



Mission statement of McKinleyville Community Services District:
“McKinleyville Community Services District provides authorized services fundamental to the health and well-being of the community.”

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
WILL BE HELD
WEDNESDAY, April 3, 2024 AT 6:00pm**

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

Or

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

To participate in person, please come to Azalea Hall.

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: comments@mckinleyvillecsd.com up until 4:30 p.m. on Tuesday, April 2, 2024.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, April 3, 2024 in a supplemental packet information that will also be posted on the website for public viewing.

AGENDA

6:00 p.m.

A. CALL TO ORDER

A.1 Roll Call

A.2 Closed Session Discussion

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

A.2.1 CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
(Gov. Code section 54956.9(d)(2).): One Case: Claimant Yurok Indian Housing Authority.

A.3 Pledge of Allegiance

A.4 Additions or Changes to the Agenda

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

A.5 Approval of the Agenda

B. PUBLIC HEARINGS

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

B.1 Public Hearing on Proposed Assessment and Formation of Street Light Zone (SLZ) #105 and Consider Adoption of Resolution 2024-08, for Washington Terrace SLZ Pg. 5

- Attachment 1 – Resolution 2024-08 Formation of SLZ #105 Pg. 7
- Attachment 2 – SLZ #105 Engineers Report w/ Exhibit A and B Pg. 9
- Attachment 3 – SLZ #105 Completed Ballot w/ Notice Pg. 13

B.2 Public Hearing on Proposed Assessment and Formation of Open Space Maintenance Zone (OSMZ) # 29 and Consider Adoption of Resolution 2024-07, for Washington Terrace OSMZ Pg. 15

- Attachment 1 – Resolution 2024-07 Formation of OSMZ #29 Pg. 17
- Attachment 2 – OSMZ #29 Engineers Report w/ Exhibit A and B Pg. 19
- Attachment 3 – OSMZ #29 Completed Ballot w/ Notice Pg. 25

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

D. CONSENT CALENDAR

Consent Calendar items are expected to be routine and non-controversial, to be acted upon by the Board of Directors at one time without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Consent Calendar, it shall be removed so that it may be acted upon separately.

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on March 6, 2024 Pg. 27

Attachment 1 – Draft Minutes from March 6, 2024 Pg. 29

D.2 Consider Approval of February 2024 Treasurer’s Report Pg. 33

D.3	Compliance with State Double Check Valve (DCV) Law	Pg. 47
D.4	Approve Conveyance of Water, Sewer, and Street Lights Facilities Related to Washington Terrace Subdivision	Pg. 49
	Attachment 1 – Agreement for Conveyance and Acceptance of Washington Terrace Subdivision System	Pg. 51
D.5	Consider Approval to Declare 1979 Case C Backhoe Surplus	Pg. 53

E. CONTINUED AND NEW BUSINESS

E.1	Consider Approval of Ordinance 2024-01 Amending Regulations 46-48, Pertaining to the McKinleyville Community Forest – Second Reading (Action)	Pg. 55
	Attachment 1 – Revision of Rules 46-48 in Track Changes	Pg. 57
	Attachment 2 – Ordinance No. 2024-01, An Ordinance of the McKinleyville Community Services District Amending Regulations 46-48, Pertaining to the McKinleyville Community Forest	Pg. 61
	Attachment 3 – Chart of E-Bike Classes	Pg. 65
E.2	Review Parks and General Fund DRAFT Operating Budget, FY 2024-25 (Information)	Pg. 67
	Attachment 1 – FY 2024-25 DRAFT Parks/General Fund and Measure B Operating Budgets	Pg. 69
E.3	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. 79

F. REPORTS

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

F.1	ACTIVE COMMITTEE REPORTS
	a. Parks and Recreation Committee (Binder/Biteman)
	b. Area Fund (John Kulstad/Binder)
	c. Redwood Region Economic Development Commission (Biteman/Mayo)
	d. McKinleyville Senior Center Board Liaison (Binder/Couch)
	e. Audit and Finance Committee (Orsini/Biteman)
	f. Employee Negotiations (Couch/Mayo)
	g. McKinleyville Municipal Advisory Committee (Orsini/Binder)
	h. AdHoc Committee – Community Forest (Mayo/Orsini)
F.2	LEGISLATIVE AND REGULATORY REPORTS
F.3	STAFF REPORTS

a. Finance & Administration Department (Colleen M.R. Trask)	Pg. 81
b. Operations Department (James Henry)	Pg. 83
c. Parks & Recreation Department (Lesley Frisbee)	Pg. 89
d. General Manager (Pat Kaspari)	Pg. 95
Attachment 1 – WWMF Monthly Self-Monitoring Report	Pg. 101

F.4 PRESIDENT’S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on March 29, 2024

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

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

McKinleyville Community Services District

BOARD OF DIRECTORS

April 3, 2024

TYPE OF ITEM: **ACTION**

ITEM: B.1 **Public Hearing on Proposed Assessment and Formation of Street Light Zone (SLZ) #105 and Consider Adoption of Resolution 2024-08, for Washington Terrace SLZ**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

1. Staff recommends that Board review pertinent information;
2. Open the public hearing process to accept ballots and/or protests related to the formation of this Street Light Zone;
3. Close the Public Hearing process;
4. Accept the final tally report, there is only one eligible ballot for the Streetlight Zone (see **Attachment 3**);
5. Accept public comment;
6. Adopt Resolution 2024-08 for Formation of Washington Terrace Street Light Zone #105, **Attachment 1**, by Title Only and by roll call vote.

Discussion:

J.L.F Construction recently completed the construction of the forty (40) lot Washington Terrace Subdivision. Mr. Furtado represents a majority of the property owners within the proposed Street Lighting Zone and is required to form an assessment zone as a condition of development. A Street Light Assessment Zone allows the District to perform the role of owner and collection agent regarding maintaining the facilities and paying the monthly PG&E charges for the streetlights to be installed in conjunction with the development. The developer has constructed the necessary streetlights to District standards and has dedicated the completed facilities to the District. The District Board approved the initiation of the Streetlight Zone at the February 7, 2024 Board Meeting with the approval of Resolution 2024-04.

Attachment 2 is a stamped Engineer's Report detailing the expected monthly costs for the assessment district and a site plan showing approximate locations of the streetlights.. **Attachment 1** is draft Resolution 2024-08 forming the zone. Pursuant to Proposition 218, the process included preparation of an Engineer's

Report and ballot. The Engineer's Report and ballot were mailed to the developer, as majority owner of the properties included in the proposed Street Light Zone. The ballot was returned with a vote in support of the proposed assessment.

Attachment 3 is the completed Ballot Packet, which included **Attachment 2 Exhibit A** detailing the expected monthly costs for the assessment district, and **Attachment 2 Exhibit B**, a site plan showing approximate locations.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

The Draft Engineer's Reports, **Attachments 2**, distributes the direct expense of all costs for the streetlights to the owners of the property within the proposed zone. A monthly administrative fee for the District's estimated administration cost for billing of the energy costs is included in the cost division formula. Therefore, the proposed zone will have no fiscal impact on the District.

Environmental Requirements:

All environmental requirements were met by the developer prior to development.

Exhibits/Attachments:

- Attachment 1 – Resolution of Initiation 2024-08 for SLZ #105
- Attachment 2 – SLZ #105 Engineers Report w/ Exhibit A and B
- Attachment 3 – SLZ #105 Completed Ballot w/ Notice

RESOLUTION 2024-08

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES
WASHINGTON TERRACE SUBDIVISION STREET LIGHT ZONE #105 AND
CONFIRMING AN ONGOING ASSESSMENT IN CONNECTION WITH SUCH ZONE**

WHEREAS, the development of the Washington Terrace Subdivision (the “Subdivision”) will necessitate the District’s operation and maintenance of the streetlights (the “Improvements”) within a proposed project area described as APN 508-242-044; and

WHEREAS, Section 61122 of the California Government Code authorizes the District to levy benefit assessments for operations and maintenance consistent with the requirements of Article XIII D of the California Constitution; and

WHEREAS, Article 5 of the District’s Rules and Regulations authorizes the formation of Street Light Zones as a manner of exercising the District’s authority under Section 61122 of the California Government Code; and

WHEREAS, by its Resolution No. 2024-04 (the “Initiating Resolution”), the District Board proposed the formation of its Washington Terrace Subdivision Street Light Zone #105 (the “Zone”) to fund the operation and maintenance of the Improvements through the levy of an assessment (the “Assessment”) in the Project Area; and

WHEREAS, the boundaries of the Zone are the boundaries of the Project Area; and

WHEREAS, the Initiating Resolution preliminarily approved an Engineer’s Report for the Zone (the “Engineer’s Report”), which is on file in the District’s offices and available for public inspection; and

WHEREAS, on April 3, 2024, the District Board held a full and fair public hearing (the “Hearing”) regarding the proposed Assessment and the formation of the Zone; and

WHEREAS, notice of the Hearing, including assessment ballots, was mailed to the record owner of the parcels as required by Article XIII D, Section 6 of the California Constitution; and

WHEREAS, at the Hearing, a the Final Engineer’s Report (the “Final Engineer’s Report”), which is on file in the District’s offices and available for public inspection, was presented to the District Board for approval; and

WHEREAS, the District has accepted and tabulated the returned assessment ballot in the manner required by Exhibit A to the Initiating Resolution; and

WHEREAS, there being no majority protest against the Assessment, the District Board now desires to form the Zone and levy the Assessment.

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

1. Approve the Final Engineer’s Report and makes reference to the Engineer’s Report for a complete description of the boundaries of the Zone, of the nature of the Improvements, and of the amount of the Assessment;
2. Forms the Zone, orders the Improvements and confirms the Assessment;
3. Finds that:
 - a. There is no majority protest against the Assessment pursuant to Article XIII D, Section 4(e) of the California Constitution.
 - b. The Final Engineer’s Report is the “detailed engineer’s report” describing the Assessment.
 - c. No Assessment levied with respect to a parcel will exceed the reasonable cost of the proportional special benefit conferred upon that parcel by the operation and maintenance of the Improvements.
 - d. The Assessment, as approved by this Resolution, includes the implementation in future years of the inflation adjustment set forth in the Final Engineer’s Report. Such implementation does not constitute an increase of the Assessment.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on April 3, 2024 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Scott Binder, Board President

Attest:

Joseph Blaine, Board Secretary

ENGINEER'S REPORT
WASHINGTON TERRACE SUBDIVISION STREET LIGHTING ZONE # 105
DEVELOPER INITIATED STREET LIGHTING ZONE

This report outlines a proposed Street Lighting Zone for the **WASHINGTON TERRACE Subdivision**. The site plan, which constitutes a map of the Zone and delineates the boundaries of the Zone, is attached hereto as **Exhibit A**, and incorporated herein by reference.

The facilities to be operated, maintained, and serviced, include ALL streetlights within the subdivision.

Exhibit A – SITE PLAN

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

All residential lots within the Zone will equally share the cost of utilities, maintenance and overhead for the facilities. There are **40** residential lots within the Zone.

Exhibit B – COST ESTIMATE

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

Present monthly costs per lot are summarized as follows:

\$3.93 per month (1/40 share) of the estimated cost for utilities,
maintenance, and overhead

\$0.50 per month charge for administrative fees

\$4.43 total assessment per lot per month

The cost estimate is a determination of the cost of the special benefit to each parcel within the Zone from the operation, maintenance and servicing of the street lighting facilities shown on the site plan. Street lighting facilities specially benefit assessed parcels by (i) providing security lighting for the fronts of parcels, (ii) lighting sidewalks used to access the parcels, and (iii) lighting street parking areas adjacent to the parcels.

There is no general benefit from the facilities because the assessed parcels constitute all of the residential parcels within the geographically distinct subdivision that constitutes

the Zone. It is unlikely that persons not associated with assessed parcels will make use of the facilities because (i) The Zone is an isolated residential subdivision, which can be anticipated to have little pass-through traffic at night, and (ii) the facilities are low-level lighting and are not designed to provide substantial lighting to travel lanes. Parcels outside of the Zone are in a different geographically distinct area, served by different facilities, and are not illuminated by the facilities in this Zone. Furthermore, the streetlights are geographically disbursed within the Zone, and will be built along with each residential phase, meaning that each assessed parcel will have essentially equal proximity to (and special benefit from) improvements regardless of the parcel's location within the Zone.

The assessed parcels are planned as single-family residential parcels, of roughly similar size, meaning that each parcel will receive an equal share of the special benefit. The parcels in the Zone that are not in residential use constitute homeowner association parcels that serve the residential parcels. Homeowner association parcels are commonly owned by the owners of residential parcels and therefore are not separately assessed.

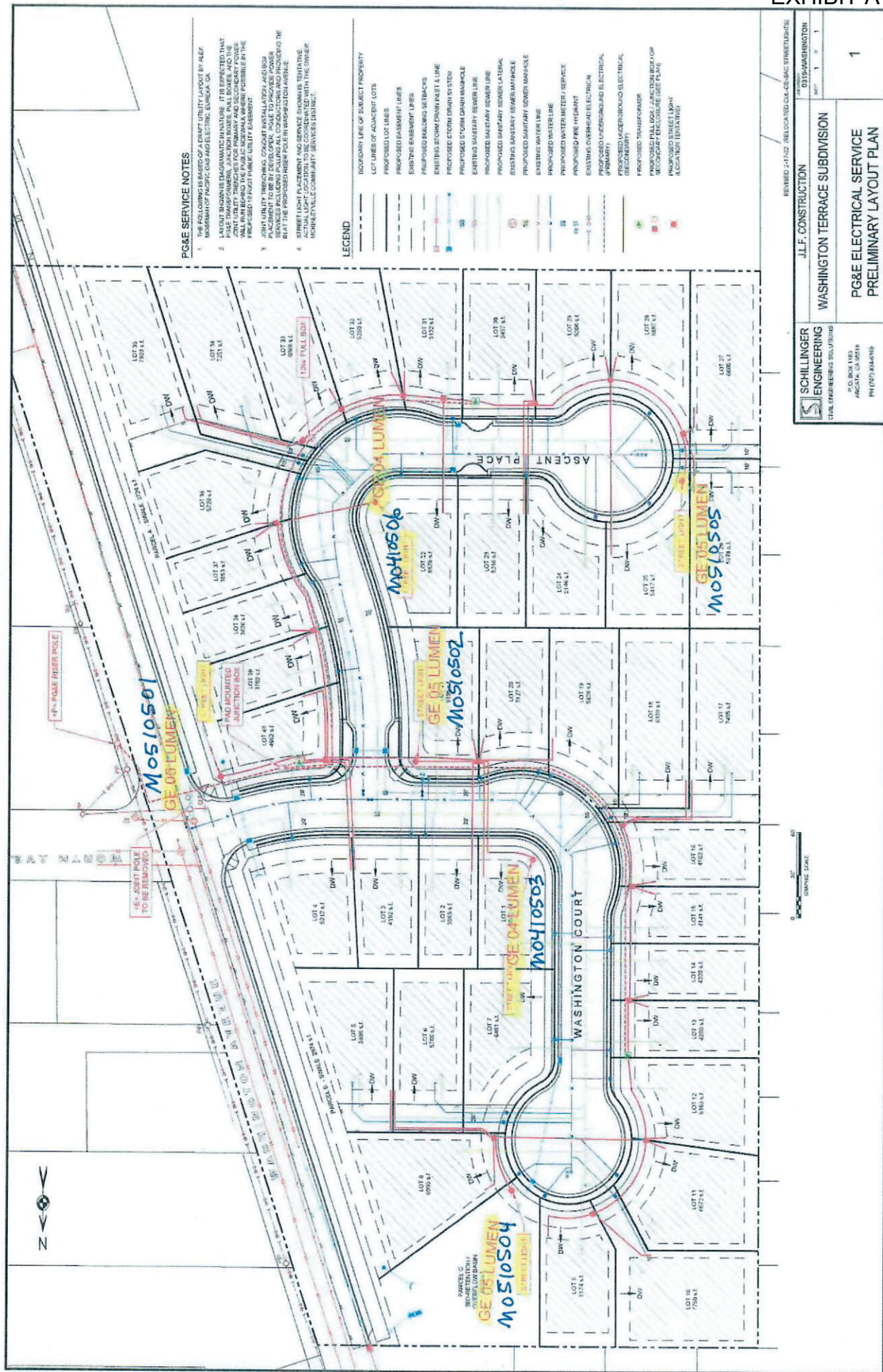
The total assessment per lot per month is estimated in 2024 dollars. This monthly assessment (aside from the fifty-cent administrative fee) may be adjusted annually, beginning **July 1st 2025**, to reflect the change in prices as set forth in the California Department of Finance's "Price and Population" calculation. However, in no event will the assessment per lot be increased higher than the upcoming year's total expected cost of utilities, maintenance, and overhead divided by the number of parcels subject to the assessment.

The assessment will be collected on the water/sewer bill and administered pursuant to Regulation 56 of the District.



Signed 1-16-24

*MSD STREET LIGHT NUMBERING
1-12-24 J.S.*



PG&E SERVICE NOTES

1. THE FOLLOWING IS BASED ON A DRAFT UTILITY LAYOUT BY AEE/ MASONRY OF PUEBLO, CO AND ELECTRIC, DENVER, CO.
2. ALL UTILITY LOCATIONS SHOWN IN THIS DRAWING ARE BASED ON THE MOST RECENT RECORD DRAWINGS AND FIELD SURVEY DATA. IT IS EXPECTED THAT JOINT UTILITY TRENCHES FOR PRIMARY AND SECONDARY POWER, GAS, WATER, SEWER, AND TELEPHONE WILL BE LOCATED AS SHOWN AND AS NEARLY AS POSSIBLE TO THE PROPOSED PUBLIC UTILITY ALIGNMENT.
3. JOINT UTILITY TRENCHING, COORDINATED INSTALLATION AND/OR PLACEMENT TO BE BY DEVELOPER, POSE TO PROVIDE POWER SERVICES INCLUDING PULLING ALL CONDUITS AND PROVIDING THE NECESSARY PULLING AND CONNECTIONS TO THE UTILITY. THE ACTUAL LIGHT LOCATION TO BE COORDINATED WITH THE OWNER MONTEVILLO COMMUNITY SERVICES DISTRICT.

LEGEND

- BOUNDARY LINE OF SUBJECT PROPERTY
- LOT LINES OF ADJACENT LOTS
- PROPOSED LOT LINES
- PROPOSED BARRIERS
- EXISTING BARRIERS
- PROPOSED BARRIERS SETBACKS
- EXISTING STORM DRAIN INLET & LINE
- PROPOSED STORM DRAIN SYSTEM
- PROPOSED STORM DRAIN MANHOLE
- EXISTING SANITARY SEWER LINE
- PROPOSED SANITARY SEWER LATERAL
- EXISTING SANITARY SEWER MANHOLE
- PROPOSED SANITARY SEWER MANHOLE
- EXISTING WATER LINE
- PROPOSED WATERLINE
- PROPOSED WATER METER SERVICE
- PROPOSED FIRE HYDRANT
- EXISTING OVERHEAD ELECTRICAL
- PROPOSED OVERHEAD ELECTRICAL
- PROPOSED UNDERGROUND ELECTRICAL
- PROPOSED UNDERGROUND ELECTRICAL
- PROPOSED UNDERGROUND ELECTRICAL
- PROPOSED TRANSFORMER
- PROPOSED FILL BOX / JUNCTION BOX (OF COURSE TO BE LOCATED AS PER LOCAL REGULATORY AGENCIES)
- PROPOSED STREET LIGHT (LEGACY IDENTIFIER)

SCHILLINGER ENGINEERING 1000 N. 116th AVE., SUITE 100 PUEBLO, CO 81001		J.L.F. CONSTRUCTION WASHINGTON TERRACE SUBDIVISION	031 WASHINGTON 100' x 100' x 100'
PG&E ELECTRICAL SERVICE PRELIMINARY LAYOUT PLAN		1	

Street Light Zone #105 Management Plan 2024- 2025 - Washington Terrace Subdivision

Proposed Number of Subdivision Lots **Project**
40 Washington Terrace Subdivision

Street Light Count **Comments**
6 Street Light Count in Above Project / Zone
413 Total Street Light Count for MCS D

Electrical Rates **Period** **Comments**
\$16,269.00 \$/Year This was based on FY 2018/19 Total Cost for all fixtures per MCS D
\$1,355.75 \$/Month Equals total yearly cost above divided by 12

Direct Costs

Equipment/Labor/Material	Rate	Life Cycle (Months)	Visits or Replacement (Per Lifecycle)	Monthly Charge	Comments
Current Actual Average Energy Cost per Streetlight	\$3.28			\$3.28	This is the monthly electrical cost per street light
Current Actual Pole Replacement Cost	\$2,700.00	360		\$7.50	Assuming 30 year lifecycle per street light
Actual Loaded Labor for .5 hours	\$33.69		2	\$0.28	Assumed visits per street light per 20 year lifecycle
Actual Boom Truck cost .5 hour visit	\$47.00		2	\$0.39	Cost per Caltrans 2023 Equipment Rates
Actual Average Photo Cell Cost	\$17.50		2	\$0.15	Assumed replacements per street light per 20 year lifecycle
Current Average LED Light Fixture Cost	\$474.00	240		\$1.98	Assuming 20 year lifecycle per street light
Pole Inspections	\$128.11		3	\$1.07	Assumed visits per street light per 30 year lifecycle
Total Monthly Direct Cost				\$14.64	Per Street light in above project / zone

Indirect Costs

Description	Rate Annual		Monthly Charge	Comments
Admin/Billing Labor Costs per month	\$3,470.00		\$8.40	This is the monthly cost per street light (actual budget per 005)
Overhead/Fixed Costs (Insurance, etc.)	\$1,293.00		\$3.13	This is the monthly cost per street light (actual budget per 005)
Total Monthly Indirect Cost			\$11.53	Per Street light in above project / zone

Total Cost per Street Light \$26.18 per month
Total Cost for SLZ # 105 \$157.06 per month for all street lights in zone
Total monthly cost per lot for SLZ # 105 \$3.93 per month

EXHIBIT B



McKinleyville Community Services District
P.O. Box 2037
McKinleyville, CA 95519
(707) 839-3251

Jim Furtado
3329 Halfway Ave
McKinleyville, CA 95519

OFFICIAL ASSESSMENT BALLOT

WASHINGTON TERRACE SUBDIVISION STREET LIGHT ZONE #105

To complete your ballot, mark an (X) in the voting square before the word "YES" or before the word "NO" below, sign and date the ballot, and return the entire ballot to the McKinleyville CSD. If you wrongly mark, tear, or deface this ballot, return it to the McKinleyville CSD Office to obtain a replacement ballot. Please see the back of this sheet for information about your assessment ballot and instructions for completion and delivery of the assessment ballot. This ballot will be accepted and tabulated pursuant to adopted "Procedures for the Completion, Return, and Tabulation of Assessment Ballots." All ballots must be received by MCSD no later than the close of testimony at the public hearing scheduled for Wednesday, April 3, 2024 at 6:00 PM.

