFF-001	LND-001	LND-001	REC-001	REC-001	REC-001	REC-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	0.837	1.051	1106							0.000	1.051
2	0.841	1.052	1121							0.000	1.052
3	0.838	1.046	1161							0.000	1.046
4	0.818	1.045	1028							0.000	1.045
5	0.865	1.048	1036							0.000	1.048
6	0.911	1.040	1062							0.000	1.040
7	0.839	1.041	1088							0.000	1.041
8	0.831	1.040	1160							0.000	1.040
9	0.837	1.043	1040							0.000	1.043
10	0.826	1.046	1022							0.000	1.046
11	0.810	1.042	1013							0.000	1.042
12	0.841	1.043	1112							0.000	1.043
13	0.904	1.038	1130							0.000	1.038
14	0.830	0.947	1068							0.000	0.947
15	0.823	0.876	990							0.000	0.876
16	0.821	0.870	950							0.000	0.870
17	0.812	0.877	878							0.000	0.877
18	0.804	0.872	888							0.000	0.872
19	0.813	0.873	847							0.000	0.873
20	0.862	0.868	1075							0.000	0.868
21	0.896	0.814	834							0.000	0.814
22	0.852	0.769	803							0.000	0.769
23	0.811	0.765	770							0.000	0.765
24	0.790	0.867	877	0.581	Out of River due to CFS dropping					0.000	0.286
25	0.791	0.925	860	0.925						0.000	0.000
26	0.815	0.924	863	0.924						0.000	0.000
27	0.874	0.920	865	0.920						0.000	0.000
28	0.811	0.994	851	0.589		0.405				0.405	0.000
TOTAL	23.403	26.736		3.939	0.000	0.405	0.000	0.000	0.000	0.405	22.392
AVERAGE	0.836	0.955	982	0.000	0.000	0.000	0.000	0.000	0.000	0.014	0.800
MAXIMUM	0.911	1.052	1161	0.925	0.000	0.405	0.000	0.000	0.000	0.405	1.052
MINIMUM	0.790	0.765	770	0.581	0.000	0.405	0.000	0.000	0.000	0.000	0.000
DAYS	28	28	28	5	0	1	0	0	0	1	24
DAYS WITH NO DISCHARGE =											