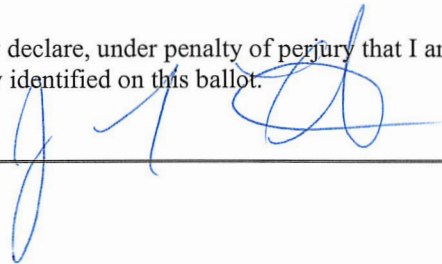
Assessor's Parcel Number: **APN 508-243-001 through 508-243-040** Washington Terrace Subdivision

Your Parcel's Proposed Monthly Assessment Amount is: \$4.43 per month for each developed residential parcel, subject to inflation adjustment as disclosed on the attached notice.

Yes, I support the proposed assessment with respect to the property identified on this ballot and waive the 45-day notice period.

No, I oppose the proposed assessment with respect to the property identified on this ballot.

I hereby declare, under penalty of perjury that I am the majority owner or the authorized representative of the property identified on this ballot.

Signed 

Date 2/28/24

BALLOT

**INFORMATION ABOUT YOUR ASSESSMENT BALLOT AND
INSTRUCTIONS FOR COMPLETION AND DELIVERY OF ASSESSMENT BALLOT PROCEDURE**



To Cast Your Ballot: Completed ballots may be personally delivered to the McKinleyville CSD located at 1656 Sutter Rd, McKinleyville, California 95519; or may be mailed to the McKinleyville CSD Office P.O. Box 2037 McKinleyville, CA 95519. (A return envelope has been provided for your convenience). Ballots can also be submitted at the public hearing. If you return your ballot by mail, please be sure to allow time for mail delivery; the McKinleyville CSD must receive all ballots no later than the end of the public testimony at the Public Hearing scheduled for **Wednesday, April 3, 2024**. If you damage or misplace your ballot, a replacement ballot can be obtained from the McKinleyville CSD Office upon request. **All ballots returned must be submitted in a sealed envelope that clearly indicates an Assessment Ballot is enclosed and the ballot must be clearly marked to indicate either a “Yes” or “No” vote and signed, otherwise the ballot will be rejected and not counted.** A ballot previously submitted, may be withdrawn at any time prior to the close of the public hearing by request to the McKinleyville CSD Office by the person(s) that signed the submitted ballot. An assessment ballot may be changed at any time prior to the end of the Public Hearing by requesting a withdrawal of the previous ballot and requesting a replacement ballot. Only the person signing the ballot may make such a request. The replacement ballot must be received by the Secretary of the Board prior to the deadline set forth above.

If you have questions: Should you have any questions prior to the public hearing, you may call Pat Kaspari, General Manager at (707) 839-3251 during regular business hours.

McKinleyville CSD
1656 Sutter Road
McKinleyville, CA 95519

*Completed ballots MUST be received by the Secretary of the Board no later than the close of the public testimony portion of the Public Hearing which is scheduled to begin on **Wednesday, April 3, 2024 at 6:00 pm.**, at <https://zoom.us/j/6756336928>*

How to cast your ballot:

1. Check Yes or No
2.  Sign and date it
3.  Return to the McKinleyville CSD on or before Wednesday, April 3, 2024 in accordance with the deadlines referenced above

McKinleyville Community Services District

BOARD OF DIRECTORS

April 3, 2024

TYPE OF ITEM: **ACTION**

ITEM: B.2 **Public Hearing on Proposed Assessment and Formation of Open Space Maintenance Zone (OSMZ) # 29 and Consider Adoption of Resolution 2024-07, for Washington Terrace OSMZ**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

1. Staff recommends that Board review pertinent information;
2. Open the public hearing process to accept ballots and/or protests related to the formation of this Open Space Maintenance Zone;
3. Close the Public Hearing process;
4. Accept the final tally report, there is only one eligible ballot and it is an affirmative vote (see **Attachment 3**);
5. Accept public comment;
6. Adopt Resolution 2024-07 for Formation of Washington Terrace Open Space Maintenance Zone # 29, **Attachment 1**, by Title only and by roll call vote.

Discussion:

J.L.F Construction (“the developer”) developed the forty (40) lot Washington Terrace Subdivision. J.L.F Construction represents a majority of the property owners within the proposed Open Space Maintenance Zone and is required to form an assessment zone as a condition of development. The subdivision is currently under development, and J.L.F Construction requests the OSMZ be formed by the District, but at this time has requested MCSD delay in assuming the responsibilities of maintenance for the OSMZ (and charging OSMZ fees) until after some of the subdivision lots are sold. The OSMZ allows the District to perform the role of maintaining the OSMZ after the developer has constructed the improvements to District standards and has dedicated the completed facilities to the District.

Attachment 2, includes a stamped Engineer’s Report detailing the expected monthly costs for the assessment district (Exhibit B of Engineer’s Report), and site plan showing approximate location (Exhibit A of Engineer’s Report). **Attachment 3** is a completed Ballot Packet with the Public Notice,

Staff has posted notice of this hearing and has mailed notice to the developer.

The Board should note that this is a protest hearing.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

The Draft Engineer's Reports, **Attachments 2**, distributes the direct expense of all costs for the Open Space Zone to the owners of the property within the proposed zone. A monthly administrative fee for the District's estimated administration, maintenance of the OSMZ are included in the cost division formula. Therefore, the proposed zones will have no fiscal impact on the District.

Environmental Requirements:

Environmental requirements were a condition of subdivision approval through the County of Humboldt.

Exhibits/Attachments

- Attachment 1 – Resolution 2024-07 Formation of OSMZ #29
- Attachment 2 – OSMZ #29 Engineers Report w/ Exhibit A and B
- Attachment 3 – OSMZ #29 Completed Ballot w/ Notice

RESOLUTION 2024-07

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
ESTABLISHING THE WASHINGTON TERRACE OPEN SPACE MAINTENANCE
ZONE (OSMZ) #29 AND CONFIRMING AN ONGOING ASSESSMENT
IN CONNECTION WITH SUCH ZONE**

WHEREAS, the development of the Washington Terrace Subdivision (the “Subdivision”) will necessitate the District’s administration and maintenance of stormwater vegetated swales and a stormwater detention basin located in the subdivision and identified as Parcel’s A, B, or C respectively as shown in the Engineer’s Report, as well as Area A and Area B landscape and buffer strips adjacent to the trail fronting Washington Avenue, and stormwater planters identified as Area’s C, D, E, and F along Ascent Place, as shown in the Engineer’s Report.

WHEREAS, Section 61122 of the California Government Code authorizes the District to levy benefit assessments for operations and maintenance consistent with the requirements of Article XIII D of the California Constitution; and

WHEREAS, Article 7 of the District’s Rules and Regulations authorizes the formation of Open Space Maintenance Zone as a manner of exercising the District’s authority under Section 61122 of the California Government Code; and

WHEREAS, by its Resolution No. 2024-05 (the “Initiating Resolution”), the District Board proposed the formation of its Washington Terrace Subdivision Open Space Maintenance Zone #29 (the “Zone”) to fund the administration and maintenance of the Improvements through the levy of an assessment (the “Assessment”) in the Project Area; and

WHEREAS, the boundaries of the Zone are the boundaries of the Project Area; and

WHEREAS, the Initiating Resolution preliminarily approved an Engineer’s Report for the Zone (the “Engineer’s Report”), which is on file in the District’s offices and available for public inspection; and

WHEREAS, on April 3, 2024, the District Board held a full and fair public hearing (the “Hearing”) regarding the proposed Assessment and the formation of the Zone; and

WHEREAS, notice of the Hearing, including assessment ballots, was mailed to the record owner of the parcels as required by Article XIII D, Section 6 of the California Constitution; and

WHEREAS, at the Hearing, a stamped Engineer’s Report (the “Final Engineer’s Report”), which is on file in the District’s offices and available for public inspection, was presented to the District Board may provide additional detail that is not inconsistent with the contents of the Engineer’s Report preliminarily approved by the District Board; and

WHEREAS, the District has accepted and tabulated the returned assessment ballot in the manner required by Exhibit A to the Initiating Resolution; and

WHEREAS, there being no majority protest against the Assessment, the District Board now desires to form the Zone and levy the Assessment.

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

1. Approve the Final Engineer’s Report and makes reference to the Engineer’s Report for a complete description of the boundaries of the Zone, of the nature of the Improvements, and of the amount of the Assessment;
2. Forms the Zone, orders the Improvements and confirms the Assessment;
3. Finds that:
 - a. There is no majority protest against the Assessment pursuant to Article XIII D, Section 4(e) of the California Constitution.
 - b. The Final Engineer’s Report is the “detailed engineer’s report” describing the Assessment.
 - c. No Assessment levied with respect to a parcel will exceed the reasonable cost of the proportional special benefit conferred upon that parcel by the operation and maintenance of the Improvements.
 - d. The Assessment, as approved by this Resolution, includes the implementation in future years of the inflation adjustment set forth in the Final Engineer’s Report. Such implementation does not constitute an increase of the Assessment.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on April 3, 2024 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Scott Binder, Board President

Attest:

Joseph Blaine, Board Secretary

ENGINEER'S REPORT

WASHINGTON TERRACE SUBDIVISION OPEN SPACE MAINTENANCE ZONE # DEVELOPER INITIATED OPEN SPACE MAINTENANCE ZONE

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

The facilities to be maintained include the following:

- Stormwater vegetated swales and a stormwater detention basin located in the subdivision and identified as Parcel's A, B, or C respectively, on the subdivision map on-file in the Recorder's Office in the County of Humboldt as Tract No._____, recorded _____, 202_, in Book __ of Maps, Pages ___-___, and as shown hereto on **Exhibit A**.
- Area A and Area B landscape and buffer strips adjacent to the trail fronting Washington Avenue, and stormwater planters identified as Area's C, D, E, and F along Ascent Place, as shown hereto on **Exhibit A**.
- Excluded from maintenance by this zone is the landscaping within the residential lots in the subdivision along Washington Court and Ascent Place, between the curb and sidewalk, which will be the responsibility of the individual lot owners fronting each segment.

Exhibit A – SITE PLAN

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

All residential lots within the Zone will equally share the cost of maintenance and overhead for the facilities. There are **40** residential lots within the Zone.

Exhibit B – COST ESTIMATE

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

Present monthly costs per lot are summarized as follows:

\$13.50 per month (1/40 share) of the estimated cost for maintenance, insurance, and inspection.

\$0.50 per month charge for Administrative Fees

\$14.00 total assessment per lot per month

The cost estimate is a determination of the cost of the special benefit to each parcel within the Zone from the operation and maintenance of the facilities shown on the site plan. The stormwater vegetated swales, detention basin, and stormwater planters, permit the orderly and safe drainage of stormwater from the stormwater system serving the assessed parcels in the subdivision along with providing stormwater quality benefits. Furthermore, the stormwater vegetated swales, detention basin, and stormwater planters provide open space to the assessed parcels.

Maintenance in the Zone will require 16 visits per year, for a total of 80 hours of effort. This includes once per month visits between August – March, and two visits per month in April – July. Maintenance in the Zone is anticipated to require the following:

Parcel A & B

- Mowing or string trimming the stormwater vegetated swales.
- Removing debris from the rock check dams in the swales.
- Removing debris from the storm drain overflow structures exiting the swales.

Parcel C

- Mowing or string trimming the top and side slopes of the basin.
- Weeding invasive species from the pond bottom (Native plantings placed for stormwater treatment to remain).
- Removing debris from the storm drain inlet pipes and basin outlet structure.
- Repairing the basin perimeter fence as required.

Area's A & B

- Weeding the landscape strips fronting Washington Avenue.
- Mowing the buffer areas between the stormwater vegetated swales and concrete pedestrian trail.

Area's C, D, E, & F

- Weeding invasive species from the stormwater planters (Native plantings placed for stormwater treatment to remain).
- Removing debris from around the exposed portions of the underdrain pipe system including cleanout risers and overflow beehive grates in the stormwater planters.

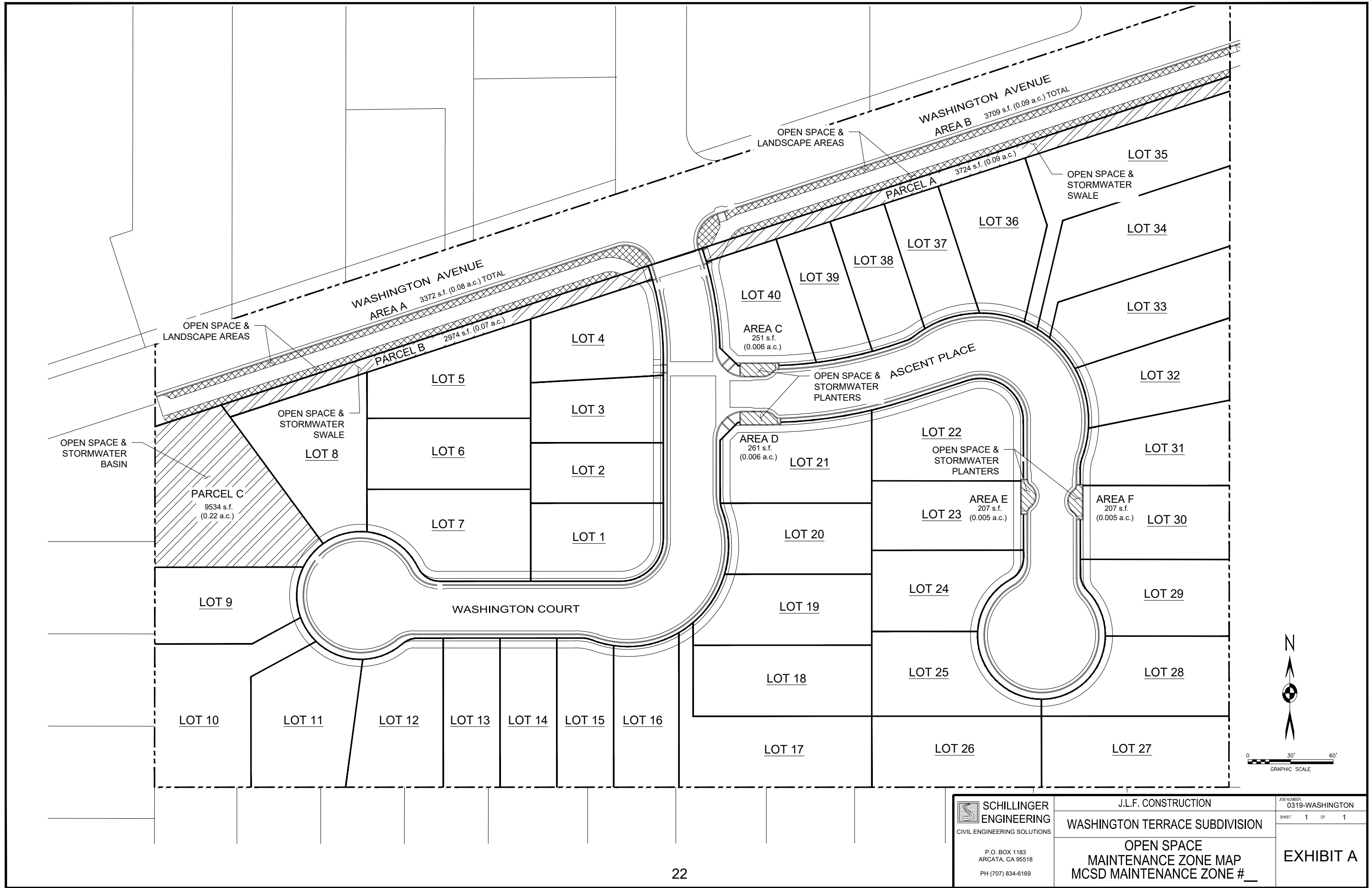
There is no general benefit from the facilities because the assessed parcels constitute all of the residential parcels within the geographically distinct subdivision that constitutes the Zone. Parcels outside of the Zone are in a different geographically distinct area, served by different facilities.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

The total assessment per lot per month is estimated in 2023 dollars. This monthly assessment (aside from the fifty-cent administrative fee) may be adjusted annually, beginning **July 1st, 2024**, to reflect the change in prices as set forth in the California Department of Finance's "Price and Population" calculation. However, in no event will the assessment per lot be increased higher than the upcoming year's total expected cost of maintenance, insurance, administrative, and inspection divided by the number of parcels subject to the assessment.

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



11-02-23



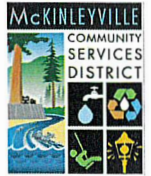
<p>SCHILLINGER ENGINEERING CIVIL ENGINEERING SOLUTIONS</p> <p>P.O. BOX 1183 ARCATA, CA 95518 PH (707) 834-6169</p>	<p>J.L.F. CONSTRUCTION</p>	<p>JOB NUMBER 0319-WASHINGTON</p>
	<p>WASHINGTON TERRACE SUBDIVISION</p>	
	<p>OPEN SPACE MAINTENANCE ZONE MAP MCSD MAINTENANCE ZONE # __</p>	
		<p>SHEET 1 OF 1</p>
		<p>EXHIBIT A</p>

EXHIBIT B

**WASHINGTON TERRACE SUBDIVISION
OPEN SPACE MAINTENANCE ZONE #___
MAINTENANCE COST ESTIMATE**

<u>Item Description</u>	<u>Annual Cost</u>
Washington Parcel's A & B (Vegetated Swales)	\$5200.00
Washington Parcel C (Stormwater Basin)	
Washington Area's A & B (Landscape & Buffer Strips)	
Washington Area's C, D, E, & F (Stormwater Planters)	
Insurance (Lump Sum Annual Cost)	\$500.00
Admin & Inspection (\$75/hr x 10hrs/yr)	\$750.00
<hr/>	
Total Annual Cost:	\$6450.00
Annual Cost per Lot @ 40 Total Lots:	\$161.25
Subtotal Assessment / Lot / Month:	\$13.44
Administrative Fee / Lot / Month:	\$0.50
<u>Total Assessment / Lot / Month (Call): \$14.00</u>	

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McKinleyville Community Services District
P.O. Box 2037
McKinleyville, CA 95519
(707) 839-3251

JIM FURTADO
3329 HALFWAY AVE
MCKINLEYVILLE, CA 95519

OFFICIAL ASSESSMENT BALLOT

WASHINGTON TERRACE SUBDIVISION OPEN SPACE MAINTENANCE ZONE #29

To complete your ballot, mark an (X) in the voting square before the word "YES" or before the word "NO" below, sign and date the ballot, and return the entire ballot to the McKinleyville CSD. If you wrongly mark, tear, or deface this ballot, return it to the McKinleyville CSD Office to obtain a replacement ballot. Please see the back of this sheet for information about your assessment ballot and instructions for completion and delivery of the assessment ballot. This ballot will be accepted and tabulated pursuant to adopted "Procedures for the Completion, Return, and Tabulation of Assessment Ballots." All ballots must be received by MCSD no later than the close of testimony at the public hearing scheduled for April 3, 2024 at 6:00 pm.

Assessor's Parcel Number: **APN 508-243-001 through 508-243-040** **Washington Terrace**

Your Parcel's Proposed Monthly Assessment Amount is: **\$14.00** per month for each developed residential parcel, subject to inflation adjustment as disclosed on the attached notice.



Yes, I support the proposed assessment with respect to the property identified on this ballot.



No, I oppose the proposed assessment with respect to the property identified on this ballot.

I hereby declare, under penalty of perjury that I am the majority owner or the authorized representative of the property identified on this ballot.

Signed _____

Date 2/28/24

BALLOT

**INFORMATION ABOUT YOUR ASSESSMENT BALLOT AND
INSTRUCTIONS FOR COMPLETION AND DELIVERY OF ASSESSMENT BALLOT PROCEDURE**

To Cast Your Ballot: Completed ballots may be personally delivered to the McKinleyville CSD located at 1656 Sutter Rd, McKinleyville, California 95519; or may be mailed to the McKinleyville CSD Office, P.O. Box 2037, McKinleyville, CA 95519. (A return envelope has been provided for your convenience). Ballots can also be submitted at the public hearing. If you return your ballot by mail, please be sure to allow time for mail delivery; the McKinleyville CSD must receive all ballots no later than the end of the public testimony at the Public Hearing scheduled for 6:00pm, March 6, 2024 at Azalea Hall (see address below). If you damage or misplace your ballot, a replacement ballot can be obtained from the McKinleyville CSD Office upon request. **All ballots returned must be submitted in a sealed envelope that clearly indicates an Assessment Ballot is enclosed and the ballot must be clearly marked to indicate either a "Yes" or "No" vote and signed, otherwise the ballot will be rejected and not counted.** A ballot previously submitted, may be withdrawn at any time prior to the close of the public hearing by request to the McKinleyville CSD Office by the person(s) that signed the submitted ballot. An assessment ballot may be changed at any time prior to the end of the Public Hearing by requesting a withdrawal of the previous ballot and requesting a replacement ballot. Only the person signing the ballot may make such a request. The replacement ballot must be received by the Secretary of the Board prior to the deadline set forth above.

If you have questions: Should you have any questions prior to the public hearing, you may call Patrick Kaspari, General Manager at (707) 839-3251 during regular business hours.

McKinleyville CSD
1656 Sutter Road
McKinleyville, CA 95519

*Completed ballots MUST be received by the Secretary of the Board no later than the close of the public testimony portion of the Public Hearing which is scheduled to begin on **April 3, 2024, 6:00pm.**, at Azalea Hall located at the 1620 Pickett Road, McKinleyville, CA*

How to cast your ballot:

1. Check Yes or No
2. Sign and date it
3. Return to the McKinleyville CSD on or before Wednesday, March 6, 2024 in accordance with the deadlines referenced above

McKinleyville Community Services District

BOARD OF DIRECTORS

April 5, 2024

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

Staff recommends the approval of the Minutes of the Board of Directors for the March 6, 2024 Regular Board Meeting.

Discussion:

The Draft minutes are attached for the above listed meeting(s). 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 6, 2024 Regular Meeting

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MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, MARCH 6, 2024 at 6:00 P.M. IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA and TELECONFERENCE Via ZOOM & TELEPHONE: ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>) and TOLL FREE: 1-888-788-0099

AGENDA ITEM A. CALL TO ORDER:

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

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

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

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

A.4 Approval of the Agenda:

Motion: It was moved to approve the agenda.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

A.5 Closed Session Discussion

There was no closed session scheduled.

AGENDA ITEM B. PUBLIC HEARINGS:

There was no public hearing scheduled.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

Charlie Caldwell, McKinleyville resident, gave public comment.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on February 7, 2024

D.2 Consider Approval of January 2024 and December 2023 Treasurer's Reports

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

D.4 Review and Approve the Amendments to the County Lease for Library Facilities

- D.5 Consider and Possible Approval of Contract with GHD to Provide Engineering And Environmental Services for the Fischer Sewer Lift Station Seismic Retrofit Project
- D.6 2023 Wastewater Management Facility Annual Report for the North Coast Regional Water Quality Control Board (NCRWQCB)
- D.7 Consider Approval of Hiller Sports Complex Facility Use Agreement Contracts with Fee Increases, between MCSD and the Following Youth Sport Organizations: McKinleyville Little League; and Humboldt Fastpitch Softball

Motion: It was moved to approve the Consent Calendar

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

- E.1 Consider Call for Nominations for District Board Members to Serve on Humboldt Local Agency Formation Commission (LAFCo)

Board Secretary Blaine presented the item.

The Board held a brief discussion.

Tom Boyer of the McKinleyville Incorporation Exploration Subcommittee gave public comment.

Motion: It was moved to nominate Director Couch to be considered for LAFCo’s Regular Member seat.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

- E.2 Consider Approval of Ordinance 2024-01 Amending Regulations 46-48, Pertaining to the McKinleyville Community Forest – First Reading

Parks and Recreation Director Frisbee presented the item.

Shawn Fife, Kevin Creed, Twila Sanchez, Charlie Caldwell, and Lyle Rychlik gave public comment regarding the regulation of e-bikes.

Parks and Recreation Director Frisbee read public comment from Jane Fusek regarding the regulation of e-bikes.

Board Discussion ensued.

Motion: It was moved to approve the First Reading of Ordinance 2024-01, by title only.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.3 Review Information for the Draft Capital Improvement Plan for the Operational Funds: Water, Wastewater, and Streetlights, FY2024-25

Operations Director Henry presented the item.

Board members asked clarifying questions.

This was an informational item. No action was taken.

E.4 Consider Joining the ACWA (Association of California Water Agencies) Coalition Supporting ACWA-Sponsored AB 2257

General Manager Kaspari overviewed the item.

The Board held a brief discussion.

Motion: It was moved to authorize the General Manager to sign on to join the ACWA coalitions supporting ACWA-Sponsored AB-2257 on behalf of the District.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Biteman):** Director Binder had nothing to report further than that in Parks and Recreation Director Frisbee's staff report.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Director Biteman gave a brief update from the January meeting of the RREDC.
- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief report on the activities of the Senior Center.
- e. **Audit and Finance (Orsini/Biteman):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Binder gave a brief report out of the February 28, 2024 meeting.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Director Mayo and Director Orsini gave a brief report out of the February 20, 2024 meeting.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. **Finance and Administration Department:** No further comments.
- b. **Operations Department (James Henry):** No further comments
- c. **Parks & Recreation Department (Lesley Frisbee):** No further comments.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari gave updates on the 4.5 Million Gallon Tank Project and the Mad River Pipeline Project.

F.4 PRESIDENT'S REPORT: President Binder gave a brief report from the Board attendance the signage dedication at Lhiwetgut on February 13, 2024 and gave comment on the recent article about the McKinleyville Community Forest in the February 29th, 2024 issue of the North Coast Journal.

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

G. ADJOURNMENT:

Meeting Adjourned at 7:41 p.m.

Joseph Blaine, Board Secretary

**McKinleyville Community Services District
Treasurer's Report
February 2024**

Table of Contents

Page 2	Activity Summary by Fund with Selected Graphic Comparisons
Page 9	Cash Disbursement Report

Ratios

as of February 29, 2024

- Utility Accounts Receivable Turnover Days	<table border="1"><tr><td>11</td></tr></table>	11
11		
- YTD Breakeven Revenue, Water Fund:	<table border="1"><tr><td>\$ 2,270,702</td></tr></table>	\$ 2,270,702
\$ 2,270,702		
- YTD Actual Water Sales:	<table border="1"><tr><td>\$ 2,855,591</td></tr></table>	\$ 2,855,591
\$ 2,855,591		
- Days of Cash on Hand-Operations Checking/MM	<table border="1"><tr><td>262</td></tr></table>	262
262		

**McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
February 2024**

					% Year Remaining:		33.33%		
Department Summaries	February	% of Year 66.67% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Total Budget	Remaining		Notes
							Budget	Budget %	
Water									
Water Sales	356,024	2,855,591	2,866,667	(11,076)	-0.39%	4,300,000	1,444,409	33.59%	
Other Revenues	7,447	112,938	289,967	(177,029)	-61.05%	434,950	322,012	74.03%	
Total Operating Revenues	363,471	2,968,528	3,156,634	(188,106)	-5.96%	4,734,950	1,766,422	37.31%	
Salaries & Benefits	106,386	860,999	932,995	(71,996)	-7.72%	1,399,492	538,493	38.48%	Budget spread evenly across 12 months, but actuals vary by schedule
Water Purchased	105,184	857,418	846,932	10,486	1.24%	1,270,398	412,980	32.51%	
Other Expenses	39,769	461,239	545,200	(83,961)	-15.40%	817,800	356,561	43.60%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Depreciation	33,333	266,664	266,667	(3)	0.00%	400,000	133,336	33.33%	
Total Operating Expenses	284,672	2,446,321	2,591,794	(145,473)	-5.61%	3,887,690	1,441,369	37.08%	
Net Operating Income	78,798	522,208	564,840	(333,579)		847,260	325,052		
Grants	-	341,587	4,675,000	(4,333,414)		7,012,500	6,670,914	95.13%	
Interest Income	21,093	151,278	(33,333)	184,611	-553.84%	(50,000)	(201,278)	402.56%	
Interest Expense	(73,550)	(73,550)	(226,901)	(153,351)	-67.58%	(340,351)	(266,801)	78.39%	
Total Non-Operating Income	(52,457)	419,315	4,414,766	(4,302,153)		6,622,149	6,202,834		
Net Income (Loss)	26,341	941,522	4,979,606	(4,635,732)		7,469,409	6,527,887		
Wastewater									
Wastewater Service Charges	363,614	2,829,201	2,800,000	29,201	1.04%	4,200,000	1,370,799	32.64%	
Other Revenues	12,457	162,292	394,061	(231,769)	-58.82%	591,092	428,800	72.54%	
Total Operating Revenues	376,071	2,991,493	3,194,061	(202,568)	-6.34%	4,791,092	1,799,599	37.56%	
Salaries & Benefits	112,178	1,052,202	977,828	74,374	7.61%	1,466,742	414,540	28.26%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Other Expenses	71,874	559,775	733,533	(173,758)	-23.69%	1,100,300	540,525	49.13%	
Depreciation	125,000	1,000,000	1,000,000	-	0.00%	1,500,000	500,000	33.33%	
Total Operating Expenses	309,051	2,611,977	2,711,361	(99,384)	-3.67%	4,067,042	1,455,065	35.78%	
Net Operating Income	67,020	379,516	482,700	(103,184)		724,050	344,534		
Grants		68,068	523,667	(455,599)	-87.00%	785,500	717,432	91.33%	
Interest Income	26,318	199,917	(33,333)	233,250	-699.76%	(50,000)	(249,917)	499.83%	
Interest Expense	-	-	(237,511)	(237,511)	-100.00%	(356,267)	(356,267)	100.00%	
Total Non-Operating Income	26,318	267,985	252,823	(15,162)		379,233	111,248	29.34%	
Net Income (Loss)	93,338	647,500	735,523	(88,023)		1,103,283	455,783		
Enterprise Funds Net Income (Loss)	119,679	1,589,023	5,715,129	(4,126,106)		8,572,692	6,983,669		

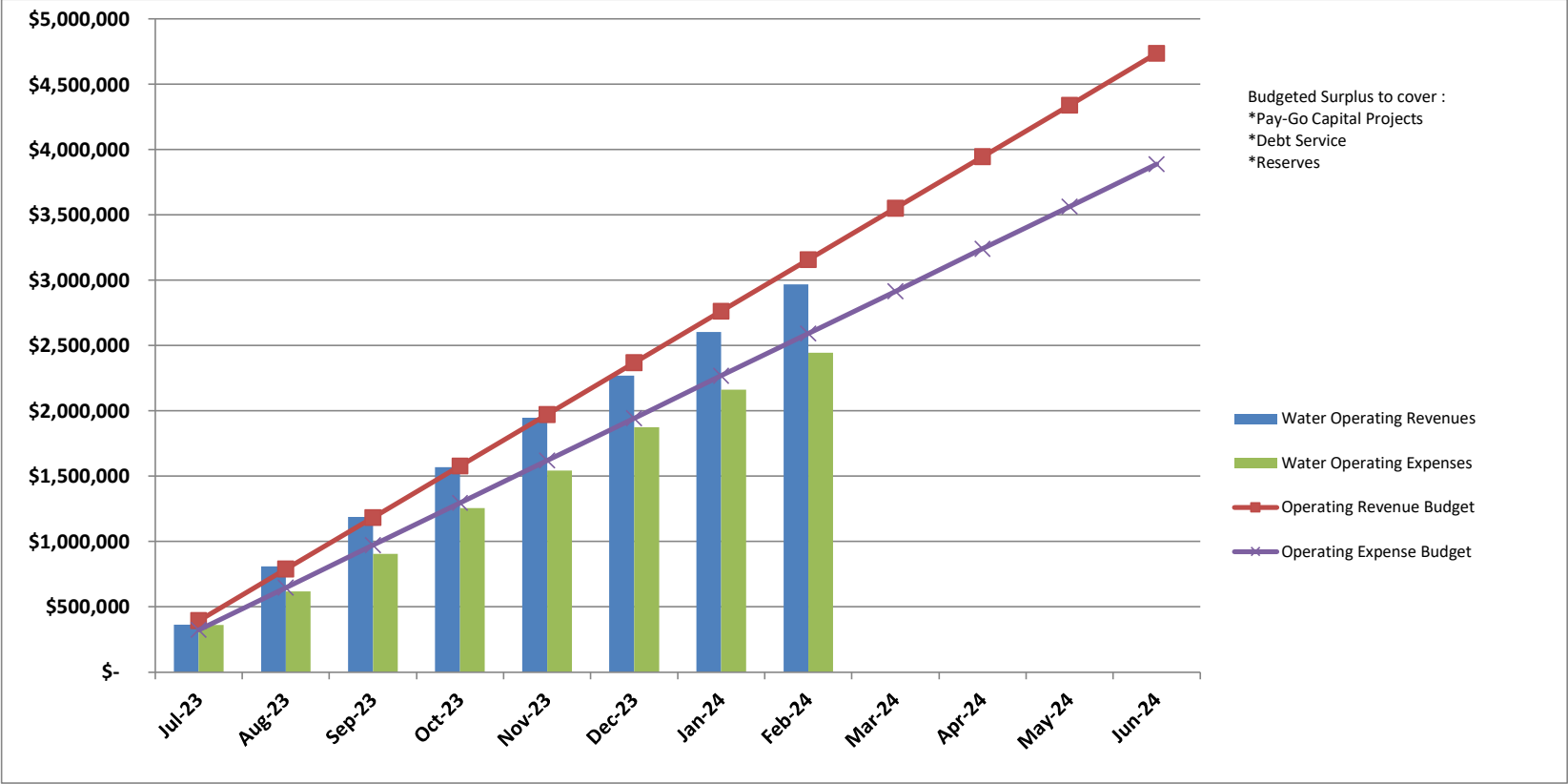
**McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
February 2024**

					% Year Remaining:		33.33%			
Department Summaries	February	% of Year 66.67% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Total Budget	Remaining		Notes	
							Budget	Budget %		
*Parks & Recreation										
Program Fees	49,664	219,708	204,353	15,355	7.51%	306,530	86,822	28.32%	Budget spread evenly across 12 months, but actuals vary by schedule	
Rents & Facility Related Fees	5,659	57,269	57,213	56	0.10%	85,819	28,550	33.27%		
Property Taxes	-	364,401	515,784	(151,383)	-29.35%	773,676	409,275	52.90%	Estimated based on FY22-23 and Approved FY23-24 Budget	
Other Revenues	12,267	195,134	125,367	69,767	55.65%	188,050	(7,084)	-3.77%	Budget spread evenly across 12 months, but actuals vary by schedule	
Interest Income	19,659	129,695	26,667	103,028	386.35%	40,000	(89,695)	-224.24%		
						620,399				
Total Revenues	87,249	966,207	929,384	36,823	3.96%	1,394,075	427,868	30.69%		
Salaries & Benefits	97,169	746,678	584,783	161,895	27.68%	877,174	130,496	14.88%		
Other Expenditures	56,527	445,095	344,554	100,541	29.18%	516,831	71,736	13.88%		
Total Expenditures	153,696	1,191,773	929,337	262,436	28.24%	1,394,005	202,232	14.51%		
Other Financing Sources:										
GI Grant Revenues	-	72,332	749,333	(677,001)	-90.35%	1,124,000	1,051,668	93.56%		
GI Capital Expenditures	-	172,382	1,016,667	(844,285)	-84.06%	1,124,000	951,618	84.66%	Budget spread evenly across 12 months, but actuals vary by project schedule	
Excess (Deficit)	(66,448)	(325,616)	(267,287)	(58,329)		70	1,277,304			
*Measure B Assessment										
Total Revenues	(9)	142,921	154,800	(11,879)	-7.67%	232,200	89,279	38.45%	Estimated based on FY22-23 and Approved FY23-24 Budget	
Salaries & Benefits	6,289	65,673	52,245	13,428	25.70%	78,367	12,694	16.20%	Budget spread evenly across 12 months; actuals vary by maintenance schedule	
Other Expenditures	1,466	15,347	17,634	(2,287)	-12.97%	26,451	11,104	41.98%	Budget spread evenly across 12 months, but actuals vary seasonally	
Capital Expenditures/Loan Repayment	-	-	84,969	(84,969)	-100.00%	127,453	127,453	100.00%	Budget is spread evenly across 12 months. Loan pmts are October & April	
Total Expenditures	7,755	81,020	154,848	(73,828)	-47.68%	232,271	151,251	65.12%		
Excess (Deficit)	(7,764)	61,901	(48)	61,949		(71)	(61,972)			
*Street Lights										
Total Revenues	11,773	91,543	85,733	5,810	6.78%	128,600	37,057	28.82%		
Salaries & Benefits	3,897	30,928	39,249	(8,321)	-21.20%	58,873	27,945	47.47%	Budget spread evenly across 12 months; actuals vary by maintenance schedule	
Other Expenditures	5,102	41,661	29,658	12,003	40.47%	44,487	2,826	6.35%		
Capital Expenditures/Loan Repayment	-	24,139	48,667	(24,528)	-50.40%	73,000	48,861	66.93%	Budget spread evenly across 12 months, but actuals vary by project	
Total Expenditures	8,999	96,728	117,574	(20,846)	-17.73%	176,360	79,632	45.15%		
Excess (Deficit)	2,774	(5,185)	(31,841)	(26,656)		(47,760)	(42,575)			
Governmental Funds Excess (Deficit)	(71,438)	(268,900)	(299,176)	30,276		(47,761)	1,172,757			

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

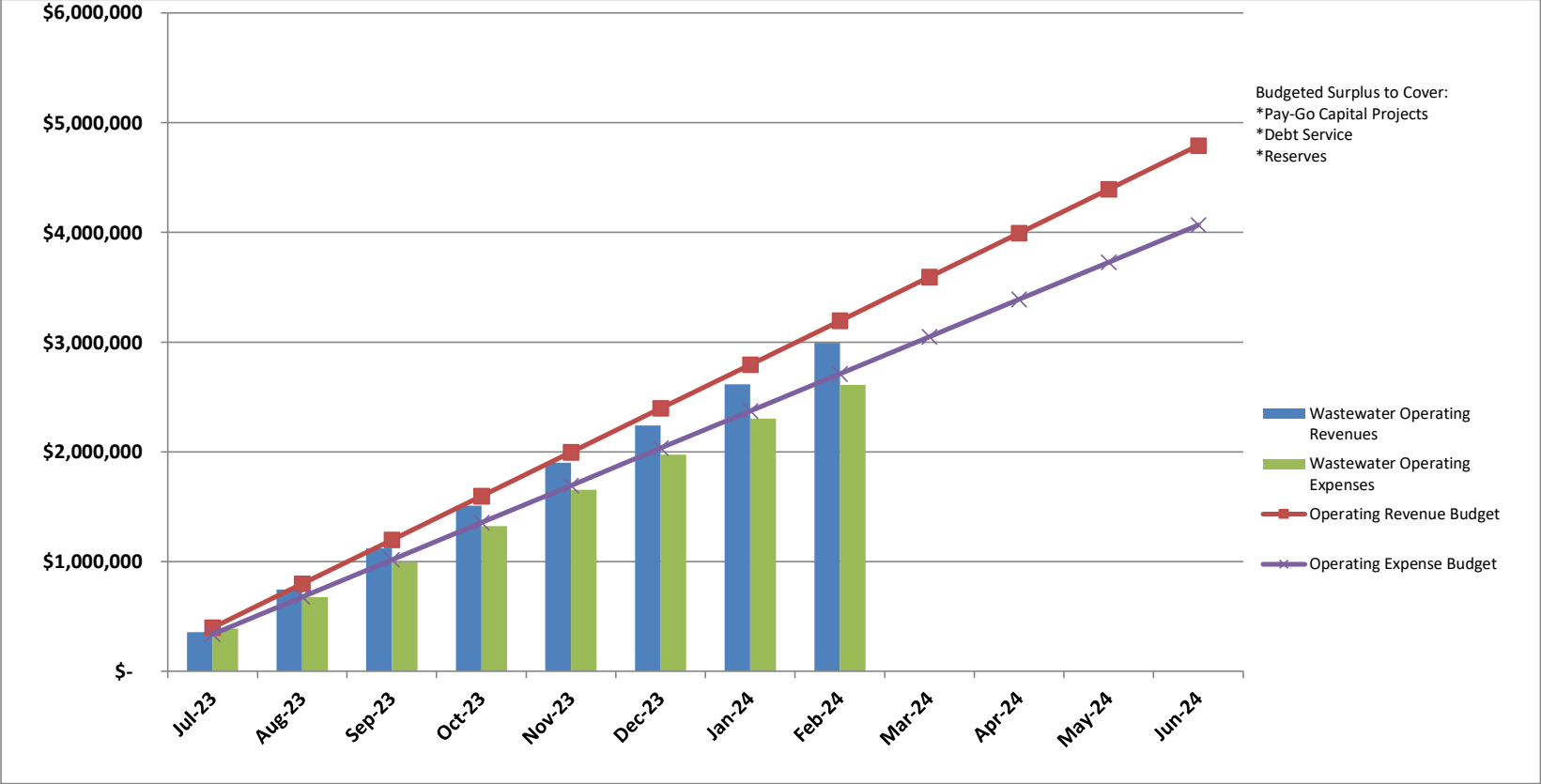
**McKinleyville Community Services District
February 2024**

Comparison of Water Fund Operating Revenues & Expenses to Budget



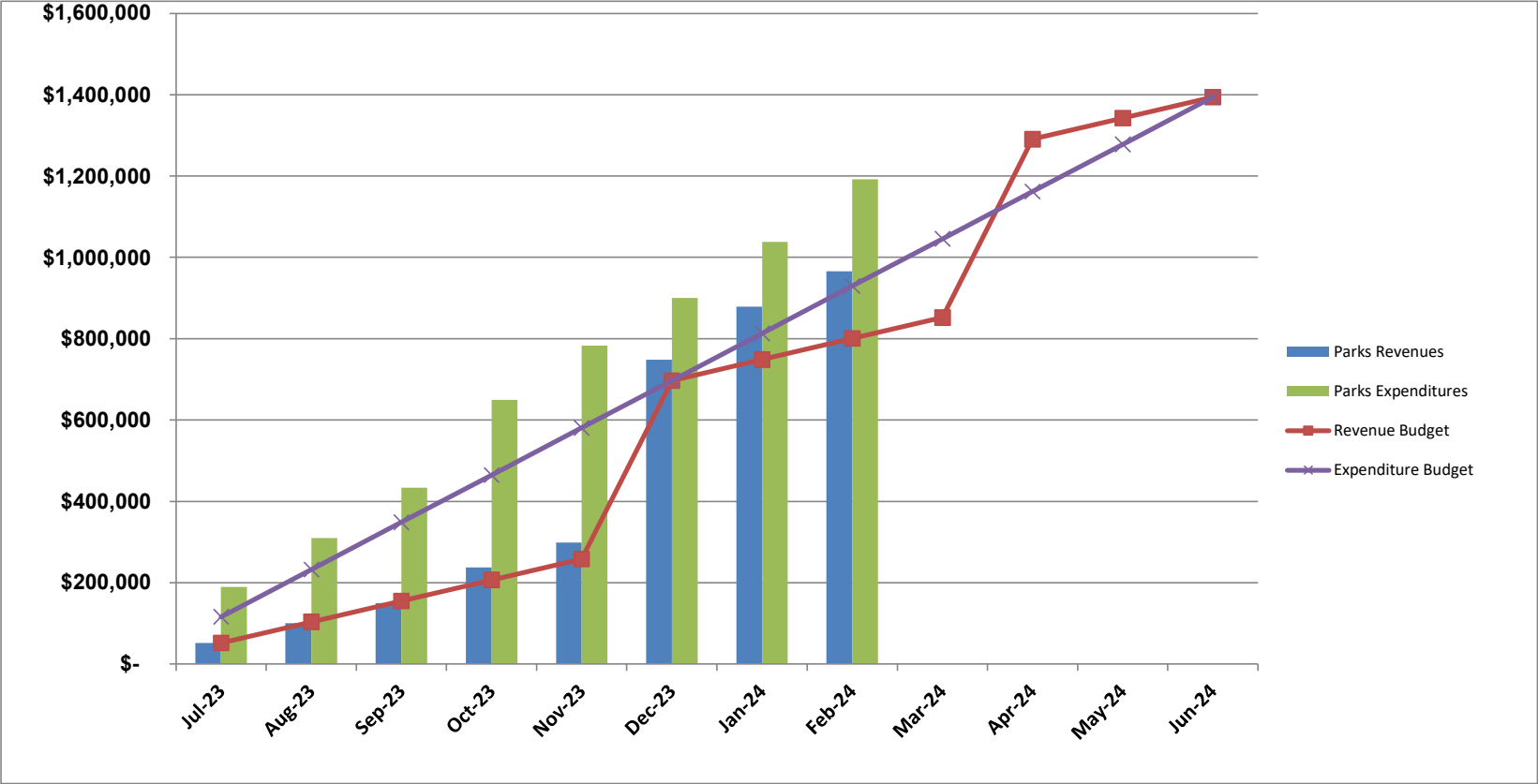
**McKinleyville Community Services District
February 2024**

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



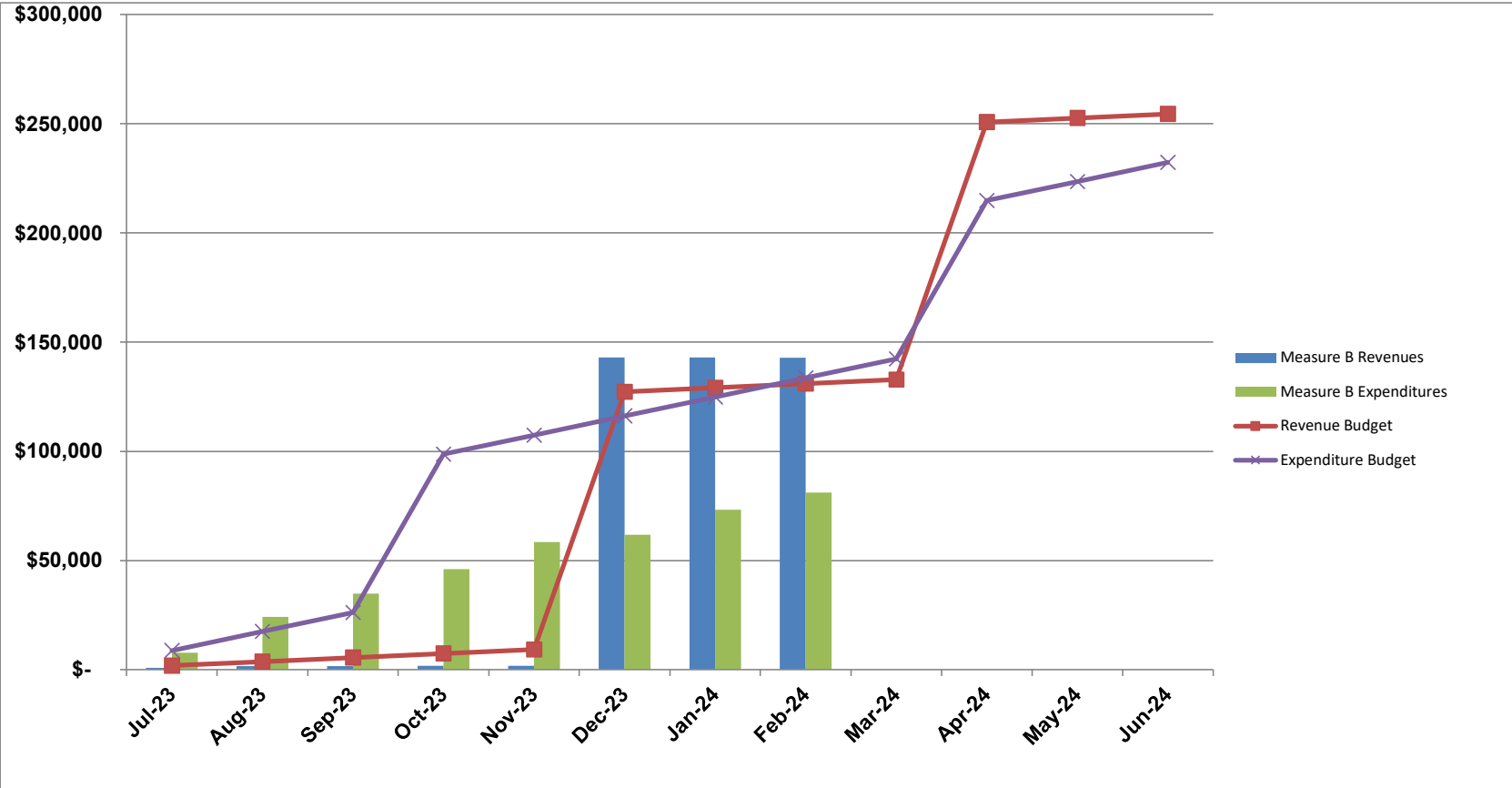
**McKinleyville Community Services District
February 2024**

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



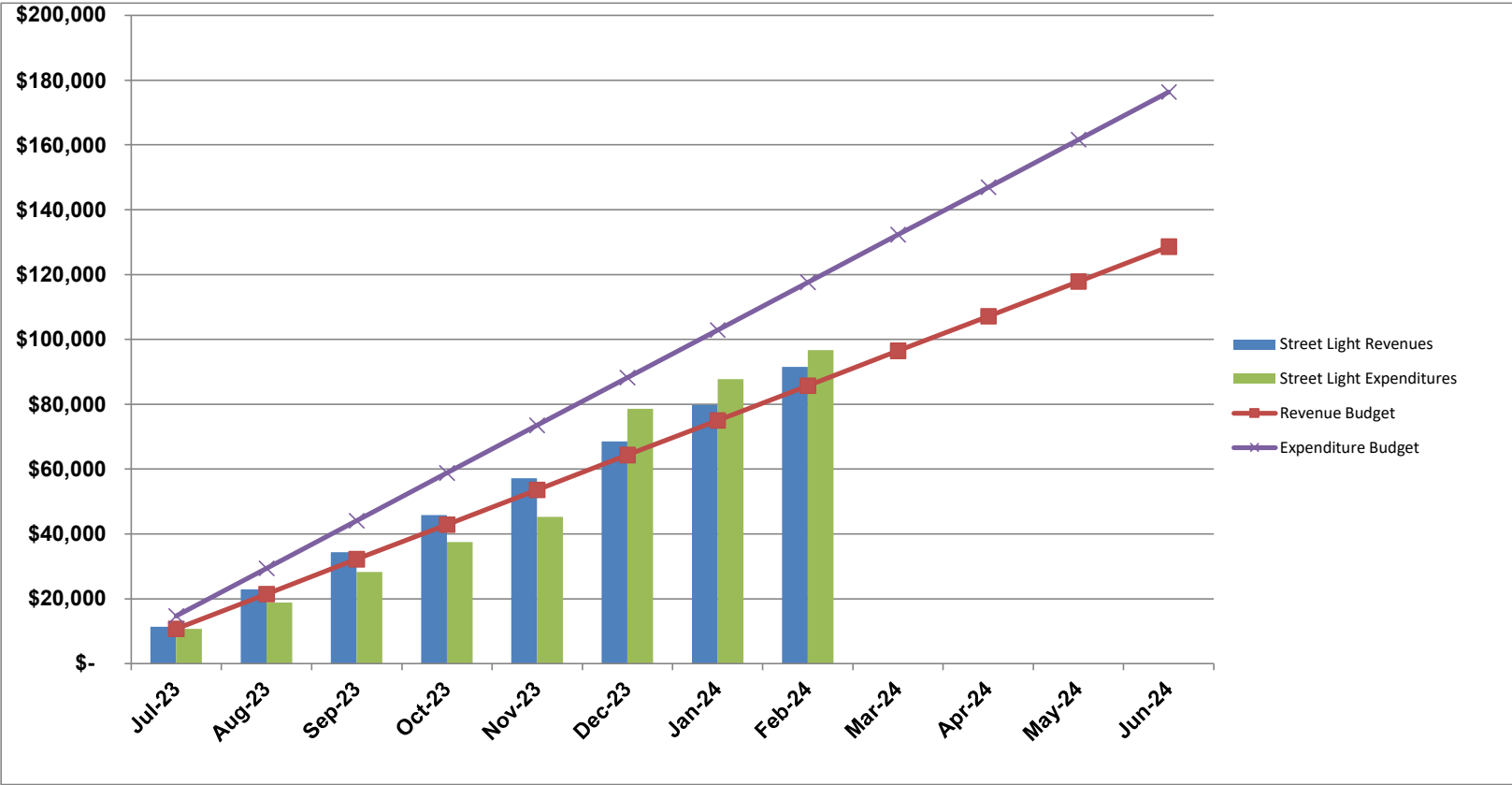
**McKinleyville Community Services District
February 2024**

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District
February 2024**

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District
Cash Disbursement Detail Report
For the Period February 1 through February 29, 2024

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
042021	2/1/2024	BNY01	BNY MELLON TRUST COMPANY,	(73,550.00)	C40104u	Ck# 042021 Reversed
				(1,570.00)	2-2603094u	Ck# 042021 Reversed
				(1,570.00)	2-2603098u	Ck# 042021 Reversed
			<u>Check Total:</u>	<u>(76,690.00)</u>		
042186	2/7/2024	*0212	LIVE SCAN FEE REIMBURSEMENT	35.00	C40207	LIVE SCAN FEE REIMBURSEMENT
042187	2/7/2024	*0213	REFUND OF INTENSITY FEE F	225.00	C40207	REFUND OF INTENSITY FEE F
042188	2/7/2024	70701	707 PEST SOLUTIONS	85.00	67670	795 HILLER RD (EVERY OTHER
				120.00	68683	1656 SUTTER (EVERY OTHER
				175.00	68904	1705 GWIN RD (EVERY OTHER
				150.00	68905	1620 PICKETT RD (EVERY OTHER
			<u>Check Total:</u>	<u>530.00</u>		
042189	2/7/2024	AMA01	AMAZON CAPITAL SERVICES	1,355.44	NYNQ-4RR6	AMAZON PURCHASES
042190	2/7/2024	ANE01	AN ELECTRICIAN INC.	107.50	16989	PROFESSIONAL SERVICES
042191	2/7/2024	BAD01	BADGER METER, Inc.	423.99	80150414	MONTHLY FEE
042192	2/7/2024	BLA01	JOSEPH M. BLAINE	373.00	C40207	TRAVEL (MUNICIPAL CLERK CONF)
042193	2/7/2024	BNY02	THE BANK OF NEW YORK MELLON	1,570.00	2-2603094	REVENUE CERTIFICATES CT21
				1,570.00	2-2603098	REVENUE CERTIFICATES CT21
			<u>Check Total:</u>	<u>3,140.00</u>		
042194	2/7/2024	BOR01	BORGES & MAHONEY CO.	383.61	144949	PARTS/SUPPLIES
				394.48	144976	PARTS/SUPPLIES
				400.54	144993	PARTS/SUPPLIES
			<u>Check Total:</u>	<u>1,178.63</u>		
042195	2/7/2024	CHA03	CHASE INC.	58,124.42	000000437	PIALORSI LOAN PAYMENT
042196	2/7/2024	COA01	COASTAL BUSINESS SYSTEMS	311.55	35844323	LEXMARK XM3250 COPIERS
042197	2/7/2024	GRA02	GRAINGER	73.06	974464407	NIPPLE & COUPLING
				30.60	975729592	BRASS ADAPTER
			<u>Check Total:</u>	<u>103.66</u>		
042198	2/7/2024	HAR03	HARPER MOTORS CO.	111.98	853118/2	UNIT 11 PARTS & LABOR
				93.08	853133/2	PARTS & LABOR (2020 FORD)
			<u>Check Total:</u>	<u>205.06</u>		
042199	2/7/2024	HAR13	The Hartford - Priority A	481.95	186041730	GRP. HEALTH INS
042200	2/7/2024	HAY01	BRAD HAYMAN	140.02	C40207	SAFETY REIMB BOOTS
042201	2/7/2024	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTR	105,610.65	C40207	WTR PURCHASED
042202	2/7/2024	HUM08	HUMBOLDT SANITATION	733.15	41X02642	1620 PICKETT RD TRASH SERVICE
042202	2/7/2024	HUM08	HUMBOLDT SANITATION	989.15	41X02643	1656 SUTTER TRASH SERVICE
				733.15	41X02644	1705 GWIN RD TRASH SERVICE
				365.40	41X02645	675 HILLER RD TRASH SERVICE
			<u>Check Total:</u>	<u>2,820.85</u>		
042203	2/7/2024	IND02	INDUSTRIAL ELECTRIC SERVICE	224.38	IN49438	KELLY GENERATOR CORD

			217.00	IN49490	B ST GENERATOR PLUG
		Check Total:	441.38		
042204	2/7/2024 INF03	INFINITE CONSULTING SERVICE	4,381.29	11508	MONTHLY HOSTING FEE
042205	2/7/2024 KEN02	KENNEDY/JENKS CONSULTANTS	30,400.73	169328	4.5MG TANK PROJ
			7,319.50	169329	MCCLUSKI TANK PROJ
		Check Total:	37,720.23		
042206	2/7/2024 KUB01	ETSUKO KUBO CONSULTING	605.00	2404.4	COACHING SESSION
042207	2/7/2024 MAY03	DENNIS MAYO	118.00	C40207	TRAVEL (ACWA REGION 1, 2/
			197.50	C40208	TRAVEL (ACWA DC, 2/27/24-
		Check Total:	315.50		
042208	2/7/2024 MCK01	MCKINLEYVILLE CHAMBER OF COMMERCE	82.00	6827	ANNUAL MEMBERSHIP FEES
042209	2/7/2024 MCK02	MCKINLEYVILLE GLASS CO.	395.00	50527	GARAGE DOOR (TEEN CENTER)
042210	2/7/2024 MCK04	MCK ACE HARDWARE	399.94	C40206	REPAIRS/SUPPLY
042211	2/7/2024 MDG01	MELTON DESIGN GROUP INC	11,200.07	6456	BMX TRACK AND PARK
042212	2/7/2024 MEN01	MENDES SUPPLY CO.	1,341.79	C40206	REPAIRS/SUPPLY
042213	2/7/2024 MIL01	Miller Farms Nursery	526.81	C40206	REPAIRS/SUPPLY
042214	2/7/2024 MIL03	THE MILL YARD	489.38	C40206	PARTS AND SUPPLIES
042215	2/7/2024 MIT01	MITCHELL LAW FIRM	1,424.50	2903	LEGAL SERVICES
			313.50	2904	LEGAL SERVICES
		Check Total:	1,738.00		
042216	2/7/2024 NOR01	NORTH COAST LABORATORIES	5,015.00	C40206	LAB TESTS
042217	2/7/2024 NOR13	NORTHERN CALIFORNIA SAFETY CONSORTIUM	120.00	29646	MONTHLY FEE
042218	2/7/2024 NOR35	NORTHERN HUMBOLDT	998.92	ES24-083	WEEDING AND MULCHING CENTRAL
			919.36	ES24-084	GROUNDWORK PIERSON PARK
		Check Total:	1,918.28		
042219	2/7/2024 ORE01	O'REILLY AUTOMOTIVE, INC.	40.20	37-184406	BLDRNR BELT + FREIGHT
042220	2/7/2024 PAC05	PACIFIC ECORISK	1,040.74	19552	TOXICITY TESTING
			3,517.74	19553	TOXICITY TESTING
		Check Total:	4,558.48		
042221	2/7/2024 PGE01	PG & E (Office & Field)	34,963.50	C40207	GAS & ELECTRIC
042222	2/7/2024 SOL01	SOLO SPORTS	3,151.93	24-0007	YOUTH SPORTS SHIRTS
			74.87	24-0014	YOUTH SPORTS SHIRTS
		Check Total:	3,226.80		
042223	2/7/2024 STR01	STREAMLINE	375.00	F9E7-0040	SUBSCRIPTIONS
042224	2/7/2024 THO02	Thomas Home Center	177.07	C40206	REPAIRS/SUPPLY
042225	2/7/2024 UMP01	UMPQUA COMMERCIAL CARD OP	67.41	0224BD	TRAVEL/TRAINING/SUPPLIES
			9.43	0224DS	TRAVEL/TRAINING/SUPPLIES
			2,350.18	0224JH	TRAVEL/TRAINING/SUPPLIES
			301.14	0224LF	TRAVEL/TRAINING/SUPPLIES
			805.56	0224NA	TRAVEL/TRAINING/SUPPLIES
			279.56	0224PK	TRAVEL/TRAINING/SUPPLIES
			226.53	0224PARKS	TRAVEL/TRAINING/SUPPLIES
		Check Total:	4,039.81		

042226	2/7/2024	VAL01	VALLEY PACIFIC PETROLEUM	1,205.65	24-726698	GAS/OIL/LUBE
042227	2/7/2024	VAL02	VALLEY PACIFIC PETROLEUM	4,397.83	24-726142	GAS/OIL/LUBE
042228	2/7/2024	\L016	MQ CUSTOMER REFUND FOR LE	35.98	000C40201	MQ CUSTOMER REFUND FOR LE
042229	2/7/2024	\N007	MQ CUSTOMER REFUND FOR NA	35.98	000C40201	MQ CUSTOMER REFUND FOR NA
042230	2/7/2024	\N008	MQ CUSTOMER REFUND FOR NE	13.52	000C40201	MQ CUSTOMER REFUND FOR NE
042231	2/7/2024	\P008	MQ CUSTOMER REFUND FOR PE	18.79	000C40201	MQ CUSTOMER REFUND FOR PE
042232	2/7/2024	\S031	MQ CUSTOMER REFUND FOR ST	6.98	000C40201	MQ CUSTOMER REFUND FOR ST
042233	2/7/2024	\V008	MQ CUSTOMER REFUND FOR VA	147.07	000C40201	MQ CUSTOMER REFUND FOR VA
042234	2/7/2024	\W015	MQ CUSTOMER REFUND FOR WA	67.21	000C40201	MQ CUSTOMER REFUND FOR WA
042235	2/9/2024	BNY01	BNY MELLON TRUST COMPANY,	57,387.50	C40209	LOAN CT2124633
042236	2/15/2024	*0030	LIFE LINE SCREENING	100.00	C40214	SECURITY DEPOSIT (HEWITT RM)
042237	2/15/2024	*0214	SECURITY DEPOSIT (HEWITT RM) JS	100.00	C40214	SECURITY DEPOSIT (HEWITT RM) JS
042238	2/15/2024	ACW01	CB&T/ACWA-JPIA	19,837.49	0701893	GRP. HEALTH INS
042239	2/15/2024	ALV04	REIMBURSE COBRA COVERAGE	1,666.83	C40214	REIMBURSE COBRA COVERAGE
042240	2/15/2024	CHA06	CHARLESTON TREE SERVICE	3,600.00	8837	TREE REMOVAL - KJER
042241	2/15/2024	COA01	COASTAL BUSINESS SYSTEMS	1,057.85	35932911	OFFC EQUIP LEASE
042242	2/15/2024	COA02	COASTAL BUSINESS SYSTEMS	2,582.00	AR155029	CONTRACT CN1262-01 (DOCSTAR)
042243	2/15/2024	CRA01	CRAWFORD & ASSOCIATES, INC	4,168.39	40464	4.5MG TANK PROJ
042244	2/15/2024	DEL02	DELFINO, MADDEN, O'MALLEY	5,415.00	157287	PROFESSIONAL SERVICES
042245	2/15/2024	DEP05	DEPARTMENT OF JUSTICE	256.00	712264	FINGERPRINTING
042246	2/15/2024	EUR06	EUREKA READY MIX	507.11	92455	4000PSI + SHORT LOAD
042247	2/15/2024	FED01	FedEx Office	434.87	840431723	LAB SHIPPING
042248	2/15/2024	GHD01	GHD	174.26	0-0043849	ON-CALL GRANT ADMINISTRATION
042249	2/15/2024	HAR03	HARPER MOTORS CO.	376.79	853423	PARTS & LABOR (2002 FORD)
042250	2/15/2024	IND01	INDEPENDENT BUS. FORMS	53.48	42945	BUSINESS CARDS (DENNIS MAYO)
042251	2/15/2024	IND02	INDUSTRIAL ELECTRIC SERVICE	29.08	IN49543	WWMF SURGE TANK
				43.39	IN49559	LIGHT FOR LIGHT TOWER
			Check Total:	72.47		
042252	2/15/2024	INF02	INFOSEND	3,508.29	255332	MAILING AND POSTAGE
042253	2/15/2024	MCK03	MCKINLEYVILLE OFFICE SUPPLY	12.66	55243	WATER DIAGRAM COPY
				63.78	55251	SHIPPING AP CHECKS TO BNY
			Check Total:	76.44		
042254	2/15/2024	MER03	MERCER, FRASER COMPANY	595,617.22	C40214	4.5MG TANK MONTHLY PAYMENT
042255	2/15/2024	MER04	MERCER FRASER ESCROW48611	31,348.28	C40214	CIP: 4.5M TANK DESIGN.CON

042256	2/15/2024	MES01	KIRSTEN MESSMER	53.39	C40214	FEB 2024 MORALE BOOSTER
042257	2/15/2024	MIT02	MITEL	826.89	46134388	USAGE & FEES
042258	2/15/2024	ORE01	O'REILLY AUTOMOTIVE, INC.	24.77	37-184396	EPOXY FOR PUMP#1 @ FISCH
				35.53	37-185204	SMALL TOOLS
				73.24	37-185275	SMALL TOOLS
				17.06	37-185427	AIR FILTER (UNIT 15)
				30.69	37-185434	FILTER CLAMP (UNIT 15)
			Check Total:	181.29		
042259	2/15/2024	PGE10	PG&E STREETLIGHTS	6.48	C40214	GAS & ELECTRIC S.L.- ZONE
042260	2/15/2024	SHA03	SHAW LAW GROUP	7,307.50	44655	PROFESSIONAL SERVICES
042261	2/21/2024	*0215	CUSTOMER REFUND SKATE CAMP	144.00	C40221	CUSTOMER REFUND SKATE CAMP
042262	2/21/2024	AIR01	AIRGAS USA, LLC.	117.91	505735671	RENT CY1 ACE/OXY
042263	2/21/2024	ATT04	AT&T	860.81	361486802	TELEMETRY
042264	2/21/2024	COR01	CORBIN WILLITS SYSTEMS, INC	1,095.36	C402151	SUBSCRIPTIONS
042265	2/21/2024	FED01	FedEx Office	456.04	841114037	LAB TESTS TREATMENT
042266	2/21/2024	FED02	C.J. BROWN & COMPANY CPAS	7,005.00	C40220	ACCT. / AUDIT
042267	2/21/2024	GHD01	GHD	2,713.38	800046087	MCSO CENTRAL AVE WATER/SE
042268	2/21/2024	GRA02	GRAINGER	384.75	016251945	BUTTERFLY VALVE
042269	2/21/2024	HAR03	HARPER MOTORS CO.	93.03	853364/2	PARTS AND LABOR
				336.57	853395/2	PARTS AND LABOR
				97.87	853432/2	PARTS & LABOR
				93.00	853440/2	PARTS & LABOR
				97.87	853464/2	PARTS & LABOR
			Check Total:	718.34		
042270	2/21/2024	HUM17	HUMBOLDT COUNTY DEPT.	458.70	C40221	MCKLUSKI HILL
042271	2/21/2024	JLM01	JLM FREEDOM ELECTRIC	170.00	347	LABOR DIAGNOSE STREETLIGHT
042272	2/21/2024	KEN04	KENNEDY SOLUTIONS	1,049.00	1005	SUBSCRIPTIONS
042273	2/21/2024	KER01	KERNEN CONSTRUCTION	288.12	27610	1" OVERBURDEN
				150.68	27617	1 1/2 MINUS QUARRY ROCK
			Check Total:	438.80		
042274	2/21/2024	MCB02	BILL MCBROOME	50.83	C40221	EMPLOYEE REIMBURSEMENT MO
042275	2/21/2024	MUD01	MUDDY WATERS COFFEE CO.,INC	80.00	136525409	OFFICE SUPPLIES - COFFEE
042276	2/21/2024	NOR03	LOOMIS BASIN EQUINE MEDIC	645.00	1442740	REPAIRS/SUPPLY TREATMENT
042277	2/21/2024	PAC01	PACIFIC UNION SCHOOL PTO	1,427.00	C40221	MIDDLE SCHOOL DANCE 2-9-2
042278	2/21/2024	THA01	THATCHER COMPANY, INC.	7,171.60	100101702	SO2 TON
042279	2/21/2024	THR02	DAZEY'S SUPPLY	45.24	5759	REPAIRS/SUPPLY TREATMENT
				52.13	5768	REPAIRS/SUPPLY TREATMENT
			Check Total:	97.37		
042280	2/21/2024	TIM01	TIMES-STANDARD	194.75	6805775	ADS/MARKETING
042281	2/21/2024	WEI02	EMPLOYEE REIMBURSEMENT MO	33.03	C40221	EMPLOYEE REIMBURSEMENT MO

042282	2/21/2024	WES13	FEB 2024 NEWSLETTER PRINT	1,117.37	30580	FEB 2024 NEWSLETTER PRINT
042283	2/21/2024	YOU01	EMPLOYEE REIMBURSEMENT FI	84.00	C40221	EMPLOYEE REIMBURSEMENT FI
042284	2/28/2024	*0216	DEPOSIT REFUND (KITCHEN @	100.00	C40227	DEPOSIT REFUND (KITCHEN @
042285	2/28/2024	GHD01	GHD	511.06	0-0046223	CENTRAL AVE WATER & SEWER
				1,311.63	0-0046479	SWSRF GRANT APP RECYCLED
			Check Total:	1,822.69		
042286	2/28/2024	HUM18	HUMBOLDT AREA CHAPTER CSD	50.00	C40227	ANNUAL DUES 2024
042287	2/28/2024	MAY02	DENNIS MAYO	125.00	C40227	DIRECTORS FEES
042288	2/28/2024	ORE01	O'REILLY AUTOMOTIVE, INC.	34.11	37-186569	AIR FILTERS (UNIT 3 + UNIT)
042289	2/28/2024	PGE05	PG&E-STREETLIGHTS	696.48	C40228	GAS & ELECTRIC S.L.- ZONE
042290	2/28/2024	PGE06	PG&E-STREETLIGHTS	31.47	C40227	GAS & ELECTRIC S.L.- ZONE
042291	2/28/2024	PGE07	PG&E STREETLIGHTS	1,993.67	C40227	GAS & ELECTRIC
042292	2/28/2024	PGE08	PG&E-STREETLIGHTS	30.54	C40227	GAS & ELECTRIC S.L.- ZONE
042293	2/28/2024	PGE09	PG&E-STREETLIGHTS	152.80	C40227	GAS & ELECTRIC S.L.- ZONE
042294	2/28/2024	PGE13	PG&E	12.41	C40228	GAS & ELECTRIC OPEN SPACE
042295	2/28/2024	SMA01	DREW SMALL	204.67	C40227	EMPLOYEE REIMB (SAFETY)
042296	2/28/2024	STO06	PATRICK KYLE STONE	16.25	C40227	REIMBURSEMENT (GRINDING WHEEL
042297	2/28/2024	TPX01	TPX COMMUNICATIONS	2,871.44	7611645-0	INTERNET SERVICES
D00093	2/28/2024	BIN01	BINDER, SCOTT	125.00	C40227	DIRECTORS FEES
				125.00	C40227	DIRECTORS FEES
				125.00	C40227	DIRECTORS FEES
				125.00	C40227	DIRECTORS FEES
			Check Total:	500.00		
Total Disbursements Accounts Payable:				990,346.65		

Payroll Related Disbursements

19668	2/8/2024	CAL12	CalPERS 457 Plan	415.13	C40131	RETIREMENT
				7,586.17	C40208	RETIREMENT
				562.07	1C40208	PERS 457 LOAN PMT
			Check Total:	8,563.37		
19669	2/8/2024	DIR01	DIRECT DEPOSIT VENDOR- US	43,878.61	C40208	Direct Deposit
19670	2/8/2024	EMP01	Employment Development	80.14	C40131	STATE INCOME TAX
19670	2/8/2024	EMP01	Employment Development	21.38	C40205	STATE INCOME TAX
				2,593.31	C40208	STATE INCOME TAX
				45.66	1C40131	SDI
				14.65	1C40205	SDI
				1,107.19	1C40208	SDI
				207.14	2C40131	STATE INCOME TAX
				34.52	3C40131	SDI
			Check Total:	1,348.85		
19671	2/8/2024	HEA01	HEALTHEQUITY, ATTN: CLIEN	65.00	C40208	HSA
19672	2/8/2024	HUM29	UMPQUA BANK--PAYROLL DEP.	243.52	C40131	FEDERAL INCOME TAX
				123.06	C40205	FEDERAL INCOME TAX

			9,516.52	C40208	FEDERAL INCOME TAX
			501.74	1C40131	FICA
			165.16	1C40205	FICA
			12,509.32	1C40208	FICA
			117.34	2C40131	MEDICARE
			38.62	2C40205	MEDICARE
			2,925.52	2C40208	MEDICARE
			690.45	3C40131	FEDERAL INCOME TAX
			389.16	4C40131	FICA
			91.02	5C40131	MEDICARE
		Check Total:	27,311.43		
19673	2/8/2024	ACW01 CB&T/ACWA-JPIA	62,602.98	C40131	MED-DENTAL-EAP INSUR
19674	2/8/2024	PUB01 Public Employees PERS	27,866.12	C40131	PERS PAYROLL REMITTANCE
19717	2/22/2024	CAL12 CalPERS 457 Plan	7,346.18	C40222	RETIREMENT
			562.07	1C40222	PERS 457 LOAN PMT
		Check Total:	7,908.25		
19718	2/22/2024	DIR01 DIRECT DEPOSIT VENDOR- US	43,702.63	C40222	Direct Deposit
19719	2/22/2024	EMP01 Employment Development	2,398.01	C40222	STATE INCOME TAX
			1,062.09	1C40222	SDI
		Check Total:	3,460.10		
19720	2/22/2024	HEA01 HEALTHEQUITY, ATTN: CLIEN	65.00	C40222	HSA
19721	2/22/2024	HUM29 UMPQUA BANK--PAYROLL DEP.	9,016.12	C40222	FEDERAL INCOME TAX
			12,034.92	1C40222	FICA
			2,814.66	2C40222	MEDICARE
		Check Total:	23,865.70		
		Total Disbursements, Payroll:	253,393.18		
		Total Disbursements:	1,243,739.83		

McKinleyville Community Services District

BOARD OF DIRECTORS

April 3, 2024

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

Staff recommends that the Board authorize staff to provide the listed customers with formal notice that their water service will be discontinued in one month if they have not come into compliance with state law regarding water service cross-connection in accordance with MCSD Rules 7 and 10.

Discussion:

Customers listed below are currently not in compliance with State Law regarding cross connection control for water customers with an alternate water supply. These customers have been notified of their respective violations, as noted, and have been provided notification of this meeting.

1st Notice	February 6, 2024
10 Day Notice	March 20, 2024
Board Meeting	April 3, 2024
Lock	May 6, 2024
Route 1 & 7	

Account #	Address
1-140-000	2550 Sunnygrove
7-660-000	991 Mary Road

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 3, 2024

TYPE OF ITEM: **ACTION**

ITEM: D.4 **Approve Conveyance of Water, Sewer and Street Lights Facilities Related to Washington Terrace Subdivision**

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

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

Recommendation:

Adopt conveyance of the facilities as recommended by staff included in **Attachment 1** as listed by name and located on APN 508-242-044. All facilities will become the property of the District and will be maintained by District personnel.

Discussion:

All subdivisions that install facilities such as water mains and services, sewer mains and laterals, and streetlights when required, are eventually completed and dedicated to the McKinleyville Community Services District (MCSD). These projects are brought to the Board during the application phase for approval, prior to the start of the project. All facilities are constructed to District Specifications, tested, and inspected, prior to a letter being sent to the County Public Works for approval and the recordation of the final map.

Upon Board approval of the conveyance, Staff sends a final letter of approval that starts the date for the one-year warranty period. If any defects are in evidence during this first year, it is the responsibility of the developer/contractor to remedy the problem. After a period of one-year the District is responsible to make repairs unless fraud and/or gross negligence is evident.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

A valuation of all infrastructure included in the conveyance will be added to the MCSD Capitol Asset Inventory.

Environmental Requirements:

All environmental have been completed by developer prior to construction.

Exhibits/Attachments:

- Attachment 1 – Agreement for Conveyance and Acceptance of Washington Terrace Subdivision System

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AGREEMENT FOR CONVEYANCE AND ACCEPTANCE OF
WASHINGTON SUBDIVISION SYSTEM

This Agreement is made by and between the MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, hereinafter referred to as “McKinleyville” and Jim Furtado, hereinafter referred to as “Developer”, this 3rd day of April, 2024.

- 1. Developer hereby grants and conveys to McKinleyville that certain Washington Subdivision mainline extension system constructed and owned by Developer which system is described as follows and includes all related appurtenances:

Water System:

- 790 ft of 6” Water main
- 2 6” Gate Valves
- 1 Fire Hydrant Assembly
- 2 2” Blow off assembly
- 40 Single 1” Water Services
- 168 ft of 8” Water Main
- 2 8” Gate Valves
- 1 10” Gate Valve
- 1 1” Air Relief Valve

Sewer System:

- 1026 ft of 6” Sewer Main
- 3 Sewer Manhole
- 2 Mainline C.O.
- 40 Sewer Laterals
- 40 Sewer Lateral Clean Outs

Streetlights

- 6 Streetlights

The facilities are located on AP# 508-242-044 and are more specifically described in the service application dated April 25, 2022. Together with an easement 20 feet in width and the right to lay, construct, reconstruct, install, replace, operate, repair, remove, alter, inspect, and maintain pipes, pipelines, facilities and appurtenances for water, sewer and other public utility services and facilities, together with the free right of ingress and egress thereto, and such other rights and benefits necessary and convenient to GRANTEE’S full use and enjoyment of the rights herein granted.

- 2. McKinleyville accepts the grant and conveyance from Developer of said Streetlights, Water and Sewer system and agrees to maintain and operate it as part of its MCSD Distribution and Collection system, with the understanding that defects discovered during a 1-year Warranty Period starting from the date of the final Completion Letter shall be repaired by the Developer.

IN WITNESS WHEREOF the parties hereto have executed this agreement effective the date first above written.

Developer

McKinleyville Community Services District

Scott Binder, Board President

Joey Blaine, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 3, 2024

TYPE OF ITEM: **ACTION**

ITEM: D.5 **Consider Approval to Declare 1979 Case C Backhoe Surplus**

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

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

Recommendation:

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

- 1979 Case C Backhoe

Discussion:

Due to the age of the Backhoe, costs for maintenance, and being unreliable, staff would like to remove this item from inventory. Staff purchased a new Super N Backhoe last year and has the existing Super M Backhoe as a back-up unit, therefore the Case C is no longer needed as a back-up unit. It will be a sealed bid, sold to the highest bidder and will be listed as unreliable with no guarantees.

Alternatives:

Staff analysis consists of the following potential alternative:

- Take No Action

Fiscal Analysis:

Since the unit is fully depreciated, we did our best to find fair market value for this item. The approximate value for this unit is \$3000.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 3, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.1 **Consider Approval of Ordinance 2024-01 Amending Regulations 46-48, Pertaining to the McKinleyville Community Forest – Second Reading**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review information provided, discuss, take Public comment, and approve the Second Reading of the Ordinance No-2024-01, by title only.

Discussion:

On March 6, 2024 the Board held the First Reading of Ordinance No. 2024-01 amending regulations 46-48 of the District's Rules and Regulations to include regulations for the formation of the McKinleyville Community Forest (MCF) standing committee as well as regulations for the public use of the MCF.

The amendments made in track changes can be reviewed in **Attachment 1**.

Ordinance 2024-01 can be reviewed in **Attachment 2**. This is the second reading of the Ordinance.

At the first reading of Ordinance 2024-01, several members of the mountain biking community voiced disagreement with the language for rule 47.02 regarding prohibition e-bikes within the MCF. The mountain bike community also attended the March 20th Park And Recreation Committee (PARC) meeting and has provided information regarding the different classes of e-bikes as well as recommendations for policy/rule language that would include allowing use of Class 1 & 2 e-bikes on forest trails. A chart outlining the different e-bike Classes can be viewed in **Attachment 3**.

Staff feels that the formation of the MCF standing committee is critical to the development and management of the MCF. As such Staff recommends that Ordinance 2024-01 be approved as is so that the District can move forward with the formation of the committee as soon as possible. Making substantive edits to Ordinance No. 2024-01, first read at the March 6th Board of Directors meeting, would delay the process of forming the MCF standing committee as it would require an additional reading before being adopted. Staff understands the mountain biking community's desire to have Rule 47.02 changed in order to allow

use of certain classes of e-bikes within the MCF but also feels that a broader community of potential MCF users have not been heard from at this point.

Draft Rule 47.02 was discussed at length by the PARC on March 20th. PARC member, Charlie Caldwell moved to recommend the MCSD Board accept Ordinance 2024-01 as written at the April 3, 2024 Board of Directors meeting, with direction to the PARC and staff to draft an Ordinance revising rule 47.02 to include language allowing class 1 & 2 e-bikes in the MCF to be presented to the MCSD Board of Directors for a first reading at the May 1, 2024 MCSD Board of Directors meeting. This motion and recommendation was unanimously agreed upon by the PARC members present.

Alternatives:

Staff analysis consists of the following potential alternative:

- Take No Action

Fiscal Analysis:

No fiscal impact

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Revision of Rules 46-48 in Track Changes
- Attachment 2 – Ordinance No. 2024-01, An Ordinance of the McKinleyville Community Services District Amending Regulations 46-48, Pertaining to the McKinleyville Community Forest
- Attachment 3 – Chart of E-Bike Classes

REGULATION 46 -- ENFORCEMENT COMMUNITY FOREST COMMITTEE

~~**RULE 48.01. ACQUISITION OF LAND** – The McKinleyville Community Services District has the authority to acquire land to support future community forest operations, including non-contiguous properties.~~

RULE 468.021. FORMATION OF COMMUNITY FOREST COMMITTEE – the Board of Directors authorizes the formation of a Community Forest Committee to provide the Board of Directors and staff with recommendations regarding the use, management and operation of the community forest.

Rule 46.02. MEMBERSHIP - the McKinleyville Community Services District Community Forest Committee shall consist of 11-15 members consisting of:

- ~~(g) Two (2) non-voting members shall be members of the District Board.~~
- ~~(h) The remaining nine to thirteen (9-13) members will be regular voting members. Of the regular voting members, one (1) will be a member of the Parks and Recreation Committee, one (1) will be the MCSD General Manager, one (1) one will be MCSD's Parks & Recreation Director, one (1) will be MCSD's Operations Director, one (1) will be a MCSD Recreation Coordinator, one (1) will be a member of the McKinleyville Municipal Advisory Committee, at least one (1) will be a Forester, at least one (1) will be a representative from an appropriate natural resource service agency, at least one (1) will be a field expert in forest management, natural resources or biology, At least one (1) will be a member of the public who is a resident of the MCSD and is to be appointed by the MCSD Board of Directors. The remaining open seats up to 15 members may be filled by additional McKinleyville residents, field experts and/or tribal community representatives.~~
- ~~(i) Any citizen, residing in the service area of the McKinleyville Community Services District, may apply to the District Board for appointment to fill appropriate vacant seats on the Community Forest Committee.~~

Rule 46.03. APPOINTMENT - the committee members shall be appointed as follows:

- ~~(c) The Board of Directors shall announce each vacancy and shall state they are seeking applicants, setting forth the qualifications, if any required.~~
- ~~(d) The Board of Directors shall interview each applicant, after which a majority of the Board of Directors, may select the most qualified to fill the vacancy.~~

Rule 46.04. MEMBER QUALIFICATIONS - all members not representing a specific entity or expertise shall be resident elects of the McKinleyville Community Services District.

Rule 46.05. TERMS OF OFFICE -the committee members shall serve terms as follows:

- ~~(e) Appointment of District Board Members shall be for a term of one (1) year. Such member shall be a non-voting member and shall be appointed by the MCSD Board President in January each year.~~

- (f) Appointment of field experts shall be for a term of two (2) years.
- (g) Terms of the non-Board of Director committee members shall be staggered so that no more than two (2) membership terms shall expire in any given year.
- (h) The annual expiration date of appointment shall be December 31st.

Rule 46.06. REMOVAL - members of the Committee may be removed by a majority vote of the District Board of Directors.

Rule 46.07. ABSENCES - if any member of the Committee is absent without prior notification to the Parks & Recreation Director for three (3) regular consecutive meetings, or 40% of scheduled meetings, the Parks & Recreation Director shall certify that fact to the Board of Directors and the Board of Directors shall thereafter declare the position on the Committee to be vacant and proceed to fill the position by appointment.

Rule 46.09. OFFICERS - the MCSD Directors will serve as Chairperson and Vice-Chairperson of the Committee. The MCSD Directors for this committee will be appointed by the MCSD Board President annually.

Rule 46.10. MEETINGS - the Committee shall hold regularly scheduled meetings in the Conference Room of the District Office, or at such other place within the District as may be designated by the Committee, and may hold such additional meetings as it may deem necessary or expedient. All meetings must be noticed in compliance with state and federal laws.

Rule 46.11. TIME/LOCATION OF MEETINGS - the time of the regular meetings shall be as established from time to time by the committee members.

Rule 46.12. QUORUM - a majority of the Committee shall constitute a quorum for the purpose of transacting business of the Committee.

Rule 46.13. RECORDS - written records of all the proceedings, findings, determinations and transactions of the Committee shall be kept, which record shall be a public record and a copy of which record shall be filed with the District Secretary.

Rule 46.14. PURPOSE -The committee's purpose is to assist the District in the development, operation and management of the Community Forest. This is a working committee. Members are expected to not only attend regular meetings of the committee, but to also dedicate time and expertise to matters pertaining to the development, operation and maintenance of the Community Forest in service to the McKinleyville community.

Rule 46.15 POWERS AND DUTIES - the Community Forest Committee shall have the following powers and duties:

- (h) To serve in an advisory capacity to the Board of Directors and District Staff in all matters pertaining to the management and operation of the community forest property owned by the District;

- (i) To make recommendations to the Board of Directors and District Staff with respect to the provisions of the annual budget for community forest management and operation;
- (j) To recommend to the Board of Directors acceptance or rejection of offers of donations of money, personal property and real property to be used for management and/or operation of the community forest;
- (k) To recommend to the Board of Directors a comprehensive forest management and operating plan;
- (l) To recommend for adoption by the Board of Directors rules and regulations for the use and improvement of the District's community forest property;
- (m) To recommend to the Board of Directors and District staff policies for the development and improvement of community forest amenities and attributes in service to the community's needs; and
- (n) To perform research, data gathering and analysis for matters pertaining to the development and management of the Community Forest; and
- (o) To perform duties related to fundraising for the development, operation and maintenance of the Community Forest; and
- (p) To participate in community work efforts related to the development, operation and maintenance of the Community Forest; and
- (q) To perform such other duties relating to community forest matters as may be prescribed by the Board of Directors.

REGULATION 47-COMMUNITY FOREST USE & GUIDELINES

RULE 47.031. DAY USE ONLY-there is to be no camping or overnight use of any portion of the Community Forest property without express written permission from the McKinleyville Community Services District.

RULE 47.02. MOTORIZED AND ELECTRIC VEHICLE USE PROHIBITED-Public recreation use of the Community Forest Property does not include use or operation of any motorized or electric vehicle. Recreational use must be done via pedestrian use, non-motorized/non-electric bicycle or horseback. Operation of non-motorized vehicles within the community forest property must comply with existing Rule 41.04 of these Rules & Regulations

RULE 47.03. AT OWN RISK USE-Recreational Use of the Community Forest Property is at participant's own risk.

RULE 47.04. FIRES PROHIBITED-use of fire is prohibited within the Community Forest property

RULE 47.05. COMMUNITY FOREST USE AND GUIDELINES – the guidelines and regulations for the use, operation, management, budgeting, watershed and environmental protection, forest management planning and practices, trail management and planning, and other uses of the community forest will be established by either existing or new Ordinance and will be consistent with other MCSD Recreation and Park System operations and regulations.

REGULATION 48-ENFORCEMENT

Rule 486.01. VIOLATIONS - any violation of these rules and regulations relating to the use of District facilities located within the recreation and parks system is a misdemeanor, punishable by law.

ORDINANCE NO. 2024-01
AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
AMMENDING REGULATION 46, 47, and 48 OF THE MCSD RULES AND
REGULATIONS

WHEREAS, the McKinleyville Community Services District (the District), in partnership with Green Diamond Resource Company, and Trust for Public Lands has acquired 599 acres of timberlands to become the McKinleyville Community Forest

WHEREAS, the Board of Directors authorizes the formation of a standing Community Forest Committee to provide the Board of Directors and staff with recommendations regarding the use, management and operation of the community forest; and

WHEREAS, staff has proposed standards of use and safety guidelines for the McKinleyville Community Forest; and

WHEREAS, standards of safety are in the best interest of the community, the District, and the long term ongoing use, operation, and sustainability of the McKinleyville Community forest.

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

REGULATION 46 – COMMUNITY FOREST COMMITTEE

RULE 46.01. FORMATION OF COMMUNITY FOREST COMMITTEE – the Board of Directors authorizes the formation of a Community Forest Committee to provide the Board of Directors and staff with recommendations regarding the use, management and operation of the community forest.

Rule 46.02. MEMBERSHIP - the McKinleyville Community Services District Community Forest Committee shall consist of 11-15 members consisting of:

- (a) Two (2) non-voting members shall be members of the District Board.
- (b) The remaining nine to thirteen (9-13) members will be regular voting members. Of the regular voting members, one (1) will be a member of the Parks and Recreation Committee, one (1) will be the MCSD General Manager, one (1) one will be MCSD's Parks & Recreation Director, one (1) will be MCSD's Operations Director, one (1) will be a MCSD Recreation Coordinator, one (1) will be a member of the McKinleyville Municipal Advisory Committee, at least one (1) will be a Forester, at least one (1) will be a representative from an appropriate natural resource service agency, at least one (1) will be a field expert in forest management, natural resources or biology, At least one (1) will be a member of the public who is a resident of the MCSD and is to be appointed by the MCSD Board of Directors. The remaining open seats up to 15 members may be filled by additional McKinleyville residents, field experts and/or tribal community representatives.

- (c) Any citizen, residing in the service area of the McKinleyville Community Services District, may apply to the District Board for appointment to fill appropriate vacant seats on the Community Forest Committee.

Rule 46.03. APPOINTMENT - the committee members shall be appointed as follows:

- (a) The Board of Directors shall announce each vacancy and shall state they are seeking applicants, setting forth the qualifications, if any required.
- (b) The Board of Directors shall interview each applicant, after which a majority of the Board of Directors, may select the most qualified to fill the vacancy.

Rule 46.04. MEMBER QUALIFICATIONS - all members not representing a specific entity or expertise shall be resident elects of the McKinleyville Community Services District.

Rule 46.05. TERMS OF OFFICE -the committee members shall serve terms as follows:

- (a) Appointment of District Board Members shall be for a term of one (1) year. Such member shall be a non-voting member and shall be appointed by the MCSD Board President in January each year.
- (b) Appointment of field experts shall be for a term of two (2) years.
- (c) Terms of the non-Board of Director committee members shall be staggered so that no more than two (2) membership terms shall expire in any given year.
- (d) The annual expiration date of appointment shall be December 31st.

Rule 46.06. REMOVAL - members of the Committee may be removed by a majority vote of the District Board of Directors.

Rule 46.07. ABSENCES - if any member of the Committee is absent without prior notification to the Parks & Recreation Director for three (3) regular consecutive meetings, or 40% of scheduled meetings, the Parks & Recreation Director shall certify that fact to the Board of Directors and the Board of Directors shall thereafter declare the position on the Committee to be vacant and proceed to fill the position by appointment.

Rule 46.09. OFFICERS - the MCSD Directors will serve as Chairperson and Vice-Chairperson of the Committee. The MCSD Directors for this committee will be appointed by the MCSD Board President annually.

Rule 46.10. MEETINGS - the Committee shall hold regularly scheduled meetings in the Conference Room of the District Office, or at such other place within the District as may be designated by the Committee, and may hold such additional meetings as it may deem necessary or expedient. All meetings must be noticed in compliance with state and federal laws.

Rule 46.11. TIME/LOCATION OF MEETINGS - the time of the regular meetings shall be as established from time to time by the committee members.

Rule 46.12. QUORUM - a majority of the Committee shall constitute a quorum for the purpose of transacting business of the Committee.

Rule 46.13. RECORDS - written records of all the proceedings, findings, determinations and transactions of the Committee shall be kept, which record shall be a public record and a copy of which record shall be filed with the District Secretary.

Rule 46.14. PURPOSE -The committee's purpose is to assist the District in the development, operation and management of the Community Forest. This is a working committee. Members are expected to not only attend regular meetings of the committee, but to also dedicate time and expertise to matters pertaining to the development, operation and maintenance of the Community Forest in service to the McKinleyville community.

Rule 46.15 POWERS AND DUTIES - the Community Forest Committee shall have the following powers and duties:

- (a) To serve in an advisory capacity to the Board of Directors and District Staff in all matters pertaining to the management and operation of the community forest property owned by the District;
- (b) To make recommendations to the Board of Directors and District Staff with respect to the provisions of the annual budget for community forest management and operation;
- (c) To recommend to the Board of Directors acceptance or rejection of offers of donations of money, personal property and real property to be used for management and/or operation of the community forest;
- (d) To recommend to the Board of Directors a comprehensive forest management and operating plan;
- (e) To recommend for adoption by the Board of Directors rules and regulations for the use and improvement of the District's community forest property;
- (f) To recommend to the Board of Directors and District staff policies for the development and improvement of community forest amenities and attributes in service to the community's needs; and
- (g) To perform research, data gathering and analysis for matters pertaining to the development and management of the Community Forest; and
- (h) To perform duties related to fundraising for the development, operation and maintenance of the Community Forest; and
- (i) To participate in community work efforts related to the development, operation and maintenance of the Community Forest; and
- (j) To perform such other duties relating to community forest matters as may be prescribed by the Board of Directors.

REGULATION 47-COMMUNITY FOREST USE & GUIDELINES

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RULE 47.03. AT OWN RISK USE-Recreational Use of the Community Forest Property is at participant's own risk.

RULE 47.04. FIRES PROHIBITED-use of fire is prohibited within the Community Forest property

RULE 47.05. COMMUNITY FOREST USE AND GUIDELINES – the guidelines and regulations for the use, operation, management, budgeting, watershed and environmental protection, forest management planning and practices, trail management and planning, and other uses of the community forest will be established by either existing or new Ordinance and will be consistent with other MCSD Recreation and Park System operations and regulations.

REGULATION 48-ENFORCEMENT

Rule 48.01. VIOLATIONS - any violation of these rules and regulations relating to the use of District facilities located within the recreation and parks system is a misdemeanor, punishable by law.

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 6, 2024 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:

Scott Binder, Board President

Joey Blaine, Board Secretary

E-BIKES ON NATURAL SURFACE TRAILS

IDENTIFICATION GUIDE

KNOW BEFORE YOU BUY, KNOW BEFORE YOU RIDE. ONLY CERTAIN E-BIKES ARE ALLOWED ON CERTAIN TRAILS.

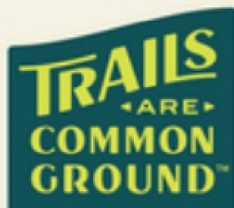
E-BIKE ACCESS ON TRAILS DIFFERS TRAIL TO TRAIL AND ACROSS LAND MANAGEMENT AGENCIES, COMMUNITIES, REGIONS, AND STATES. BE SURE TO CHECK WITH LOCAL OFFICIALS TO BE SURE YOUR E-BIKE IS ALLOWED BEFORE HITTING THE TRAILS.

CLASSIFIED ELECTRIC BICYCLES/ELECTRIC MOUNTAIN BIKES (E-MTBS)			UNCLASSIFIED ELECTRIC BICYCLES/ E-MTBS	ELECTRIC MOTORCYCLES	OTHER ELECTRIC VEHICLES
CLASS 1	CLASS 2	CLASS 3			
<ul style="list-style-type: none"> • 750 watt motor or less • Pedal Assist only • Max motor assisted speed of 20 mph • No throttle 	<ul style="list-style-type: none"> • 750 watt motor or less • Pedal Assist and a throttle • Max motor assisted speed of 20 mph 	<ul style="list-style-type: none"> • 750 watt motor or less • Pedal Assist only • Max motor assisted speed of 28 mph • No throttle 	<ul style="list-style-type: none"> • Motor greater than 750 watts • Unrestricted motor assisted speed with pedal assist • Unrestricted motor assisted speed with throttle • Multi-class ride modes 	<ul style="list-style-type: none"> • Powerful motors capable of speeds of 40-50 mph and faster • Throttle • Foot pegs or aftermarket pedal kits 	<ul style="list-style-type: none"> • Non-bike electric vehicles (one wheels, e-scooters, etc)

WHERE CAN EACH E-BIKE/E-MTB MOST COMMONLY BE RIDDEN?

<ul style="list-style-type: none"> • Class 1 ebikes/ e-MTBs are most likely to be allowed on nonmotorized trails • Motorized trails 	<ul style="list-style-type: none"> • Motorized trails • Class 2 ebikes/ e-MTBs are generally not allowed on non-motorized trails 	<ul style="list-style-type: none"> • Motorized trails only • Class 3 e-bikes /e-MTBs and gravel bikes are not allowed on nonmotorized trails 	<ul style="list-style-type: none"> • Motorized trails only • Tracks and skills courses open to motorized vehicles • Unclassified e-bikes/ e-MTBs are considered motorized and are not allowed on nonmotorized trails 	<ul style="list-style-type: none"> • Motorized trails only • Tracks and skills courses open to motorized vehicles • E-motorcycles are considered motorized and are not allowed on nonmotorized trails 	<ul style="list-style-type: none"> • Motorized trails only • Tracks and skills courses open to motorized vehicles
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AN E-BIKE/E-MTB IN EACH CATEGORY MIGHT LOOK LIKE....



LEARN MORE

TrailsAreCommonGround.org



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McKinleyville Community Services District

BOARD OF DIRECTORS

April 3, 2024

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.2 **Review Parks & General Fund DRAFT Operating Budget, FY2024-25**

PRESENTED BY: **Lesley Frisbee, Parks & Recreation 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 based on historical data and experience. Costs incurred by the District typically fall into one of two categories: fixed costs and volumetric costs.

For the Parks & General Fund operating budget, the expected revenue for programs is projected to be less than the projected revenue for 2023-24 based on current actual program revenues to date. Facility rental revenue in the current fiscal year is higher than the budget projections and staff anticipates similar facility rental revenues in FY 2024-25. There is also \$1.3 million budgeted in grant revenue for the construction of the BMX Park.

For the purposes of this draft, the salary and benefits costs are based on the methodologies agreed upon during the last employee negotiations. Other operating costs have increased due to higher activity levels and inflation.

In 2023, the property owners of McKinleyville voted to increase the Measure B assessment amount. The 2024-25 Draft Measure B budget is based upon the revenues projected in the 2024-25 Engineers Report for the Measure B Assessment District Renewal and Establishment of Increased Assessment. Given that the Measure B fund is currently showing a deficit of over \$659,000 as reported in the 2022-23 Audit, Staff did not budget the entirety of the projected Measure B revenues to operations and maintenance in FY 2024-25 as it is intended that some of the projected revenue will go towards paying down the existing deficit.

The table below summarizes the estimate of District's fixed costs, as well as anticipated cost increases compared to the prior year. At the time of writing this report the estimates for health insurance costs for the next fiscal year were not yet available. These costs are incorporated into the Parks & Recreation Operating Budget and will similarly be incorporated into the Operations budget to be presented to the Board in May.

Fixed Cost	FY23-24	FY24-25	% Change
Worker's Compensation Insurance	\$57,148	\$79,031	32%
Health Insurance	Anthem PPO – unknown at this time Anthem HMO – unknown at this time		
General Liability Insurance	\$170,932	\$174,420	2%
CalPERS PEPRA Employer Portion	\$78,676	\$75,882	-3.6%
CalPERS Classic Employer Portion	\$159,474	\$159,116	-0.22%

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

Alternatives:

Take Action

Fiscal Analysis:

See attached FY2024-25 Parks/General Fund and Measure B Fund DRAFT Operating Budgets.

Environmental Requirements:

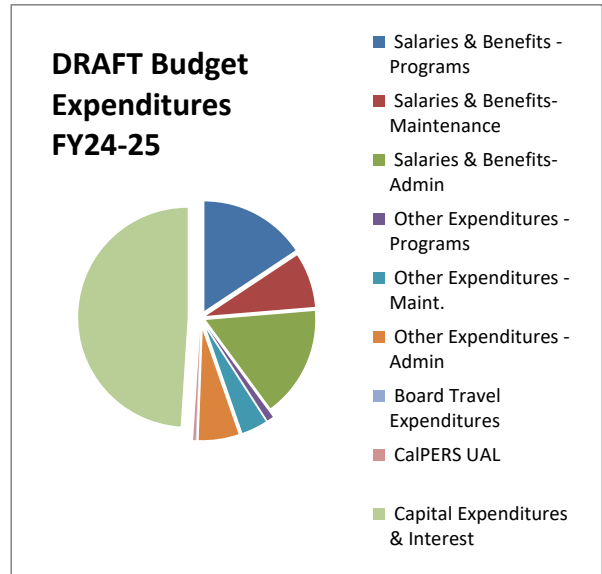
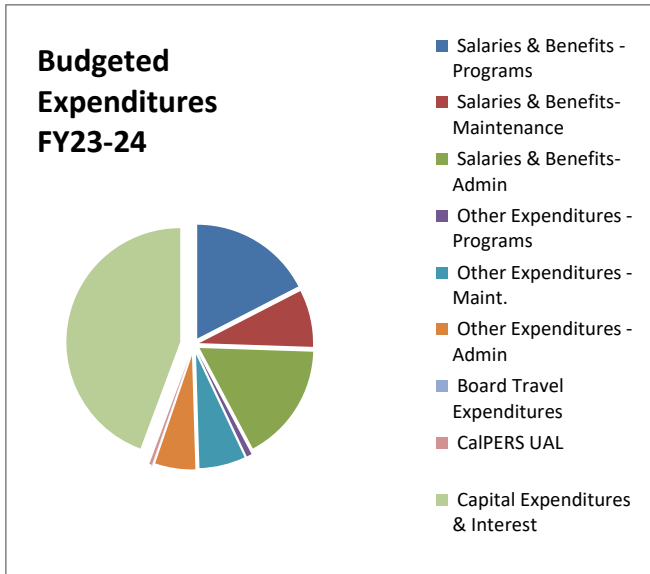
Not applicable

Exhibits/Attachments:

- Attachment 1 – FY2024-25 DRAFT Parks/General Fund and Measure B Operating Budgets

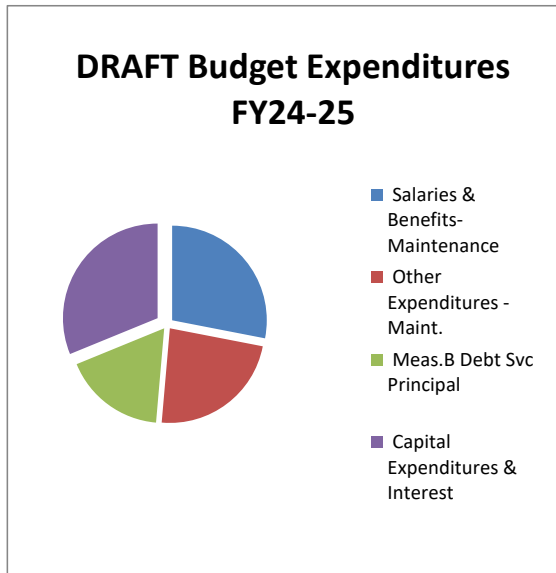
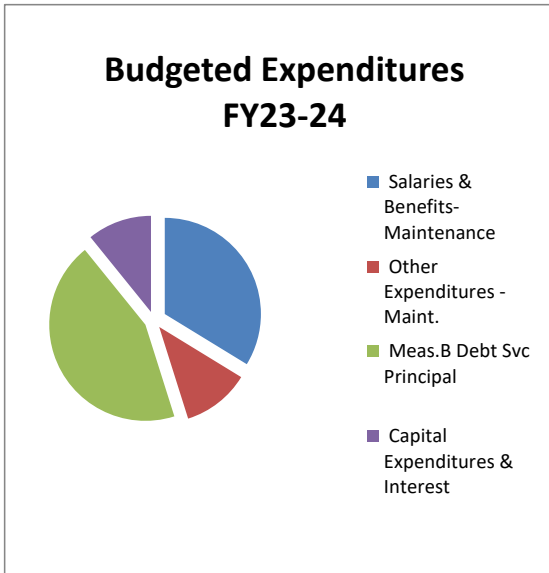
**McKinleyville Community Services District
Parks/General Fund DRAFT Operating Budget
FY 2024-25**

Description	Parks/General Fund Approved Budget FY2023-24		Parks/General Fund DRAFT Budget FY2024-25		Difference (Memorandum Only)	
Revenues						Incr(decr)
Program Fees	324,980	13%	311,150	11%	(13,830)	-4.3%
Facility Fees	69,350	3%	84,750	3%	15,400	22.2%
Property Taxes	773,676	31%	733,794	27%	(39,882)	-5.2%
Open Space Fees	141,000	6%	157,600	6%	16,600	11.8%
Contributions & Other Program	1,500	0%	1,500	0.1%	-	0.0%
Other Revenue	33,569	1%	44,275	2%	10,706	31.9%
Quimby Fees/ Grants/Loans	1,134,000	45%	1,310,000	48%	176,000	15.5%
Interest Revenue	40,000	1.6%	75,000	2.8%	35,000	87.5%
Total Revenues	2,518,075	100%	2,718,069	100%	199,994	7.9%
Expenditures						
Salaries & Benefits - Programs	457,325	17%	415,755	16%	(41,570)	-9.1%
Salaries & Benefits- Maintenance	212,364	8%	212,867	8%	503	0.2%
Salaries & Benefits- Admin	438,481	17%	431,467	16%	(7,014)	-1.6%
Other Expenditures - Programs	19,625	1%	24,975	1%	5,350	27.3%
Other Expenditures - Maint.	171,500	7%	100,900	3.8%	(70,600)	-41.2%
Other Expenditures - Admin	150,300	6%	156,550	5.9%	6,250	4.2%
Board Travel Expenditures	1,200	0.0%	1,500	0.1%	300	25.0%
CalPERS UAL	10,000	0%	10,000	0.4%	-	0.0%
Capital Expenditures & Interest	1,163,000	44%	1,300,000	49%	137,000	11.8%
Total Expenditures	2,623,795	100%	2,654,014	100%	30,219	1.2%
Excess (Deficit)	(105,720)		64,055			



McKinleyville Community Services District
Measure B Fund DRAFT Operating Budget
FY 2024-25

Description	Measure B Fund Approved Budget FY23-24		Measure B Fund DRAFT Budget FY24-25		Difference (Memorandum Only)	
Revenues					Incr(decr)	
Measure B Assessment	224,000	96%	701,659	100%	477,659	3%
Grants/Contributions	-	0%	-	-	-	-
Other Revenue	-	0%	#	-	-	0%
Proceeds from Debt	-	-	#	-	-	0%
Quimby Fees/ ReservesDraw	-	0%	#	-	-	0%
Interest Revenue	8,200	3.5%	3,000	0.4%	(5,200)	-3%
Total Revenues	232,200	100%	#	704,659	472,459	67%
Expenditures						
Salaries & Benefits- Maintenance	78,368	34%	170,461	28%	92,093	118%
Other Expenditures - Maint.	26,450	11%	141,750	23%	115,300	436%
Meas.B Debt Svc Principal	102,304	44%	105,968	17%	3,664	4%
Capital Expenditures & Interest	25,149	11%	189,485	31%	164,336	653%
Total Expenditures	232,271	100%	#	607,664	375,393	162%
Excess (Deficit)	(71)		#	96,995	97,066	



McKinleyville Community Services District

BOARD OF DIRECTORS

April 3, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Initiate Process for General Manager’s Annual Performance Evaluation**

PRESENTED BY: **Joey Blaine, 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 12**);
- Date the appointed consolidator will retrieve the evaluations (**April 15**);
- Date for review information to be returned to Board Secretary for confidential distribution (**April 23**); and
- A date for the closed session for the General Manager’s performance evaluation (**May 1**).

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. The Board Secretary shall distribute the 360 Performance evaluation (**Attachment 3**) to the Department Heads, collect, consolidate, and distribute the evaluations to the Board as part of the May 1 Board Packet.

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.

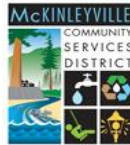
- b. On or before each anniversary date of the effective date of this Agreement, the Board and Employee shall define in writing such goals and performance objectives as they deem necessary for the proper operation of the District, the attainment of the Board's policy objectives and the development of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

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:

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McKinleyville Community Services District Dept. Head/Supervisor 360 Evaluation Survey

Please use the following rating system to respond to the statements below.

1=100% False / Absolutely Disagree

2=Somewhat False / Somewhat Disagree

3= Neutral (Neither True nor False / Do Not Agree or Disagree)

4= Somewhat True / Somewhat Agree

5=100% True / Absolutely Agree

N/E=No Experience / I don't have enough knowledge/experience to rate this statement.

	1	2	3	4	5	N/E
1. I can rely on (trust) my supervisor to do what he/she says he/she will do.						
2. My Supervisor is organized and efficient; I can rely on them to provide direction in a timely manner.						
3. My Supervisor is a valuable resource to me; he/she makes himself/herself available to me whenever I need guidance or support.						
4. I am confident that my supervisor acts (i.e. makes decisions, prioritizes and assigns tasks) in a manner that is in service to the greatest good of the District. (Good for rate payers, community, and employees)						
5. My Supervisor recognizes and acknowledges my contributions to the District and team in a manner that is meaningful to me.						
6. My Supervisor treats employees equitably without showing favoritism.						
7. My Supervisor trusts me to make decisions about how assigned tasks get accomplished. I do not frequently have to ask for permission or approval.						
8. My Supervisor looks at all sides of an issue or problem and weighs the options and impacts of those options before making a decision.						
9. My Supervisor inspires, supports, and advocates for my professional and personal growth and development.						
10. My Supervisor encourages me and others to contribute ideas and perspectives. I feel confident that he/she wants to know what I think.						
11. My Supervisor regularly provides constructive and helpful feedback on my performance						
12. My Supervisor does not criticize people who are not present.						
13. My Supervisor recognizes and supports the work of other departments.						
14. My Supervisor is transparent in his/her fiscal decisions that impact how I and my co-workers are able to complete work assignments.						
15. My Supervisor provides timely and clear communication regarding the workings of the dept. to staff.						
16. My Supervisor provides a clear sense of purpose and direction for work assignments as well as for the roles and responsibilities of each work assignment for me individually and for the whole team.						
17. My Supervisor is open to alternate perspectives and embraces change by challenging the status quo when presented with compelling information.						
18. I am comfortable delivering critical feedback to my Supervisor.						

McKinleyville Community Services District Dept. Head/Supervisor 360 Evaluation Survey

	1	2	3	4	5	N/E
19. My Supervisor is skillful in effectively resolving conflict.						
20. My Supervisor ensures that staff is aware of all policies and regulations pertaining to individual employment and work assignments.						
21. It is clear and evident that my Supervisor cares about the people of the District, both the rate payers/customers and employees.						
22. I trust my Supervisor to keep confidential any conversations or information I share that I request remain confidential.						
23. My Supervisor takes seriously and addresses promptly any safety concerns that I bring to his/her attention.						
24. I enjoy working for and with my Supervisor						

You may provide additional comments regarding the performance of your Supervisor in the space provided. Additional comments are not required but are welcome.

Name of Supervisor _____ Supervisor's Title _____

Date of Evaluation _____ Total Score _____

McKinleyville Community Services District

BOARD OF DIRECTORS

April 3, 2024

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.A **Finance & Administration – January/ February 2024 Report**

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

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has \$813,722 to date in the Trust Account for the Biosolids Disposal project.

Customer adjustments at January month-end total \$13,118; the annual budget for this sub-item is \$45,000. (GL# 501/551-62120)

Total Board Travel as of February 29, 2024 is \$15,615 which is 63% of the approved \$24,700 budget for this item. (GL# 001/005/501/551 62090-888)

Audit/Budget Update:

The Single Audit field work is largely complete. Remaining questions from the auditor have been submitted to the California State Water Resources Control Board, including a request for extension of the March 31st deadline. The Audit & Finance Committee has met with the Auditor to review the work thus far.

The Audited Financials for FY22-23 are now posted on the District’s website and have been disseminated to the various lenders and other interested parties who require them.

The Parks and Measure B Operating Draft budgets are complete. The Water/ Wastewater/ Streetlights Operating Draft budgets will be presented to the Board for review in May, with the final budget submitted for approval at the June Board meeting, before the start of the next fiscal year.

The State Controller’s Office annual Compensation Report was submitted to the State Controller’s Office ahead of the April 30, 2024 deadline. It was reviewed, adjusted and resubmitted before the end of March.

OTHER UPDATES

The deadline for submitting resumes for the Finance Director position closed on March 15th. The first round of interviews is complete. Second-round interviews are being scheduled.

McKinleyville Community Services District

BOARD OF DIRECTORS

April 3, 2024

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.B Operations Department – Feb./March 2024 Report

PRESENTED BY: James Henry, Operations Director

TYPE OF ACTION: None

Water Department:

Water Statistics:

The district pumped 33.3 million gallons of water in February. Six water quality complaints were investigated and rectified. Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:

Testing of DCV's in Routes 2, 3, and 4 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 1.1 million gallons and the average usage per day was 1.3 million gallons.

Water Distribution Maintenance:

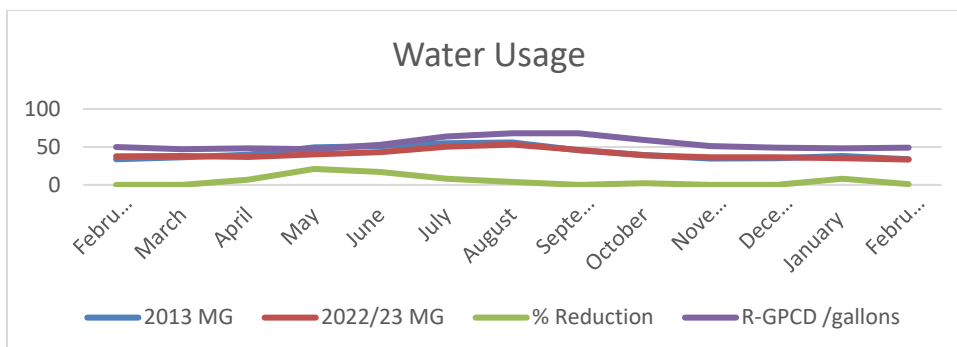
Weekly Bacteria Samples were collected on Schedules 1, 3, 4, 5 and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. Valve exercising continues. This annual program keeps valves operable and easy to operate when needed. Each valve is exercised and recorded on the template app. Any valves requiring repairs will generate a work order. Hydrant inspections are also being conducted. Staff has been locating and inspecting Air relief Valves. There will be a mobile app designed for the inspection process once this gets going. A fire hydrant was knocked off by a car in Sand Pointe Subdivision. The owner gave the District their insurance information and staff replaced the hydrant and concrete pad. Meters were raised at Prairie Court due to ground settling over the years and causing the meter boxes to be under water during rain events. A water service line leak was repaired on Hiller due to bad bedding material around the pipe.

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. String trimming and cleaning was conducted at the North Bank station. The computer control board was replaced on the Hewitt tank generator. This was done in house resulting in a substantial cost savings.

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)	2023/24 (MG)	% Reduction	R-GPCD
February	33.751	34.914	(-3)	48
March	36.244	38.211	(-5)	47
April	39.755	37.003	7	48
May	49.407	39.491	21	47
June	51.337	42.826	17	53
July	54.757	50.136	8	64
August	55.908	53.131	4	68
September	45.702	46.090	(-1)	68
October	39.439	38.843	2	59
November	34.879	36.315	(-4)	51
December	34.879	36.333	(-3)	49
January	38.241	35.266	8	48
February	33.751	33.388	1	49



R-GPCD = Residential Gallons Per Capita Day

New Construction Inspections:

Midtown Court Tract: Plans were reviewed, and plan check fees have been paid. This project has not started yet.

Sewer Department:

Wastewater Statistics:

40.6 million gallons of wastewater were collected and pumped to the WWMF. 47.0 million gallons of wastewater were treated and discharged to NPDES Permit site EFF-001 River disposal in February.

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted at all sewer stations. The Letz and Kelly pump stations were serviced as part of the quarterly maintenance plan. During this time, pumps were inspected, and the wet wells washed. This is done to prevent hydrogen sulfide build up which can deteriorate the concrete walls along with removing rags and debris to prevent plugging up the pumps. Stations were also cleaned during this time. The Fischer Generator wasn't reporting a run signal. Staff repaired the 24v signal and now has it reporting to SCADA. Roof repairs took place at Fischer station due to a leak in the partisan wall. Repairs were also made to the Fischer hoist breaker due to a broken handle.

Sewer Collection System:

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. Staff has been monitoring the sewer flow in manholes using the Smartcover flow totalizers. This data will be compared to the dry weather flow to try locating areas where inflow and infiltration is entering the sewer mains. These devices will be moved around to selected manholes during the winter. The three-month hydro-cleaning of 18,600 feet of sewer mains was completed. This route is made up of locations that have bellies in the line or grease build-up. The cleaning is done using 3000 psi of water through a rotating nozzle, using the vac-con. 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. Repairs have been made on the DO probe cable due to the coupler breaking in half. A skid plate was added to the Bio-Barge to protect the pontoons. Staff is still waiting on the new Draft Discharge permit to review and comment on.

Daily Irrigation and Observation of Reclamation Sites:

River discharge started in December. Irrigation pipe was picked up and stored for the winter. Staff continues to visit the sites regularly for homeless activity and string trim where needed.

Street Light Department:

There was 1 streetlight complaint in February related to a bad photo-cell.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received training on, Lime disease and Tick Safety, PPE, 811 Before You Dig and Chemical Safety.

Special Notes:

Monthly river samples were completed.
Monthly Self-Monitoring Reports (DMR/SMR) were submitted.
Public Water Monthly Monitoring report was submitted.
Monthly Water Quality report was sent to the Dept. of Health.
Monthly Drought and Conservation report was completed
Submitted Annual Drinking Water Discharge report to the State
Submitted Annual DOORS, TRUCR and Emission reports for Diesel usage
Submitted the Annual WWMF report to the State
Attended meeting for the McCluski Tank Project.
Attended meetings and inspections for 4.5 MG Tank project
Attended Community Forest meeting
Submitted new Bac Sample Plan to the Waterboard
Working on the annual Water EAR report.
Attended the Micro-Grid proofing
Assisted in the EOP training

GIS:**Plans & Programs**

- Annual review of the Sanitary Sewer Management Plan & Overflow Emergency Response Plan
 - No changes were made.
- Annual review of the Best Management Practices for Drinking Water System Discharges
 - No changes were made.

General GIS & Maps Completed

- Worked with Openflows WaterCAD to run scenario of adding town center development to existing water system.
 - Troubleshoot existing model to ensure existing components are reflective of current system.
 - Ran multiple scenarios to see water systems capability to handle potential new demand from subdivision.
 - Researched and gained familiarity with software capabilities for future work with the model
- Central Ave Rehab Sewer and Water Mainline
 - Finished updating changes to shapefiles to reflect the changes from the project.
- Community Forest Map updates
 - Minor edits to access locations and simplified symbology of the map.
 - Added updated forest boundary layer from Green Diamond
 - Began to create community forest easements from easement agreement document.

- ArcGIS Online Updates
 - Added open space maintenance zones to web map
 - Updated trails layer
 - Added community forest to MCSD Owned layer on web map

Misc. Work Completed

- USA's and Document Filing
- Completed request for lead service line assistance application.
- Sewer line camera files uploaded to P-Drive and uploaded into appropriate sewer lines on the GIS as attachment.
- Calculated service connection totals for Gen. Water System Schematic

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 3, 2024

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.C **Parks & Recreation Director's Report for March 2024**

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

TYPE OF ACTION: **None**

TEEN & COMMUNITY CENTER-BOYS & GIRLS CLUB PARTNERSHIP:

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

PARK AND RECREATION COMMITTEE:

The Park and Recreation Committee (PARC) met on March 20, 2024. The notes from that meeting can be reviewed in **Attachment 1**.

BMX TRACK & PARK PROJECT:

Melton Design Group completed the final construction Bid documents and they were released on March 22, 2024. A pre-bid meeting will be held on April 10th at 10:00am and Bid opening will take place at 3:00pm on May 6th at the District office.

COMMUNITY FOREST UPDATES:

The Adhoc Community Forest Committee met on March 12th and discussed development of the full McKinleyville Community Forest Committee, the revision to MCSD's Rules and Regulations to incorporate rules pertaining to the Community Forest, agreements with local mountain biking organizations, access at Murray Rd., a ribbon cutting ceremony and potential funding opportunities/sources.

RECREATION PROGRAM UPDATES

- Drop-in Pickleball is on Monday, Wednesday and Friday mornings 9:30am to 12:30pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Beginning Pickleball class was full. The class ran March 6-March 27th. The next class will run April 23-May 14th.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
 - The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's, a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.

- Playgroup for children 0-5 years old is running every Thursday from 10:30am-12:30pm.
- Pee Wee Basketball league for Kindergarten thru 2nd grades is full. The league begins April 2nd and ends on May 18th.
- The Totletics Soccer program that started on March 9th is full. This program is for 3-5 year olds and hosts 40 children per class series
- Breakout: Skate Camp April 15-19 is currently accepting enrollment. Breakout is a day camp program for youth age 6-11.
- Cooking classes for kids: The March 2nd class was a Mexican food class and hosted a full class.

PARK & FACILITY MAINTENANCE UPDATES:

The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. and Open Space Zone landscaping. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Maintenance staff have spent many hours this last month preparing Hiller Sports Site for Little League and youth Softball Spring seasons. Monthly inspections were conducted on all facilities and Open Spaces.

FACILITY RENTALS & USE

- 13 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in March through April.
- 5 parties were booked through the Party Program at the Activity Center in March through April.
- 24 Activity Center Rentals March through April.

OTHER UPDATES:

- Staff has been preparing for the Recreation database software program upgrade.
- Staff continues to work with MUSD to provide staff for the school districts after school programs.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, the McKinleyville Family Resource Center Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide support to other departments of the District; assisting with accounts payable, and payroll.

ATTACHMENTS:

- Attachment 1 – PARC Meeting Notes 2-20-2024

Wednesday, March 20, 2024

6:30pm

Parks & Recreation Committee Meeting

NOTES

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

Members Absent: Ciara Torres, Patti Stuart

Meeting Notes:

Communications:

Laura Bridy resignation

Baduwat estuary work day

Trails Summit June 1st

Public Comment:

None

Botanical Garden Volunteer Recruitment

Member Jane Fusek shared a draft recruitment flyer that included information regarding a monthly volunteer workday, which will be on the 3rd Sunday of the month beginning April 21st.

Jane also reported that the Master Gardener program may be able to help recruit volunteers and/or help with garden education activities.

Rules & Regulations Revision pertaining to Community Forest

Staff recommended that the ordinance be passed as it is. Making substantive edits to the ordinance at this time would require that it go through a first reading and then a second reading (a two-month process) before it could be included in the District's rules and regulations.

Several members of the mountain bike community spoke up to voice disagreement with the draft rule 47.02 restricting the use of e-bikes in the community forest. Public comments regarding rule 47.02 encouraged allowing class 1 & 2 e-bikes on the trails. Several members of the public present were e-bike riders who without e-bikes, would not be able to enjoy trail riding. Members of the public in attendance suggested that MCSD use the same or similar policy language as the City of Arcata regarding multiple users and e-bikes in the Arcata Community Forest. Several suggestions regarding wording changes to the draft ordinance were made by members of the public and members of the PARC committee.

There was a discussion and suggestions for various ways to move the existing draft ordinance forward so that the committee could be formed while also offering a revision to rule 47.02.

Member Charlie Caldwell moved to recommend to the MCSD Board of Directors: to Accept Ordinance 2024-01 at the second reading and recommend the PARC draft a revision to rule 47.02 that includes allowing class 1 & 2 e-bikes in the McKinleyville Community Forest to be presented to the Board for a first reading at the May 1, 2024 MCSD Board meeting. Member Julie Giannini-Previde seconded the motion. All PARC members present voted unanimously in agreement of the recommendation.

PARC Nominee to the McKinleyville Community Forest Committee:

Member Johnny Calkins nominated Jenn Ortega as the PARC representative on the MCF committee. After discussion and other members providing comment in support of the nomination, Phil Heidrick seconded the nomination and the committee voted unanimously for Jenn Ortega to be the PARC representative on the MCF Committee.

Community Garden:

Charlie Caldwell is developing a plan with Boys & Girls Club teen center staff to get teen club members involved in the rehabilitation of the garden. He hopes to have it cleaned up and looking better in time for Pony Express Days weekend.

Dept. Director Report:

Recreation Program Updates

- Drop-in Pickleball is on Monday, Wednesday and Friday mornings 9:30am to 12:30pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Beginning Pickleball class was full. The class ran March 6-March 27th. The next class will run April 23-May 14th.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
 - The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's, a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old is running every Thursday from 10:30am-12:30pm.
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Park & Facility Maintenance Updates

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- 5 parties were booked through the Party Program at the Activity Center in March through April.
- 24 Activity Center Rentals March through April.

Vandalism Report

Vandalism in the restrooms at both Pierson and Hiller Park are an on-going issue.

Hewitt Ranch Property Updates

No updates at this time.

North Bank River Property Updates

No updates at this time.

Other updates:

- Staff has been preparing for the Recreation database software program upgrade.
- Staff continues to work with MUSD to provide staff for the school districts after school programs.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, the McKinleyville Family Resource Center Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide support to other departments of the District; assisting with accounts payable, and payroll.

AdHoc Committee Reports:

- Skate Park—a plaque acknowledging Pat Hanson as a founder of the McK. Skatepark is ready to be installed on benches at the Skatepark
- Fisher Ranch Estuary project— Work day on March 23rd.
- BMX— staff gave update construction bid documents and bid process
- Community Garden—see agenda item note

Agenda Items for next meeting:

Rule 47.02

Community Garden Plan

Draft Parks & Rec Operating Budget

Next meeting will be Wednesday, April 17, 2024

Adjournment:

- Adjourned: approximately 7:49pm

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 3, 2024

TYPE OF ITEM: **INFORMATIONAL**

ITEM: F.3.D **General Manager’s Report for April 3, 2024 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of March 2024

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 of February:

• Use of NHE Services =	\$3,627
• WEX Labor Reimbursement =	\$0
• SWAP =	\$680
• Volunteer Pickleball Labor =	\$471
• CSW =	\$0
• Amazon Cost Savings =	\$87
• Build Jackhammer Tray =	\$435
• Add Bio Barge Skid Tray =	\$120
• Rebuild AB Check Valves =	\$4,140
• Add Gen Run signal at Fischer =	\$375
• Letz ATS Repair =	\$9,000
• Repair Backpack Blower =	\$90
• <u>Repair Hewitt Generator =</u>	<u>\$520</u>
TOTAL COST SAVINGS FOR MAR =	\$19,545

For the District’s 2023/24 Fiscal Year so far, Staff is responsible for \$340,742 in savings.

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

4.5 Gallon Water Tank Project – Mercer Fraser has handed the work off to DN Tank, and DN Tank are making quick work advancing the construction of the tank. They poured the first half of the floor the week of March 11 and are scheduled to pour the second half the week of March 25th. The District is working on scheduling a day for the

Board and Staff to observe the wall construction process when it is better weather and fits into the Contractor's schedule.

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

SRF Energy Efficiency WWMF Micro-grid Project – Halleluia! The battery component of the microgrid at the Wastewater Management Facility (WWMF) finally has gotten the sign off from PG&E. The solar portion of the facility was brought on-line and signed off by PG&E on July 1, 2022. The District has been using and exporting solar energy since then. PG&E came back out on March 15th, 2024 to do their inspection of the battery system and signed off. We are still waiting for the formal Permit to Operate (PTO) from them and there still is a PG&E meter that needs to be installed. PG&E of course will not tell us when they will issue the PTO or install the meter, but at least one big hurdle has been cleared.

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

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

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

Office Remodel – LDA Partners continues to work on the Office Remodel design. LDA completed a final floor plan and elevations views and District Staff completed a final review and approval, and LDA has moved on into the final design. Their staff was out the week of March 18th to scan the existing building to ensure they had the correct dimensions for the final drawings. We'll of course see what the Engineer's Construction Costs Estimate comes back at and make final decisions on when/if we want to go out to bid. The funding for this project has not yet been secured, but Staff is pursuing funding through the State Water Resources Control Board, Clean Water State Revolving Fund grant/loan program.

McCluski/Hewitt Tank Replacement Project – This project consists of the replacement of the two existing redwood tanks at the west end of Hewitt Ave on McCluski Hill. The existing 100,000 gallon and 150,000-gallon redwood tanks located will be replaced with two, 200,000-gallon, glass-fused lined, bolted steel tanks. The existing grant is for Phase 1 funding, which includes the Biological and other Special Studies as well as Geotech assessment and 65% design drawings. Kennedy Jenks has completed the initial Preliminary Design Report and initial Design Drawings as well as the final Environmental Documents. The Phase 1 documents have been submitted to CalOES and FEMA in February 2024 to close out the Phase 1 portion of the grant. We also are working on submitting a request for additional grant funding, and then we will wait for the Phase 2 grant funding to be released for the construction of the tanks.

This first phase of the work cost \$155,750 overall which includes a \$38,938 District match. This grant was included in the current Fiscal Year budget and the recent Rate Study analysis and will be paid for from the Operations CIP budget. The overall grant cost estimate for this project was estimated to be \$1.44 Million, with 75% Federal Funding (\$1,079,038.50) and a 25% District match (\$359,679.50). However, the initial Preliminary Design Report estimated construction cost at \$4.64M. As mentioned, we submitted a request to see if there is additional grant funding available from FEMA/CalOES for this increased construction costs.

Fischer Lift Station Upgrade Project - A Hazard Mitigation Grant was submitted for the upgrade of the Fischer Sewer Lift station on April 6, 2022. We heard in early November 2023 that Phase 1 of this grant will be funded. The grant will cover the complete retrofit of the Fischer Lift Station, which pumps wastewater from the entire southern half of McKinleyville to the wastewater management facility. This would include the replacement of the pumps and upgrading the electrical system, valves, and further seismically strengthen the building. The Engineering Design and Environmental Permitting contract was awarded to GHD at the March 6, 2024 Board Meeting.

The initial Phase 1 grant award is for \$243,580 with a District match of \$25,640. This project was not budgeted for in the current Fiscal Year as it was assumed it wouldn't hit until next FY. \$500,000 was budget in FY24/25 and \$500,000 in FY25/26. It is anticipated that minimal matching funds (much less than \$25k) will be spent this year.

Reporting by County Department – A regular meeting has been scheduled with President Binder, GM Kaspari, Supervisor Madrone, and the MMAC Chair, Lisa Dugan. Jesse Miles, the Executive Director of the McKinleyville Chamber of Commerce, has also begun to join us for these meetings. These meetings occur on the fourth Monday of every month to discuss various topics of concern to all four organizations and the community. At the March meeting, only President Binder and Lisa Dugan were able to make it. We discussed the Community Forest and MMAC's representative for the Committee, as well as E-bikes, the Town Center EIR, and the County's Local Transportation Safety Plan.

We will of course continue these meetings in 2024 and have scheduled meetings with Airport Director Roggatz in April, District Attorney, Eads in May, and CAO Hayes in August. We are attempting to schedule meetings with the Auditor/Controller, DHHS, and second meetings with Directors Ford and Mattsen, and Sheriff Honsal.

Grant Applications – The Mad River Watermain Crossing Hazard Mitigation Grant application was submitted to CalOES in March 2021. We heard in December 2021 that the project had been forwarded by CalOES to FEMA for funding. We have not received a grant agreement for this project; however, Pacific Legacy, under a contract with FEMA, was out the week of March 18th, 2024 doing a cultural resource survey of the crossing, so the grant is moving forward.

The Federal Bipartisan Infrastructure Law funding that we will have access to will be run through the EPA funded Clean Water and Drinking Water State Revolving Fund Programs. The SRF funding in California is run through the State Water Resources Control Board. As discussed with the Board at the December 7, 2022 Board Meeting, we have submitted a Clean Water SRF application for funding the retrofit of the Fischer

and B Street Lift Stations, which are two of our highest priority Capital Improvement Projects. We submitted this grant application in December 2022 but were unfortunately notified recently that it will not be funded this Fiscal Year. Staff had heard there was additional SRF Funding, so this was a big disappointment. The grant application will remain in their queue and will be considered for funding in the 2024/25 Fiscal Year.

We are also finishing up the design and assessment as part of the Recycled Water Grant for the Pialorsi property. We will turn this Planning Grant into an implementation grant application for the construction of the recycled water irrigation infrastructure for the Pialorsi property as well as upgrading the existing irrigation system for the Fischer property. Staff submitted the initial portions of this grant application in September 2023.

We are also pursuing grant funding through the Integrated Climate Adaptations and Resiliency Program and the National Fish & Wildlife Foundation's, America's Ecosystem Restoration Initiative: America the Beautiful Challenge 2024. For funding for the Community Forest and with CalTrout for the next phase of the project at the Fischer Road property. We will bring any grants we are successful with back to the Board for formal approval.

Other Work – Much of February and March was spent on the search for the new Finance Director, including interviews with six promising candidates and narrowing the selection down with Staff to two final candidates. It is hoped that an offer can be made and the new Finance Director will be on-board in April. Much of my time has been dealing with typical year end finance reporting, including finalizing the Singe Audit. Things the Finance Director would typically deal with. Other work in March included the daily and weekly construction meetings for the 4.5MG Reservoir construction, as well as the Hewitt Tank project design with Kennedy Jenks Engineers, initial design meetings with GHD on the Fischer Lift Station upgrade project, the final BMX Park bid package meetings, Microgrid PG&E commissioning and construction meetings, Community Forest Meetings, MMAC Incorporation subcommittee meetings, and MMAC general meetings. Things continue to be very busy at the District.

Attachments: Attachment 1 – WWMF Monthly Self-Monitoring Report

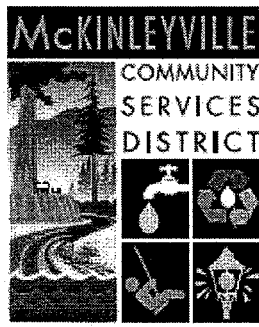
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PHONE: (707) 839-9003
FAX: (707) 839-5964

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

March 26, 2024

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for February 2024 for McKinleyville Community Services District Wastewater Management Facilities WIDID NO. 1B82084OHUM, operating under Order Number R1-2018-0032.

The normal discharge of effluent was 29 days going to 001. 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 current month 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.

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 2024

DATE	INFLUENT FLOW		EFFLUENT FLOW		EFFLUENT MONITORING			EFFLUENT MONITORING				EFFLUENT MONITORING				RSW-001			RSW-002							
	M.G.D.	M.G.D.	M.G.D.	M.G.D.	RIVER CFS	RIVER Dilution	B.O.D. mg/L	TSS mg/L	pH	TEMP (C°)	B.O.D. mg/L	TSS mg/L	CL ₂ RES.	RIVER CL ₂ RES.	RIVER SOLIDS	SETTLABLE SOLIDS	TOTAL COLIFORM	TIME	PH	TEMP	D.O.	TIME	PH	TEMP	D.O.	
1	1.455	1.622	1404	1404	8320	2660	6.9	14.6	1.8	0.00	1.8	0.00														
2	1.496	1.668	1365	6840	2249	260	6.9	14.4	3.1	3.0	3.0	1.9	0.00		<0.1											
3	1.434	1.683	1341	6230	2085		6.8	12.8		2.2	2.2	2.2	0.00													
4	1.490	1.663	1485	5090	1539		6.8	12.8		2.1	2.1	2.1	0.00													
5	1.620	1.676	1360	5770	1904		6.9	13.6		1.7	1.7	1.7	0.00			<1.8		13:30	7.7	11.9	11.3	13:30	7.7	11.3	11.3	
6	1.679	1.709	1416	7490	2374		6.8	13.3		1.7	1.7	1.7	0.00													
7	1.624	1.730	1424	5650	1781		6.8	13.0		1.9	1.9	1.9	0.00													
8	1.450	1.739	1634	5100	1401		6.8	12.6	3.0	3.5	3.5	1.8	0.00		<0.1											
9	1.352	1.756	1462	4110	1262	180	6.8	12.9		1.8	1.8	1.8	0.00													
10	1.326	1.755	1510	3420	1017		6.9	12.9		1.7	1.7	1.7	0.00													
11	1.341	1.740	1566	2940	843		6.8	13.9		1.9	1.9	1.9	0.00													
12	1.253	1.451	2185	2560	526		6.9	13.4		1.5	1.5	1.5	0.00					13:20	7.4	12.1	10.8	13:30	7.5	10.5	12.4	
13	1.210	1.079	1068	2260	950		6.9	14.0		1.9	1.9	1.9	0.00			<1.8										
14	1.321	1.184	1111	2080	840		6.8	13.7		1.7	1.7	1.7	0.00													
15	1.450	1.468	1254	5220	1868		6.8	13.5	4.3	4.9	4.9	1.7	0.00													
16	1.361	1.580	1333	5030	1694	240	6.8	13.8		1.7	1.7	1.7	0.00													
17	1.443	1.637	1353	4380	1453		6.9	13.2		1.9	1.9	1.9	0.00													
18	1.560	1.635	1390	6190	1999		6.9	13.1		1.9	1.9	1.9	0.00													
19	1.606	1.652	1328	7050	2383		6.8	13.1		1.9	1.9	1.9	0.00													
20	1.524	1.675	1410	8460	2693		6.8	13.5		1.8	1.8	1.8	0.00													
21	1.440	1.700	1374	7130	2329		6.8	13.3		1.8	1.8	1.8	0.00													
22	1.362	1.705	1376	5570	1817		6.8	13.7	3.5	3.2	3.2	1.8	0.00													
23	1.314	1.692	1443	4490	1397	230	6.9	13.8		1.8	1.8	1.8	0.00		<0.1											
24	1.297	1.669	1429	3690	1159		6.9	13.7		1.9	1.9	1.9	0.00													
25	1.329	1.658	1485	3110	940		6.9	14.3		1.9	1.9	1.9	0.00													
26	1.242	1.649	1520	2710	800		6.8	13.2		1.7	1.7	1.7	0.00					15:00	7.2	10.7	10.8	15:10	7.5	11.0	11.1	
27	1.195	1.664	1544	2410	701		6.8	13.2		1.7	1.7	1.7	0.00													
28	1.175	1.600	1482	2050	730		6.8	13.2		1.7	1.7	1.7	0.00													
29	1.262	1.580	1456	1950	591		6.9	13.8		1.8	1.8	1.8	0.00													

MONTHLY TESTS EFF-001 DISCHARGE TO RIVER

Ammonia Impact	Ammonia	Nitrate	Phosphorus	Bis Phthalate	Carbon Tetrachloride	Chlorobromomethane	Dichlorobromomethane	Turbidity % increase
0.14	1.0	6.0	4.2	ND	ND	(33) DNO		N/A

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

Organic Nitrogen	TDS	AMMONIA	NITRATE	NITRITE	SODIUM	CHLORIDE	BORON
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ACUTE TOXICITY							
Date	Species	TST: Pass/Fail		Quarterly Tests Value in ug/l			
2/6/2024	Rainbow Trout	PASS		Bromine	Chlorine	2.1	

MONTHLY RIVER RSW-001				MONTHLY RIVER RSW-002			
TDS	Hardness	Ammonia	Conductivity	Turbidity	TDS	Hardness	Ammonia
110	110	ND	84	435	110	82	ND
BOD & TSS				TSS			
BOD		mg/L		BOD		mg/L	
4		30 DAY AVERAGE		98		51	
4		4		98		98	
Permit Exceedance							
REC-001 Quarterly							

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

February 2024

Discharge Monitoring DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	MAXIMUM GPM	004 REC-001 FISCHER MGD UPPER	003 REC-001 FISCHER MGD LOWER	006 REC-001 PIALORSI MGD	005 REC-001 HILLER MGD	IRRGATE TOTAL MGD	001 EFF-001 RIVER MGD
1	1.455	1.622	1404					0.000	1.622
2	1.496	1.668	1365					0.000	1.668
3	1.434	1.683	1341					0.000	1.683
4	1.490	1.663	1485					0.000	1.663
5	1.620	1.676	1360					0.000	1.676
6	1.679	1.709	1416					0.000	1.709
7	1.624	1.730	1424					0.000	1.730
8	1.450	1.739	1634					0.000	1.739
9	1.352	1.756	1462					0.000	1.756
10	1.326	1.755	1510					0.000	1.755
11	1.341	1.740	1566					0.000	1.740
12	1.253	1.451	2185					0.000	1.451
13	1.210	1.079	1068					0.000	1.079
14	1.321	1.184	1111					0.000	1.184
15	1.450	1.468	1254					0.000	1.468
16	1.361	1.580	1333					0.000	1.580
17	1.443	1.637	1353					0.000	1.637
18	1.560	1.635	1390					0.000	1.635
19	1.606	1.652	1328					0.000	1.652
20	1.524	1.675	1410					0.000	1.675
21	1.440	1.700	1374					0.000	1.700
22	1.362	1.705	1376					0.000	1.705
23	1.314	1.692	1443					0.000	1.692
24	1.297	1.669	1429					0.000	1.669
25	1.329	1.658	1485					0.000	1.658
26	1.242	1.649	1520					0.000	1.649
27	1.195	1.664	1544					0.000	1.664
28	1.175	1.600	1482					0.000	1.600
29	1.262	1.580	1456					0.000	1.580
TOTAL	40.611	47.019		0.000	0.000	0.000	0.000	0.000	47.019
AVERAGE	1.400	1.621	1431	0.000	0.000	0.000	0.000	0.000	1.621
MAXIMUM	1.679	1.756	2185	0.000	0.000	0.000	0.000	0.000	1.756
MINIMUM	1.175	1.079	1068	0.000	0.000	0.000	0.000	0.000	1.079
DAYS	29	29		0	0	0	0	0	29
DAYS WITH NO DISCHARGE = 0									